

## MANAGER, ENVIRONMENT

### SUMMARY

The Manager, Environment is responsible for planning, developing, implementing, evaluating and reporting on environment programs and initiatives related to the Trust's strategic priorities. The Manager reports to the Senior Manager, Delivery of Benefits. Extensive travel is required.

### KEY ACCOUNTABILITIES

- 1. Responsible for developing and implementing actions to address the Trust's environment strategic priorities.**
  - Leads the development of long-term strategic directions and corresponding initiatives, partnerships and relationships to ensure Trust environment strategic priorities are fulfilled.
  - Formulates feasible recommendations to senior management on how to optimize near and medium-term development of approaches to address strategic priorities.
  - Formulates related strategies and develops business plans to support solutions for strategic issues.
  - Recommends changes and/or improvements to current departmental business plans, policies, and procedures.
  - Monitors the Trust's progress at achieving its strategic goals and reports to senior management on that progress.
  
- 2. Plans, develops, manages and evaluates select departmental programs.**
  - Acts, as requested by the Senior Manager, as a representative on behalf of the Trust on projects, public meetings or issues requiring management representation.
  - Leads and contributes to adjudication of grant applications to the Trust.
  - Develops effective working relationships with elected officials, local leaders, community groups, development agencies, and various levels of government including local and First Nations governments.
  - Acts, as requested by the Senior Manager, as a point of contact on behalf of the Trust to groups, organizations, communities and individuals in the Basin on issues and opportunities related to the Manager's Delivery of Benefits responsibilities.
  - Manages, monitors and evaluates contracts with organizations and individuals to deliver approved Trust programs, projects and services in compliance with the Trust's Financial Management Policies and budgets.
  - Contributes to the development and implementation of monitoring and evaluation frameworks for Delivery of Benefits programs.
  - Provides regular feedback to appropriate Trust senior management on the degree to which the Trust is effectively delivering benefits to Basin residents and on business and service delivery issues that are relevant to the Manager's program responsibilities.
  
- 3. Conducts critical analysis.**
  - Conducts and directs critical analysis including research to support engagement and empowerment of Basin residents related to Trust strategic priorities.
  - Manages ongoing projects relating to their performance, attainment of goals, use of funds, impacts on the community, and alignment with the Trust's values and principles.
  - Tracks the latest external developments (e.g., community-based, institutional, governmental, political developments) related to the Manager's program responsibilities which may influence the development and implementation of Trust initiatives.

- Prepares and directs preparation of reports based on research and other information sources regarding policy, planning and other strategic issues.

**4. Performs other related duties as required.**

**QUALIFICATIONS**

**Training and Experience**

- A minimum of a bachelor's degree in natural resource management including studies in environmental science, public administration, public policy and related fields, or an equivalent combination of education, training and experience.
- Master's degree with a focus on environmental management or related discipline is considered an asset.
- A minimum of five to seven years of experience in natural resource management, public program administration, and/or environmental conservation work including significant experience in a management role.
- Experience working with environmental regulatory regimes.
- Sound experience in managing both people and projects.
- Demonstrated experience in developing and maintaining relationships with local governments, First Nations and community groups.
- Sound experience in policy writing and implementation.

**Knowledge, Skills and Abilities**

- Maintenance of up-to-date knowledge related to the Manager's program responsibilities, including ecological, climate change and water related issues and trends.
- Sound knowledge of the Trust's objectives, operations and administrative and organizational structures.
- Strong interpersonal and relationship-management skills.
- Strong information literacy and computer skills.
- Well-developed research, presentation and communications skills, both oral and written.
- Ability to provide leadership, problem solving, and team-building to create and maintain a positive working environment.
- Ability to initiate, prioritize and manage multiple projects and contracts while ensuring accuracy and meeting deadlines.
- A strong commitment to collaborative and consultative processes.
- Ability to maintain a high degree of confidentiality.