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**TITLE:** TEAM LEAD - PROTECTED AREA MANAGEMENT

**CLASSIFICATION:** Biologist 27

**MINISTRY:** ISLANDS TRUST  
MINISTRY OF MUNICIPAL AFFAIRS

**WORK UNIT:** ISLANDS TRUST CONSERVANCY

**SUPERVISOR TITLE:** ISLANDS TRUST CONSERVANCY MANAGER  
(MANAGEMENT BAND 3)

**SUPERVISOR POSITION #:** 00124543

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## PROGRAM

Located in Coast Salish territory, the [Islands Trust](#) is a federated body responsible for protecting the unique amenities and environment of 13 major islands and more than 450 smaller islands and surrounding waters in the Salish Sea.

Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, advocates on key environmental issues impacting the area, and protects land through the Islands Trust Conservancy. Islands Trust works closely with other government agencies, First Nations, and conservation groups to accomplish its mandate.

The Islands Trust Conservancy, created under the *Islands Trust Act*, provides land conservation and land management services to further the mandate of the Islands Trust. The Islands Trust Conservancy Board can accept land, conservation covenants, and other financial contributions from individuals, corporate donors, and government and is responsible for the management and disposition of the lands and funds it holds.

## JOB OVERVIEW

The Team Lead – Protected Area Management (Team Lead) is a Registered Professional Biologist qualified to work in B.C. and provides sound advice, interpretation, mentoring, and oversight services while leading a team of Islands Trust Conservancy (ITC) specialists in the area of property management.

The Team Lead develops, or oversees the development of, policies, procedures, strategies, and plans related to protected area management, including but not limited to, ecological assessment, property monitoring and associated data management, risk management (human safety and ecological health), management plan development, issues management and resolution, and management of biodiversity, ecosystems and Species at Risk. The Team Lead also oversees the implementation of such policies, procedures, strategies, and plans.

The Team Lead provides strategic input to, and assists staff on projects and activities related to habitat protection and restoration, covenant and nature reserve monitoring, partnering arrangements for on-going monitoring, management and maintenance, infrastructure management issues, the procurement of services as needed from external service providers, ITC data management, and liaising with island landholders, communities and conservation groups.

The Team Lead liaises with other staff to benefit the ITC as a whole and to help achieve overall organizational goals.

## ACCOUNTABILITIES

Required:

- Supervises professional and technical staff in the protected areas management field. With assistance from the ITC Manager, the Team Lead fills vacancies in the property management team, hires and supervises seasonal/technical staff, establishes goals, objectives, work priorities, assigns and monitors work, develops and evaluates performance plans, authorizes/approves time, leave, expenses, training, responds to grievances, etc. to achieve organizational outcomes.
- Develops and oversees the implementation of the Islands Trust Conservancy's protected area management policies, procedures, strategies, and plans.
- Conducts property monitoring to determine nature reserve and covenant management needs and investigates trespass, covenant compliance, investigates infractions, identifies appropriate actions and provides written investigation reports with recommendations to the Island Trust Conservancy Board.
- Develops specific strategic direction, strategies, and actions to meet emerging protected area needs and to ensure appropriate service delivery occurs. Measures results and determines next steps. This may include leading and/or participating in the implementation of new and strategic protected areas management initiatives.
- Seeks opportunities to engage and collaborate with Indigenous Governing Bodies in the Islands Trust Area on protected area planning and management initiatives.
- Develops and maintains relationships with partners and interested individuals to further the property management and preservation focus of the ITC.
- Oversees engagement with First Nations and public engagement processes to gather needed information to inform decision-making, as appropriate to the ITC's property management program.
- Seeks advice from experts within or external to government on issues related to areas of property management in the Islands Trust Area.
- Drafts, reviews and manages contracts pertaining to protected area management and reports progress to the Manager and Islands Trust Conservancy Board.
- Reviews and analyzes consultant reports, with a view towards ensuring appropriate implementation of protected areas management activities.
- Works with staff and contractors to develop mapping products, data management systems, and technical tools to support protected area management and monitoring, and ensures they stay current.
- Provides professional advice to the ITC Board and to the ITC Manager on protected areas management needs and actions.
- Prepares and manages annual protected areas management budget and allocates the budget through prioritization of activities and purchases.
- Assists the ITC Manager in preparing and managing annual budget requests, reporting to Islands Trust Conservancy Board and Islands Trust Council, and other strategic needs.
- Prepares legal service requests for issues related to protected area management, including issues of trespass and covenant breach. Evaluates legal advice, to determine required follow up.
- Prepares and presents technical information and evidence to legal counsel and attends court to provide evidence obtained during an investigation of a trespass or a covenant breach.
- Maintains an in-depth and up-to-date knowledge of protected area management.

- Represents the Islands Trust Conservancy on external working groups and committees Exercises a high degree of judgement, tact and diplomacy in dealing with issues that may involve communication of information that could have a significant impact on the image and credibility of the Islands Trust Conservancy.
- Acts in the capacity of the Islands Trust Conservancy Manager during short-term absence by the Manager.
- Other duties as request by the Manager, Islands Trust Conservancy.

## **JOB REQUIREMENTS**

### **Education and Experience**

- Minimum of a bachelor degree in biology, ecology, environmental science, geography, resource management or similar related fields.
- Registered, or immediately eligible\* to register, as a Registered Professional Biologist (RPBio) in good standing in B.C. with the College of Applied Biologists (CAB) or able and willing to become RPBio within 3-6 months. \*Note: immediately eligible for registration is defined as being able to transfer a current membership from an applicable jurisdiction to the CAB within six (6) months of employment. Confirmation of registration/eligibility is required before an offer of employment can be made.
- Five years of demonstrated experience in conservation property management.
- Two years of demonstrated experience in conservation or ecological field work or ecological monitoring.
- Valid Class 5 Driver's license

### **Preference may be given to qualified applicants with any or all of the following:**

- Experience in staff management
- Experience in project management
- Experience with public sector procurement
- Experience with property management in southwestern British Columbia
- Experience with database management.
- Experience engaging Indigenous Governing Bodies regarding natural resource management.
- Experience working with Indigenous Peoples.

### **Proviso:**

- Successful completion of security screening requirements of the BC Public Service.
- Must be capable of conducting field work in remote locations and on difficult terrain.
- Some travel and overnight travel is a requirement of this position, including by ferry and water taxi.

### **Required Skills**

- Demonstrated experience managing and resolving complex issues, with involvement of both staff and other interested and/or affected parties.
- Technical knowledge of biological survey techniques and their application.
- Understanding of terrain/soils classification, air photo interpretation, current ecological classification systems and mapping used in British Columbia.

- Knowledge of coastal BC ecosystems and species and awareness of conservation issues in the Islands Trust Area.
- Knowledge of Geographic Information Systems (GIS) use and mapping techniques.
- Ability to establish and maintain constructive working relationships and positively manage people.
- Ability to manage and resolve complex issues.
- Ability to work independently under pressure with minimal supervision.
- Excellent written and oral communication skills.

## BEHAVIOURAL COMPETENCIES

- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Teamwork and Co-operation** the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

## INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Building a trust-based relationship** requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures and communities.