



Position Description: Resource Manager

Position: Resource Manager
Reports to: Director, Lands and Facilities

Nature and Scope

Wanuskewin Heritage Park is a National Historic Site that brings to life the history and culture of the Northern and Plains First Nations peoples. The 760 acre Park located north of the City of Saskatoon stands as a living memorial to the people who gathered here for over 6,000 years. The stewardship of the Park and its resources rests with the Wanuskewin Heritage Park Authority established under the Wanuskewin Heritage Park Act of Saskatchewan.

Primary Purpose

The Resource Manager is accountable for the overall maintenance and restoration of land assets.

Specific Duties:

- Coordinate and implement resource management activities, as outlined by the 2017 WHP RMP, including but not limited to:
 - o Coordination of and involvement in weed management, including surveying, monitoring and controlling weeds (manual, biological, herbicide and/or controlled burns)
 - o Oversight and involvement in long-term environmental monitoring programs for the property including upland and aquatic habitats, as well as the implementation and oversight of a native grassland restoration project required for the introduction of a bison herd on the property
 - o Coordination and review against RMP recommendations for any future on-site or adjacent development plans, to ensure compatibility with ecological or heritage sensitivities. Submission of projects to appropriate regulatory agencies as required.
- Coordinate with Building and Grounds Maintenance personnel on a regular basis to ensure efficient and effective maintenance and resource management collaboration.
- Liaise with researchers, program coordinators, WHP cultural groups, and regulatory agencies as required to expand WHP's monitoring programs as well as research collaborations, public engagement initiatives, and fostering First Nations perspective.

- Collect field data and update the geodatabase on an ongoing basis in accordance with recommendations of RMP.
- Monitor the effectiveness of implemented resource management strategies and implement an adaptive management approach to ensure environmental targets and cultural goals are being met.
- Identify and inventory plant species for the Park, including current and future state desired and undesired species.
- Operate small grounds and maintenance machinery safely and effectively while performing all duties.

Specific Accountabilities

In order to provide effective service, the following are the required accountabilities:

1. Safety & Grooming

- Maintains a clean, safe and groomed trail system, road and walkways for all Wanuskewin visitors by consistently completing daily routine procedures
- Ensures each area of the grounds is clean, groomed and free of waste and hazards.
- Provides notification to management of any safety concerns or hazards.
- Advises management of supply needs in advance to ensure inventory is kept at reasonable levels.
- Properly uses equipment in a safe, proper and responsible manner.
- Participates in safety meetings and the development of safety policies.

2. Preventative Maintenance of Assets

- Conducts light maintenance duties to equipment and assets to ensure longevity
- Provides notification to management of any potential equipment/asset breakdowns.

3. Relationship Management

Internal

- Fosters a positive working relationship among the various departments across the organization.
- Collaborates across the organization to ensure quality client oriented services are provided that meet the overall organizational direction.

4. Resource Allocation

- Ensures excellence in the stewardship of all resources.
- Provides assistance in recommending innovative solutions to resource challenges.

5. Risk Assessment and Management

- Ensures compliance with federal and provincial laws, regulations, policies and legislation.
- Ensure safety compliance internally and externally with visitors and guests
- Ensures compliance with WHP policy and procedure manual

Required Qualifications and Experience

A Bachelor's degree in biology, environmental science, renewable resource management, or related natural sciences is required with a minimum five years of relevant experience in land management. Specific experience relating to Geographic Information System use and implementation, Native grassland restoration, rangeland and/or riparian health assessment, and a pesticide applicator license would be an asset. Successful completion of BEAHR Program with specialization in Environmental Monitoring and/or Environmental Site Assessment would also be considered an asset. A Valid Class 5 Driver's License is also required. Wanuskewin offers a fair and competitive compensation and benefit package. Transportation is a necessity for employment.

Required Competencies

1. Client Focus

Demonstrates a high level of focus on client service, setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

- Understands the importance of meeting client needs
- Actively seeks to understand client needs
- Sets priorities based on client needs and expectations
- Responds to clients in a timely manner
- Actively seeks feedback from clients
- Offers ideas internally to improve client service

2. Teamwork and Communication

Demonstrates the ability to communicate effectively and work cooperatively within a team and throughout the organization, to achieve optimal results.

- Openly and regularly shares information with others; keeping others informed
- Accepts, supports and promotes decisions of the team in a collaborative manner
- Willing to forgo personal recognition while working toward team goals; recognizing the contribution of others
- Listens attentively while seeking out differing points of view.
- Produces written communication that is understood by others.
- Is well understood when speaking with others; adjusting communication to ensure it is suitable for the audience
- Is sensitive to the impact of communication on others.

3. Knowledge and Experience

Demonstrates proficiency in the knowledge and skills specific to the position and uses one's experience to serve the objectives of both the department and organization as a whole.

- Shares knowledge and experience willingly with others
- Demonstrates knowledge in own role
- Stays current with advances in area of knowledge and experience
- Sought out as a resource by others to share knowledge and skills
- Provides good advice to others based on knowledge and experience
- Focuses knowledge and experience on the achievement of departmental and organizational outcomes

4. Flexibility and Adaptability

Demonstrates an ability to adapt and effectively cope during times of changing priorities and stress.

- Adapts quickly to new circumstances or priorities
- Stays focused on results in times of change
- Maintains openness to new ideas and opinions
- Stays calm and flexible in the face of change and pressure
- Ensures personal challenges do not interfere with meeting the priorities of the team and organization
- Negotiates appropriate solutions in times of excess work load

5. Focus on Safety

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization

- Stresses the importance of safety in work
- Performs tasks in a safe manner
- Can be counted on not to compromise safety
- Reports unsafe conditions promptly as well as incidents promptly
- Seeks ways to make a safer work environment
- Follows prescribed safety procedures

6. Planning and Goal Setting

Regularly reviews personnel priorities and plans, adjusting goals as departmental and overall organizational goals change.

- Aligns own actions to meet the goals and priorities of the organization.
- Actively participates in the team or organization planning processes.
- Organizes personal tasks and schedule in a logical and organized fashion.
- Creates personal goals that 'stretch' own capability.
- Looks ahead and sets priorities based on anticipated events or needs.
- Accepts varying responsibilities as needed to help the team or organization meet its goals.

7. Initiative

Demonstrates initiative without specific direction; completes tasks by removing barriers and locating necessary resources.

- Responds to situations as they arise without direction
- Removes barriers to task or mission completion
- Locates resources to accomplish tasks
- Sees what needs doing and does it
- Maintains focus on completing task or mission

8. Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

- Seeks to understand a problem before making a decision for a solution
- Gathers, organizes and evaluates relevant information in order to fully assess situations
- Looks for underlying or hidden problems and patterns
- Demonstrates judgment in managing people and resources
- Makes tough decisions in a timely manner
- Basis decisions on facts

How to apply: Please email to hr.admin@wanuskewin.com your resume with a minimum of three references and cover letter describing how your experience and knowledge of sustainability and Indigenous Peoples makes you the right fit to join the Wanuskewin team. The successful candidate(s) will be required to produce a CPIC and have reliable transportation prior to the commencement of work. Wanuskewin has a priority to hire Indigenous, please note in your cover letter.

Deadline to apply: September 28, 2020.