



Job Description

Job Title: Surface Access & Stewardship Coordinator

Reports to: Manager, Conservation Operations, Southern Alberta

Location: Calgary, AB

Overview:

The Surface Access and Stewardship Coordinator is responsible for a variety of stewardship related programs on behalf of the Nature Conservancy of Canada (NCC), Alberta Region including energy and industrial access negotiations and approvals, large stewardship contracts, invasive species program, infrastructure lease arrangements, managed public access, safety and other stewardship related projects. Job responsibilities will involve properties located across Alberta, with the position centrally located in the Calgary office. The Conservation Coordinator will report directly to the Manager of Conservation Operations for Southern Alberta and will work closely and cooperatively with other Conservation and Stewardship department team members and other Alberta Regional staff. Externally, the Conservation Coordinator will work with local landowners, partner organizations, contractors, conservation volunteers, funders and others.

Responsibilities:

1. Energy & Industrial Access Negotiations & Approvals

- Lead regional contact for all energy, or subsurface access / development requests;
- Implement and keep current NCC access / energy development protocols so that NCC property conservation objectives are not compromised and only disturbed minimally;
- Visit development projects prior and post disturbance (at developer's cost) to ensure approved plans are followed and implemented. Direct further clean up as necessary at companies' expense;
- Coordinate all legal documents, plans and payment schedules or invoices with LIS administrator, manager and Regional Controller, as necessary;
- Lead on surface lease reclamation to ensure compliance as per Property Management Plans and approved standards;
- Stay current of evolving technologies and practices that reduce the footprint in terms of time, duration and area of the resource sector; and
- Coordinate the sign off of all documentation with the RVP and ensure that companies are being integrated into the Development Group so that future funding options can be explored with all industrial lease holders.

2. Safety

- Manage and maintain the regional safety program with staff and management in the region;

- Coordinate and lead safety meetings and meeting notes, as well as follow-up work;
- Maintain first aid training records, as well as other safety related training material for all staff and interns to ensure staff competency;
- With the help of the RVP and managers, maintain and drive home the use of call-out call-in procedures when staff are working alone; and
- Assisting staff with incident reporting and ensuring the reports are submitted to National so that any learnings or lessons can be shared and risk reduced.

3. Large Contracts, Invasive Species Program & Infrastructure Lease Arrangements

- In collaboration with the Conservation Coordinators or Management, take the lead on retaining and managing contractors that are delivering on large projects (fences, weed control etc.) effectively on time and on budget;
- Lead on the infrastructure lease arrangements for the various dwellings on NCC properties. This includes assessing and providing recommendations to management as to risks and liabilities of various dwellings and materials on NCC lands; and
- Hire, train and supervise NCC construction crew interns so that NCC fee simple properties and infrastructure is maintained.

4. Managed Public Access

- Be the regional lead for all public inquiries for managed public access including hunting and ensure that requests are handled in an efficient, fair and courteous manner, and that users have the opportunity to support NCC through donations;
- Liaise with various hunting groups so that they understand NCC hunting and access policies as they relate to our conservation mission; and
- Assist with the evolution of NCC's managed access program as it evolves with partners (ACA) and NCC new LIS Web system.

5. Other Stewardship Activities

- Write Property Management Plans as required or to provide input into other properties where expertise or advice is required;
- Participate and support CV Events, as required; and
- Participate and support in NCC regional special event such as AGM's media announcements, etc.

Skills and Aptitudes:

The Surface Access and Stewardship Coordinator will possess:

- A strong understanding of leading edge energy development practices and regulatory processes, as well as negotiating skills;
- Excellent problem solving, planning and organizational skills, and attention to detail and timelines;
- A Bachelor's Degree or College Diploma in ecology, conservation biology, land-use planning or related discipline with minimum 5 years of directly related experience, or the equivalent;

- Background in safety management with skills to ensure that all staff are trained and proficient and abide by the safety programs and policies of the region;
- Experienced with contractor supervision of heavy equipment, materials and plans to ensure that work is delivered on time, on budget and of the highest quality;
- An understanding of the noxious weed management laws of Alberta and experience in managing weed management contractors. Herbicide applicators license is desirable but not critical;
- Proficient with MS Office Suite, and some knowledge of database and GIS software is beneficial;
- Competent writer for proposals, business correspondence and donor acknowledgements;
- Ability to manage highly confidential material;
- Entrepreneurial, with a strong ability to prepare and manage timelines, goals and expectations wisely;
- Must be prepared to live in Calgary or the surrounding area and work from NCCs Calgary office;
- Must be prepared to travel and work flexible hours at times; and
- Committed to the cause and mission of the Nature Conservancy of Canada.