
Position Title: Manager, Approvals Assurance (South)
Division: Agriculture Services
Location: Yorkton, SK
Annually Salary: \$91,392 - \$114,252 (Management Classification 7)
Competition #: WSA-15-2021/22
Apply by: 5:00 PM May 30, 2021

Short Description:

Reporting to the Director, Agricultural Water Management, an employee in this job will operationalize the Agricultural Water Management Strategy to ensure regulatory functions are fulfilled and strong relationships with agricultural producers and local governments are built and maintained. An employee in this job will manage and seeks to meet service standards throughout the drainage approval process – demonstrating the economic and natural resource values of responsible drainage to and for property owners, rural communities, and Saskatchewan residents.

Direct Reports:

Supervisor, Approvals Assurance
Senior Administrative Assistant

Number of Persons Reporting to Job:

Direct Reports: 2
Indirect Reports: 7

Other Reporting Relationships (work is formally carried out for):

Executive Director, Agriculture Client Services
Vice President, Agriculture Services

Operating Budget:

Annual Operating Expense Budget: Contributory (\$71,500 to \$715,000)

Key Duties and Responsibilities:

- 30% Leads the regulatory drainage Approval process through the development, advancement, review, and administration of drainage applications, to approval issuance and ISC registration of approvals involving landowners, organizations, Rural Municipalities and C&Ds/WAs (Conservation and Development Area Authorities, Watershed Associations), involving technical, legal, policy, and/or stakeholder and regulatory considerations. Manages the Approvals Assurance (South/North) Section by ensuring services are provided efficiently and effectively by leading Approvals-related implementation of strategy, enabling individual performance, managing the team and relationships, facilitating collaboration and managing information and administration consistently.
- 20% Manages the legal establishment and administration of C&Ds/WAs, in consultation with WSA Legal and SCDA (Sask. Conservation and Development Association). Ensures annual performance of governance for C&Ds/WAs according to legislated requirements. Provides any required support to ensure SCDA members are effective in contributing to the long-term success of Agricultural Water Management Strategy implementation as key “Other Legislated Entities” authorized with local and regional water management governance functions and responsibilities.
- 20% Manages the practical and experiential development of Qualified Persons (QPs) as key functional contributors to the long-term success of Agricultural Water Management Strategy implementation through the identification, advancement, and implementation of projects, partners, and contracts. Provides expert advice and support to clients and employees. Leads multi-disciplinary reviews of proposed drainage projects and advises on compliance planning/response efforts.

JOB BULLETIN**Out-of-Scope**

- 10% Manages Approvals tracking data for section. Reports on progress, priorities, and problem identification and resolution efforts. Leads on applied policy and practical procedure needs identification, process innovation concepts, and ensures coordination and implementation of consistent Approvals process flow (Approvals process standard), policy, and procedure, – including a clear and collaborative approach with the Compliance Assurance Section for Requests for Assistance (RFAs) that transition into the Approvals process, as individual/joint applications and as Priority Networks.
- 10% Negotiates the issuance of extremely complex Approvals, collaborating with multiple other units across WSA and communicating with a wide range of clients and stakeholders as required, to ensure conflicts and appropriate flooding, erosion, and wildlife habitat impact mitigation conditions are addressed.
- 10% Respond to Referrals, Caseworks, Briefing Notes, Freedom of Information requests, Provincial Auditor and Ombudsman requests, and inquiries from various government, public, and organizational stakeholders. Oversees issues management and related citizen or stakeholder concerns. Disseminate information on relevant Acts, regulations, and policy as these relate to water resource management and regulatory compliance. Participate in development of program specific changes to legislation, regulations, policies, or programs, and manage other special assignments as needed.

Educational, Technical Qualifications and Experience Requirements:

Diploma in Agriculture, Environmental or Engineering Technology related program. Eligibility for certification with a relevant Professional Association. A Degree in a related field is considered an asset. 8 years of progressively more responsible management experience involving agriculture, water/environment, and stakeholder relations is required.

The amount of experience typically required in this job to become fully competent, assuming both the education level required, and the prior experiences are present – 4 years.

Job Complexities/Challenges:

Know How:

This is a management job requiring thorough technical, administrative, and supervisory expertise (preferably in a unionized environment) and a demonstrated ability to apply a high degree of judgment and discretion in a variety of uncertain situations, some of which are unclear, challenging, and conflicting. The employee requires command of applicable theory and principles in the agricultural water management field, including knowledge of agricultural production, rural water management, ecosystem function, farm economics, municipal infrastructure, local decision-making, and the critical importance of proactive and transparent stakeholder relations/communications.

There is often a need to establish consensus and to build effective partnerships among stakeholders and others within the province, necessitating a high level of proven and effective communication and engagement experience. Fostering cooperation with other agencies and individuals is critical to achieving corporate priorities toward the advancement of regulatory compliance solutions.

An employee in this job will provide clear agricultural water management and administrative information and expertise to stakeholders with different backgrounds which requires a thorough understanding of modern farm realities, the economic importance of agriculture in Saskatchewan, and core water management and environmental concepts to address potential impacts to water quality, water quantity, and fish and wildlife habitat from drainage activities. Relationship-building skills and the application of conflict management styles and approaches is required to build and maintain WSA credibility through implementation of the Agricultural Water Management Strategy.

JOB BULLETIN

Out-of-Scope

Problem Solving:

Thinking within concepts, principles, policies, regulation/legislation, and broad guidelines to assist in achieving the organization's agricultural water management objectives or functional goals; many nebulous, intangible, or unstructured aspects to the environment and stakeholder perceptions and concerns must be considered. Execution of complex strategic goals involves finding solutions, either individually or with others in the agricultural water management field, within variable and uncertain situations requiring analytical, interpretative, evaluative and/or constructive thinking, with a lack of accurate data or information through which to engage stakeholders, build relationships, and work together and advance coordinated drainage applications with appropriate impact mitigation measures which agricultural producers can accept and implement.

While agricultural water management Approvals files may utilize similar concepts, principles, policies, and broad guidelines, the implementation of each project may have unique characteristics required to achieve Approval. These projects also often possess challenging social dimensions that require innovation to determine the most appropriate suite of actions for successful delivery. Managing the development of Priority Network applications arising from the drainage complaint response, review, and recommendation portion of the Request for Assistance process referred from the Compliance Assurance Section embodies this challenge.

Accountability:

In this environment, this employee determines what needs to be done to advance Approvals considering evolving corporate objectives related to implementation of the Agricultural Water Management Strategy and must consider all possible courses of action and the resultant consequences before reaching a decision. The evaluation of choices and determination of solutions must blend WSA needs to support core business functions efficiently and consistently within established budget limitations. The organization, planning, and control of Section resources are therefore significant.

This employee is required to demonstrate wide discretion to achieve the corporate objectives within the confines of regulation, policy, and the general strategic plan provided. A high degree of accountability is expected for the quality and accuracy of work performed, the advice provided, and the implications arising from client interactions both individually and for the Section. The employee must be able to ensure program objectives are met recognizing availability of resources, budget limitations, and established priorities. Programs and strategic objectives are normally short to medium term and are of critical importance to demonstrating and maintaining WSA credibility among citizens and elected officials of government.

The employee will be expected to act as a WSA representative on a wide range of agricultural water management issues and with a wide variety of agricultural, organizational, and municipal stakeholders, situations, and locations as they arise, recognizing the potential impacts of Approval decisions on the private property rights of agricultural and other landowners, rural community infrastructure sustainability, and the public values associated with sound watershed management.

Working Conditions:

Work is performed in an office setting and occasionally in a field environment. Work performed in the field environment can occur in a variety of weather climates and conditions and requires the wearing of standard protective equipment. Dealing with difficult, complex situations, angry clients and/or controversial/political issues is required regularly,

Considerable attention required when reviewing/inspecting/considering complex drainage approvals, complaint files and field visits, particularly focusing attention on client concerns and interests.

To Apply:

Please submit a cover letter quoting competition number above and a detailed résumé to:

Human Resources
Corporate Services
4th Floor, 111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9
Fax: 306-694-3991
Email: hr@wsask.ca (Preferred method)

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. You will be evaluated on the relative degree to which you meet the knowledge, skills, and abilities related to the position assignment.

The Water Security Agency is an Employment Equity Employer and is committed to creating a respectful, diverse working environment.
