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Job Opportunity – General Manager - Huntsville

The Algonquin Forestry Authority (AFA), the **Ontario Crown Agency** responsible for sustainable forest management of the Algonquin Park Forest, invites applications for a full-time opportunity in the position of General Manager. The AFA is an innovative and progressive, self-funded organization charged with planning and administering sustainable forest management in Algonquin Provincial Park.

The General Manager will report to the Algonquin Forestry Authority's Board of Directors and be based out of the main office in Huntsville, Ontario. Located in the heart of Muskoka, Huntsville has a population of 19,000 and boasts most amenities including available housing. Huntsville www.huntsville.ca is a thriving community with year-round recreational opportunities, strong arts and culture society and full educational facilities. Arrowhead and Algonquin Provincial Parks are nearby – both supplement the community's year-round recreational facilities.

In this role you will:

- Ensure forestry operations and the distribution of forest products are carried out in accordance with the provisions of the Algonquin Forestry Authority Act, RSO, 1990, the Algonquin Provincial Park Management Plan, the Algonquin Park Forest Management Plan, Algonquin Park Forestry Agreement, the Memorandum of Understanding between the AFA and the Ministry of Natural Resources and Forestry (MNRF) and relevant policies, procedures, legislation, and guidelines.
- Provide executive leadership and direction, including the role of Ethics Executive to AFA staff to manage and oversee financial, technical, facilities and human resources, including business and budget planning, public reporting and accountability, facilities, and asset management.
- Lead and supervise day-to-day business, technical, financial activities, including issues management, financial reporting and tracking, effective information flow, Indigenous community and stakeholder relations and continuous improvement.
- Support and promote a productive team-work environment which reflects accepted values and behaviours to foster a culture of excellence and develop personnel for growth and responsibilities for the future.
- Provide leadership for the planning, development and updating of forest policy, sustainable forest management plans and reports, environmental management systems, and internal systems required to meet and maintain financial controllership, sustainable forest management standards and third-party independent forest certification.
- Develop and maintain productive, effective working relationships with AFA staff and external partners to optimize program/service delivery and to facilitate cooperative approaches to implement key objectives.
- Report to the Board of Directors and contribute to strategic planning, risk assessment, financial planning, and forecasting. Translate the goals, objectives, and strategic directions of the Board into operational plans, programs, and systems in accordance with the Authority's objectives. Fulfilling the responsibilities of the General Manager as identified in the Memorandum of Understanding.
- Lead the development, implementation and management of innovative and comprehensive forest products harvest and delivery methods and negotiate service level agreements.
- Initiate, develop and manage relationships with a wide variety of industry clients, MNRF, Indigenous Peoples, communities and with private sector partners and stakeholders, in order to support the development, operation and implementation of AFA forestry services and activities.
- Ensure adherence to safe work practices and health & safety programs.

Certification and Knowledge Requirements:

- Post secondary education in natural resources science with extensive experience and knowledge in industry and/or government forestry operations and administration including applicable legislations, regulations and current and emerging forestry trends and technologies.
- Demonstrated project management and negotiation skills, and the ability to think strategically and anticipate future trends to effectively build the organizational capacity.
- Demonstrated knowledge of the Occupational Health and Safety Act, regulations under the Act, other related legislation, standards, and management practices that apply to the work supervised or controlled.
- Registered Professional Forester designation will be considered an asset.

Additional Information:

Location: Algonquin Forestry Authority
8 Crescent Road, Unit B3-1, Huntsville, Ontario P1H 0B3

Position: General Manager

Compensation: Executive Compensation Plan \$ 125,000 to \$150,092 per annum.

Ontario public service pension plan and benefit programs are included in the overall compensation package.

Posted on: June 5, 2023

Closing date: June 23, 2023

How to apply:

- Your electronic cover letter and resume should not exceed five (5) pages and must be received before the end of the specified closing date.
- Customize your letter and resume to the **qualifications** listed on the job ad. Use concrete examples, you must show how you have demonstrated the requirements for the job.
- Read the job description so you understand the job, see more AFA background information on AFA website www.algonquinforestry.on.ca
- The job description and longer form job advertisement are available at <https://www.algonquinforestry.on.ca/category/employment/>

Interested candidates are requested to apply in confidence via e-mail indicating “General Manager” in the subject line to:

ray.bonenberg@thedelfigroup.com

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The AFA is an equal opportunity employer. If you require a disability-related accommodation, contact the AFA General Manager at the address above. Provide specific contact information to contact you.



POSITION DESCRIPTION

General Manager

| AFA POSITION TITLE: | | | |
|---------------------------------|----------------------------------|----------------------------|--|
| Position Number | 001 | OPS Job Profile Comparator | Comparators as per Executive Compensation Plan |
| Position Status | Regular Full-Time | Position Code | |
| Job Location | Huntsville | | |
| Manager Position | Yes | Bargaining Unit | |
| Number of Position in Job Class | 1 | Class Code | |
| Position Min – Max | \$125,000 to \$150,092 per annum | Class Title | |

| Job Description Information | |
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| Job Code Scheduled Hours Per Annum: | 1885 |
| Positions Supervised/Group Lead | |
| # of Positions: 4 managers, 1 supervisor, directly | 16 regular full-time, 5 contract/seasonal |
| # of Employees: 5, directly | 22 regular full-time, 10-20 seasonal staff |
| Purpose of Position | |
| <p>Reporting to the Board of Directors, the General Manager leads, plans and directs the development, delivery and implementation of Algonquin Forestry Authority (AFA) programs and policies to fulfill the mandate of the Crown Agency Operational Enterprise responsible for Sustainable Forest Management in Algonquin Provincial Park. The position works with the Board of Directors regarding strategic, operational, budget and related planning and is responsible for the Authority's human resources, financial management, controllership and accountability.</p> <p>The General Manager provides executive leadership and motivation for the development and implementation of flexible approaches, internal/external partnerships and best management practices which advances agency and government corporate strategies, directions and priorities. The position provides leadership in a dynamic environment of change, in order to establish a results-oriented, customer focused forestry program in Algonquin Park.</p> | |
| Duties and Responsibilities | |
| <p>The General Manager is accountable to the Board for the day-to-day management of AFA's operations in compliance with the mandate of the Authority, TB/MBC (i.e. Agency and Accountability Directive) and Ministry of Finance directives and accepted business and financial practices. Under the direction of the Chair, the position implements policy and operational decisions and reports compliance and performance results to the Board. The position is required to:</p> <ol style="list-style-type: none"> 1. Ensure forestry operations and the distribution of forest products are carried out in accordance with the provisions of the Algonquin Park Management Plan, Forest Management Plan, | |

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Algonquin Park Forestry Agreement, the Memorandum of Understanding between the AFA and the MNRF and relevant policies, procedures, legislation and guidelines.

2. Provide executive leadership and direction to AFA staff. Manage and oversee financial, technical, facilities and human resources including: budget planning and accountability, authorized signing officer, facilities and asset management, recruitment, establishment of performance standards/measures, learning opportunities/training plans, conducting performance reviews, coaching and mentoring and dealing with employee relations and disciplinary matters. Support and promote a productive team-work environment which reflects accepted values and behaviours to foster a culture of excellence. Ensure adherence to safe work practices and health & safety programs.
3. Provide leadership for the planning, development and updating of the forest policy, sustainable forest management plans and reports, environmental management systems, and internal systems required to meet and maintain sustainable forest management standards (certification).
4. Ensure the organization is prepared for audits by external parties and that audit recommendations are implemented.
5. Report to the Board of Directors and contribute to strategic, operational, budget/estimates, financial planning and forecasting. Translate the goals, objectives and strategic directions of the Board into operational plans, programs and systems in accordance with the Authority's approved business plan. Ensure the implementation of an effective risk management framework with oversight capacity to monitor the AFA's management and operations. Responsible for overall financial results.
6. Lead the development, implementation and management of innovative and comprehensive forest products harvest and delivery methods, analyze and resolve issues, ensures provision of high quality service by negotiating service-level agreements, managing contractual relationships, approve contracts for production, sale and delivery of forest products, as well as forest renewal contracts and other goods and services.
7. Provide advice, updates, support, guidance and technical expertise to the Chair, the Board of Directors and the Deputy Minister through regular reports on the AFA activities, annual business plans and emerging issues.
8. Initiate, develop and manage relationships and partnerships with a wide variety of industry clients, Ministry of Natural Resources and Forestry, communities and with private sector partners and stakeholders, including Indigenous Peoples, in order to support the development, operation and implementation of AFA forestry services and activities.
9. Represent AFA by leading and/or participating in internal and external meetings, committees, conferences, special projects, task forces, policy forums and working groups in the development and/or review of regional and provincial forest policy. Promote and maintain the positive public

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profile of the AFA. Ensure the education and awareness programs are well-positioned to be successful and receives appropriate support, cooperation and recognition.

10. Act as the organization's Ethics Executive as per the requirements of the *Public Service of Ontario Act, 2006*.
11. Ensure a system for the retention of Authority documents is developed/maintained in accordance with the Archives and Recordkeeping Act. Carry out the duties as "head of the institution" under the Freedom of Information and Protection of Privacy Act (see section 11 under FIPPA, Reg. 460).

Staff and Licensing

N/A

Qualifications

- Professional Forester or equivalent in combined education and experience, with extensive knowledge and experience in industry and/or government forestry operations and administration including applicable legislations, regulations and current and emerging forestry trends and technologies.
- Extensive and progressive management and leadership experience with expertise in employee relations, administration, financial and materials management, operations, organizational development and strategic planning.
- Exceptional capacity for managing and leading a diverse team in a forestry environment as well as providing sound counsel on strategic planning, human resource and financial management and organizational development to the Board of Directors.
- Demonstrated project management skills and the ability to think strategically and anticipate future trends to effectively build the organizational capacity by leading the development and implementation of priority organizational projects, programs, processes and services.
- Excellent judgment and demonstrated problem-solving, consultative and interpersonal skills to develop and maintain effective working relationships and to provide sound direction on a variety of complex issues to all levels of Board of Directors, Ministry, working groups and staff.
- Strong negotiation and conflict resolution skills to negotiate solutions to program-related issues and concerns; to develop strategies to mitigate impact, to negotiate agreements and to resolve complex issues involving stakeholders who may have conflicting objectives/interests.

Job Factors (Core Competencies)

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| Leads change & organizational management | Leads the organization by creating and managing change to achieve more efficient and effective business delivery, within the context of program integrity. |
| Conceptualizes 1-3 year future for organization | Conceptualizes a picture of the organization into the future and recommends to the Board an action plan for implementation. |

POSITION DESCRIPTION

General Manager

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| Communicate & influences stakeholder | Integrates both formal and informal processes to communicate and influence across broad spectrum of stakeholder groups, including public, government and customers. Promotes and maintains positive public profile of AFA. |
| Interpersonal relations | Maintains good working relations, support and respect for others. Is accessible to others and responsive to their questions, needs and concerns. Interpersonal and persuasive skills to promote programs/initiatives to client groups; to elicit support and cooperation from stakeholders. |
| Influences policy | Knows how and when to influence policy development to impact policy and delivery outcomes. Utilizes decision making processes and identifies policy issues and operational problems that impact business delivery. Translates the impact of policy change on AFA operational processes. |
| Political acuity | Recognizes and responds to issues which may have impact for the Minister and/or Board of Directors. Keeps Chair, Board & Deputy Minister advised. Recognizes what information can be shared with various stakeholders and partners and the potential political implications of timing. Exhibits sensitivity to issues being faced at the Minister/Deputy Minister level and how the political agenda may impact on decision making affecting the AFA. |
| Innovates | Develops ideas that challenge the status quo, using judgement and assessing risk to improve organizational effectiveness. |
| Builds Networks | Initiates, builds and manages wide networks and communicates with appropriate stakeholders and partners. |
| Negotiates/resolves conflicts | Seeks common ground between multiple parties to achieve results and manages conflicts when consensus cannot be reached. |
| Plans & Achieves operational goals | Establishes annual and multi-year detailed plans and performance measures required to achieve the business plan while considering future impacts. Strong planning and organizational skills. |
| Makes operational decisions | Makes decisions that allocate approved resources to meet program delivery and policy goals. |
| Analyzes & solve problems | Approaches analysis and problem solving in a creative and flexible way, incorporating the "Big Picture". |
| Leads Teams (Formal/Informal) | Leads teams to achieve organization goals; communicates and motivates a team to achieve results. |
| Develops others | Demonstrates a commitment to developing others and is a model for personal and professional development. |
| Customer Service Orientation | Anticipates and responds to the needs of clients, recognizing the requirements for accountability within financial and resource constraints. Maintains close & effective working relationships with industry clients, MNRF, communities and groups that have an interest in AFA activities. |
| Manages resources & financial budgets | Recognizes and applies financial information to manage resources (people, facilities, technology, finances) to achieve results. Works with the Board and management team in developing operational budgets and financial planning/forecasting. |