

Adaptive Management Program  
Environmental Planner 3  
NEW Position Proposal  
28 April 2015

**Location**

This position is housed at the Department of Natural Resources within the Forest Practices Division, and assigned to the Adaptive Management Program (AMP). Immediate supervision is provided by the Adaptive Management Program Administrator (AMPA).

**Purpose**

The purpose of this position is to support the implementation of the AMP in providing science-based recommendations to the Forest Practices Board. Within the AMP, the primary focus of this position is to facilitate and support in efficiency improvements of CMER processes and projects as a whole to meet milestones identified in the proposed 15/17 biennial budget and the CMER work plan.

**Duties**

The CMER is in considerable need of additional capacity to ensure project organization, support, and execution. As CMER projects and processes have become more complex, more oversight is needed to manage the day to day activities and support the needs of Principle Investigators (PI's) and project teams. Given the CMER Master Schedule as described in the 2015/17 biennial budget, it is apparent that there are insufficient resources allocated to project management and support functions within the AMP. To address this shortcoming, this position will:

- 1-Provide support to two project managers in the implementation of Lean related items such as improving communication between TWIGs, SAGs and CMER.
- 2-Assist the AMPA in tracking and ensuring the progress of projects including focused communications and ongoing status reviews and check-ins.
- 3-Support the AMP in ensuring the success of TWIGs in meeting the needs of CMER and Policy. Specific duties include coordinating meetings, developing charters, and improving communication between the TWIGs and CMER.
- 4-Supporting contract development and contract management for the overall program as needed.
- 5-Update the AMP website and SharePoint quarterly with new information, publications, graphics, and maps that highlight the work of CMER, Policy, and the Board.
- 6-Other duties as needed. For example, data entry, preparing graphics or charts, assisting project teams in the field, and any special needs the AMP is assigned by the Board.

**Cost**

The fully burdened cost for an Environmental Planner 3 is \$109,500 per fiscal year, or \$219,000 per biennium.