

## Job Specification

**Position Title:** Provincial Silviculture Program Specialist  
**Job Code:** 13997 - Forester 4  
**Job ID:** 183299

### Purpose of Position :

To provide province-wide leadership, technical expertise and strategic advice to senior and executive management to support the development and continuing improvements to the provincial silviculture program. To provide province-wide leadership, support and strategic advice regarding complex forest management programs which are required to support the provincial silviculture program.

### Duties / Responsibilities :

As a member of a multi disciplinary team in the Forest Management Policy Section, Crown Forests and Lands Policy Branch, under the general direction of the manager, the incumbent will:

- 1) Provide provincial leadership for:
  - a) Developing and maintaining all elements required for a robust provincial silviculture framework. Collectively, the policy, program and direction elements of the framework will ensure continuity of site specific management activities over time, the success of site- and unit-level silviculture programs, and alignment with other forest management policies and programs.
  - b) Liaising with stakeholders and other MNR departments to ensure broad-based support for the Framework.
  - c) Leading the development of regulations, manuals, policies, guides and technical reference documents necessary for the successful implementation of the silviculture program, for example: renewal charge-setting process, development and maintenance of regeneration standards and establishment of best management practices. Liaise with Forest Policy Section and other sections to ensure that these instruments support the provincial silviculture program.
  - d) Leading the development of databases and analytical methods to enable improved assessment of the effectiveness and status of renewal programs (e.g. analysis of renewal status, silvicultural effectiveness and status of renewal obligations).
  - e) Developing the requirements for the silviculture components of forest management plans, annual work schedules and annual reports.
  - f) Identifying silviculture research needs and priorities.
  
- 2) Provide provincial advice and expertise, in the development, implementation and monitoring of a comprehensive silviculture program by:
  - a) Providing advice to Regional Specialists and others in delivering a comprehensive program in three key areas: establishing standards for renewal, providing tools in support of renewal programs, and monitoring renewal performance against stand, local and landscale level objectives and obligations.
  - b) At provincial level, monitoring and improving the process for implementing the silviculture components of forest management plans.
  - c) Providing expert guidance to internal and external clients to ensure the effective transfer and implementation of provincial programs.
  - d) Maintaining a network of provincial contacts with government and industry to maintain current knowledge of the effectiveness of the provincial silviculture program and an understanding of emerging issues.
  - e) Facilitating applied research and transfer programs by liaising, consulting and coordinating with the forest research community (internal and external).
  
- 3) Provide advice, direction and expertise to make sure that the provincial silvicultural program is effective in ensuring the renewal of the province's forests, by:
  - a) Analyzing and evaluating the effectiveness of the provincial silvicultural program, and introduce improvements to the silviculture program on an ongoing basis (continuous improvement).
  - b) Providing provincial leadership to effective review of the silviculture components (including financial) of forest management plans and annual reports in relation to unit-level as well as provincial goals and objectives.
  - c) Ensuring a comprehensive provincial silviculture effectiveness monitoring program is maintained and periodically reviewed.
  - d) Reporting on the status and effectiveness of the renewal program in the province to both internal and external clients.
  - e) Briefing senior and executive managers on the status and effectiveness of silviculture programs.
  
- 4) Provide administrative support to the section by:
  - a) Maintaining knowledge of silviculture programs in other jurisdictions.
  - b) Providing advice, support and leadership with respect to other provincial priorities.
  - c) Leading system for coordinating the provincial record maintenance (e.g. silvicultural data, budget

information).

- d) Representing section staff and positions at meetings, workshops and seminars.
- e) Serving as a member of provincial committees.
- f) Organizing and coordinating training courses.
- g) Preparing and reviewing reports, letters, briefing notes, and other briefing materials.
- h) Preparing and establishing contracts with private business.

The incumbent, while in the workplace, shall conduct themselves in compliance with the Occupational Health and Safety Act and any workplace practices as directed by his/her manager and report any hazards which they are aware of to the Manager.

**Staffing and Licensing :**

This position will require a Registered Professional Foresters (RPF) designation.

**Knowledge :**

Job requires knowledge and experience with the theories, principles and practices of silviculture programs in order to develop, implement and assess silviculture programs. Field-based experience developing and implementing silviculture programs including silviculture prescriptions, operational programs, field data collection and monitoring programs. Job requires knowledge of and experience with policy and program development. Job requires an understanding of Ontario's legislation, policies, practices (e.g. CFSA/regulated manuals, EA approvals) related to forest management planning, forest health and silviculture, forest information, monitoring and reporting. Job requires an understanding of the use of geographic information systems, relational databases, complex models, spreadsheets and general knowledge of forest management planning and harvest/silvicultural planning tools in order to participate in the development of methodologies for assessing the status and effectiveness of provincial programs. Job requires knowledge and experience with analytical techniques, including financial analysis in order to direct the improvements of assessment methodologies for silvicultural programs. Knowledge of tree silvics, forest ecology and statistical analysis techniques. Knowledge of personal computers/software/hardware (e.g. word processing, database, electronic mail and spreadsheet applications) and peripherals (e.g. plotter, printer) in order to perform a variety of duties such as correspondence and reports, and overseeing the development of data analysis. Knowledge of the Occupational Health and Safety Act and those regulations made under the act that apply to the workplace and the work being performed.

**Skills :**

Job requires the ability to translate and integrate complex silvicultural concepts into the provincial forest management legislative and policy framework and to facilitate their effective implementation. Job requires leadership, project planning, consensus building and time management skills necessary to lead teams and to work independently. Job requires ability to tactfully and effectively communicate with senior and executive management, internal and external clients and partners to provide expert professional advice related to sound silvicultural programs and to represent Ontario or the silvicultural program on provincial and national committees. Job requires a proven record of results and client satisfaction in various settings. Job requires communication and presentation skills, including preparation of both reports/documents and presentations for both technical and informed audiences as well as the public. Job requires interpersonal skills to function well within a team environment.

**Freedom of Action :**

Position functions under the general direction of the section manager. Job requires working independently in accordance with government legislation, regulations, policies, guidelines, and directives. Job requires the individual to take provincial leadership and independently develop plans, make program level decisions, establish provincial teams and processes, solve complex issues and set appropriate (meet established) deadlines with minimal supervision. Position provides leadership in the development and ongoing improvements to the provincial silviculture program. Job requires the incumbent to work with various internal program and scientific professionals at all levels across the province and throughout various parts of the external forest resource management sector. Job requires the individual to participate on or liaise with various external committees, including those of an interprovincial or national scope.