

JOB DESCRIPTION

Title: Manager Provincial Operations
Date: June 3, 2015
Salary Range Level: 9

Position Summary

Under the direction of the DRO, the MPO provides leadership and management for all functions and activities occurring in pursuit of DUC 's business plan goals within a provincial/regional jurisdiction. The Manager ensures that all activities are directed towards our Mission.

Key responsibilities include staffing, budgeting, program delivery and the development of relationships within the area of jurisdiction. The Manager works closely with the fundraising staff (both events and development) to ensure adequate funding is in place for provincial conservation programs. The MPO acts as an internal liaison with regional and national staff, and with provincial Directors and senior Volunteers. The MPO oversees operations of the provincial delivery structure which builds on the functional approach which is aligned to the existing direct programs of Natural Lands Retention, Wetland Restoration, Upland Restoration and Project Management and the indirect programs of Extension and Industry and Government Relations and Finance and Administration. The heads of these core programs, together with the MPO will form the Provincial Operations Team.

The Provincial Operations Team, in collaboration with regional staff, will strategically develop initiatives and deliver programs within a set of annual goals. The MPOs will be a full member of the Regional Management Team which is the senior regional team to bring these processes together.

Key Job Responsibilities

- a. Lead provincial/regional management team in the development of annual objectives and delivery of conservation programs to support the corporate business plan.
- b. Collaborate with fundraising staff (provincial, regional and national) to develop a funding strategy as well as individual proposals to support conservation program priorities and needs.
- c. Collaborate with Head Office Conservation, Prairie Regional and Boreal Conservation staff to ensure appropriate priorities are set, by function, for the province and delivery meets eco-regional and national needs.
- d. Oversee professional development, recruitment and retention of provincial/regional operations staff.
- e. Participate in Regional Management Team.
- f. Participate in National Conservation Team (MPOs, DROs, National Conservation Staff).
- g. May have responsibility for management of interpretive centers like the facilities at Oak Hammock Marsh, Fredericton, NB, and Shubenacadie, NS
- h. May provide oversight and management of Development Managers (direct reporting relationships in some situations) and their major gift activity goals in coordination with DRO, COO and National Development Team.

Work Elements (used for the purpose of job grade classification)

Experience

8 to 15 years

Education

Educational equivalent to completion of undergraduate degree

Knowledge

Considerable breadth of knowledge across complex and/or diverse process or specialty areas. Advanced knowledge and mastery of a complex specialized or technical discipline.

Customer Service/Communication/Interpersonal/ Business Relationships

Skill in personal relationships to gain business or enhance business relationships and/or organization prestige to a significant extent. Obtaining action, reaching agreement, and negotiating with individuals and/or formal groups. Contacts of major importance, often outside the organization. Modifying products and programs or initiating business relationship activities, which anticipate member needs (i.e. which address needs not yet identified by the party).

Problem Solving/Decision Making

Working towards broad objectives within a fairly complex and changing set of circumstances. Encountering and dealing with many diverse problems at the same time. Interpretive thinking and regular exercise of independent judgment and risk in solving business problems.

Leadership and Coaching

Providing coaching, guidance and mentorship to develop the skills and careers of team members who perform diverse and complex work and who may manage others. Serving as the leader in integrating resources: in significant and highly complex business of technical projects, or in very broad or highly complex processes, or in multiple strategic customer relationships. Focus on establishing plans and producing results during a 2-4 year time horizon.

Accountability/Impact of Decisions

Developing, recommending, monitoring and controlling the financial matters and budget for the department/region under control. Expenditures beyond established limits as set out in operational plans. Making decisions for the regional/department that have a direct or indirect impact on final results of the organization and taking accountability for these decisions, including the region/department accountability for the control, deployment and growth of related financial results.

Planning

Developing and executing of complex regional/department planning activities including the substantial development, coordination and scheduling of diverse team member activities covering several areas of focus, establishing complex operational priorities and budget requirements based on the interpretation/ understanding of strategic objectives. Formal and organized review and interface with other organizational areas occurs. Developing and implementing human capital plans to address the operational needs of several different work groups under the job's authority. Prepares and provides input into the overall corporate strategic plan and interprets strategic objectives for team members. Develops performance and development plans for directly reporting managers. Planning time span is typically up to 5 fiscal years.

Details

It is the primary responsibility of these managers to deliver the conservation program that fulfills more than 90% of the national business plan goals. This extra ordinary level of delivery planning in key target landscapes is their prime responsibility.

Sensory/Physical Demands

Requires exertion of sensory or physical effort resulting in moderate fatigue, strain or risk of injury/illness.

Working Conditions

Involves moderate psychological or physical risk resulting from unavoidable exposure to hazardous disagreeable or uncomfortable environmental conditions.

JOB NATURE AND SCOPE

Position Authority

Over People

Establishment and implementation of provincial operating structure. Provincial/regional size ranges from 20 to 50 staff. Senior provincial/regional staff will typically report directly to the MPO.

Over Resources

Human and fiscal resources as approved in annual budget but typically between \$5-12 million. Signing authority up to \$100K