#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Associate Land Stewardship Coordinator

**Job Number:** A-494| VIP: 1983

**Band:** OPSEU-7

**Department:** Facilities Management

**Supervisor Title:** Director, Campus Planning and Development

**Last Reviewed:**  April 23, 2024

#### **Job Purpose:**

Oversee the development of the Nature Area Management Plans for the UGN as envisioned by the Trent Lands and Nature Areas Plan (TLNAP). The TLNAP commits to maintaining 60 percent of the Symons campus as Nature Areas and green space necessitating a commitment to understanding and managing these lands. The TLNAP, and thus the systems-level and nature area management plans, are pluralistic in that they will implement strategies based on science and Indigenous Traditional Knowledge (ITK). Collaboration and ongoing relationship building with Michi Saagiig First Nations is a critical component of this position, as is the engagement of students, faculty, and the community.

#### **Key Activities:**

##### Systems Plan

* Monitor, assess and report on systems-level plan objectives.

##### Management Plans

* Using the systems-level plan and the TLNAP as the guide, apply the 4 management categories, specific directions for nature area management, implementation activities, and monitoring opportunities.
* Undertake management plans.
* Provide support to the Nature Areas Stewardship Advisory Committee throughout this work.

##### Engagement

* Support the Campus Planner in the various TLNAP related activities. Support the thorough integration of Indigenous Traditional Knowledge (ITK) through ongoing and targeted engagement with Michi Saagiig Lands and Resources Consultation Liaisons and the Elders and Traditional Knowledge Keepers Council,
* Maintain relationship and partnership building with local stewardship and environmental organizations such as Green-up, Otonabee Conservation, Peterborough Field Naturalists, etc.

**Education**

* Maintain existing data flow with faculty and student organizations.
* Resources & Reporting
* Collaborate with the Advancement department to seek out and solicit grants and philanthropic gifts to advance implementation of the UGN and Nature Areas management plans.
* Lead tours and provide regular reports for Grantmakers and donors.
* Contribute to articles and news stories for the Trent website and community newsletters.

#### Education Required:

* University degree(s) (4 years) in biology, ecology, environmental science, or related discipline. Master’s degree preferred.

#### Experience/Qualifications Required:

* One (1) year of experience in the major tasks and responsibilities.
* Demonstrated knowledge and experience in natural heritage system management, ecosystem restoration, field assessment protocols.
* Identification skills and knowledge of Ontario’s flora and fauna and associated habitat
* Analytical, complex, problem-solving, and decision-making skills.
* Demonstrated ability in technical writing, such as reports, proposals, etc., as well as documents directed towards a broader audience.
* Ability to manage and coordinate multiple competing tasks and priorities.
* Exceptional organizational skills and high attention to detail.
* Independent thinking and action ingenuity and creativity.
* Strong interpersonal communication skills - making connections and developing meaningful relationships.
* Proficient computer skills and experience with MS Office, including Excel, Word, Outlook, PowerPoint, Teams and Sharepoint.
* Strong knowledge in ArcGIS considered an asset.

#### Supervision:

* Direct the activities of summer, co-op, and placement students.

**Job Evaluation Factors:**

##### Analytical Reasoning

Must have well-developed problem-solving capability. The position requires an ability to understand, analyze and synthesize complex data that is often not well defined, organized or contradictory. For example, some ecological data may point towards one mitigation approach while other data points to an opposite approach. Some data may be more rigorous or quantitative than other data. The incumbent must also possess the ability to establish and make recommendations based on goals, objectives, priorities and evaluation metrics. Grasp the needs of various stakeholders to negotiate favourable outcomes for Trent in complicated matters. Work site conditions are diverse and require the ability to read, interpret, co-ordinate and discuss and explain environmental, construction and landscaping drawings with multi-disciplinary stakeholders.

##### Decision Making

Proposals and reports are reviewed by the Campus Planner and Director prior to being presented to Board, Committees or released to the public. Decisions are made throughout daily activities, following the analysis of varied options, with minimal or no supervision.

##### Impact

Poor-quality work carries reputational risk to the organization due to the profile of the TLNAP.

Decisions most often impact other University departments, as systems-level and management plans will affect operational units. Decisions regarding management of Trent lands, particularly the use and management of nature areas, will affect the broader community.

Must be able to use discretion and maintain confidentiality; must understand the duties of responsibility inherent in the operations of a publicly funded institution with respect to Freedom of Information (FOI) legislation.

##### Responsibility for the Work of Others

Responsible for the direction of summer, co-op and placement students. May involve the direction of volunteers for in-field activities.

##### Communication

Internal

* Senior Administration - presentation of project updates including milestone achievement and schedule information
* External Relations – coordinate with and support external relations activities (website content creation, online and in-person events)
* FM - work with FM managers and staff to ensure project coordination and completion in a timely manner and within budget
* Purchasing Dept. – coordinate procurement of goods and services for projects within University purchasing policies
* Board of Governors and related committees – provides reports and makes presentations
* Nature Areas Stewardship Advisory Committee (faculty/students/staff) - Sits as a member and liaises with the committee
* Security Dept. – ensuring work sites are secure and worker’s work within HSA
* Risk Management – ensuring insurance for projects meets University standards
* University community (faculty, staff, students)
* Acts as resource person for the entire University on work being done on the systems-level and management plans and initiatives by responding to extensive enquiries by email, telephone and in person.

External

* Rightsholders - Miichi Saagiig First Nations Consultation Officers
* Community partners – relationship building and information sharing with local environmental community groups and NGOs (e.g., Green-up, Naturalists, Stewardship Groups)
* Consultants – liaise with retained ecological, engineering, planning, public consultation, etc., consultants, sharing information needs, reviewing materials, coordinating site visits
* Federal/Provincial/Local Agencies – MECP, MNRF, DFO, TSW, ORCA, and municipal building/engineering/planning to ensure compliance with federal, provincial and local legislation and policies
* General Public - providing information on Nature Areas at Trent
* Contractors - sharing information, coordination of site visits
* Suppliers - gathering information on new materials available
* Donors – meeting to conduct tours and report on use of their funds

##### Motor/ Sensory Skills

* Hand dexterity for keyboarding and writing.
* Carrying equipment or other materials for in-field activities or public engagements.
* Ability to climb into awkward locations to investigate various site conditions.
* Coordination to navigate safely over uneven topography of outdoor work sites.

##### Effort

Mental Effort

* Sustained concentration - The job requires significant mental demands such as visual attention and sustained concentration and concentration for hours at a time on a weekly basis. Continual analysis and verification of data for accuracy and completeness is required in report creation and writing.
* Listening - Active listening to internal and external stakeholders in busy office environment.
* Focus - Interruptions are frequent. Must be able to shift priorities and mental focus between several tasks at one time in order to ensure workflow. Also required to shift between various fields of practice such as from analysis of data to writing, to working with students or volunteers.

Physical Effort

* Long periods of standing or sitting
* Site visits include being on your feet for long period of time on uneven terrain and potential inclement weather conditions.
* Carrying equipment or other materials for in-field activities or public engagements.

##### Working Conditions

Physical

* Long periods of time spent keyboarding, in meetings
* Site visits include being on your feet for long period of time on uneven terrain and potential inclement weather conditions.
* Potential contact with poison ivy, trees, shrubs, tall grassed areas
* Prolonged standing at special events

Psychological:

* Flexibility in meeting shifting demands and priorities
* Ability to manage multiple tasks and demands
* Frequent encounter with conflicting goals, objectives and preferred course of actions
* Occasional antagonistic meetings with small or large multi-disciplinary groups