

## **Position Description**

### **Fisheries and Oceans**

<b>Position Title:</b>	Area Director
<b>Position Number:</b>	By Region
<b>Department:</b>	Fisheries and Oceans
<b>Region:</b>	Newfoundland and Labrador, Maritimes, Gulf, Central and Arctic, Quebec, and Pacific
<b>Classification:</b>	EX-1
<b>Supervisor's Title:</b>	Regional Director General
<b>Location:</b>	Regional or Area Offices
<b>Date:</b>	March 20, 2010

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#### **General Accountability:**

Accountable to the RDG, as the senior designated officer for the Area, for coordinating, planning, managing and implementing programs related to, for example, fisheries and habitat management, *Fisheries Act* authorizations, Aboriginal fisheries, aquaculture, small craft harbours, CEAA/major projects, Species at Risk, and the provision of support to the Canadian Coast Guard. Has line authority for, and ensures the integrated delivery of, Fisheries and Oceans programs at the Area and local level, and integrates support services and infrastructure and other program elements. Translates and implements the national and regional strategic direction into action at the Area level. Provides Area level expertise in the direction and implementation of departmental and regional policies, plans, and programs. Interfaces with clients and other stakeholders at the community level, leads formal consultations and negotiations, and provides a communications function and a focal point for inquiries. Manages a number of corporate activities.

#### **Organizational Structure:**

This is one of several senior positions reporting to the Regional Director General as indicated in the attached organization chart.

Reporting to the Area Director are a number of senior positions as indicated in the attached organization chart.

#### **NATURE AND SCOPE:**

Fisheries and Oceans Canada (DFO) is engaged in the development and delivery of policies and programs in support of Canada's economic, ecological and scientific interests in oceans and inland waters and the safe, efficient and environmentally sound movements of commercial and other traffic over Canada's oceans and inland waterways. The Department is responsible for the development and delivery of operational programs and policies, standards, directives, cost recovery services related to the legislated mandate of the Canadian Coast Guard, and the management of major scientific and technical activities related to renewable fisheries resources

and aquatic and oceans research and management programs of national and international consequence.

The Department, as the custodian of Canada's marine and freshwater resources, supports the sound management of the fishery through an extensive fisheries and aquaculture management program, and the marine ecosystem through the Oceans Strategy and Integrated Management. The Department provides scientific information of high international standards for use in developing policies, regulations and legislation regarding the oceans and aquatic life, and in planning and carrying out oceans and aquatic activities including aquaculture. The Department supports scientific activities regionally and nationally to enhance the performance, promotion and assistance of research in the conservation and sustainable use of aquatic and marine renewable resources in all Regions and on the biological productivity of the oceans and aquatic environment in order to improve the management and sustained economic utilization of those resources in a fashion that is compatible with concern for the quality of the environment and sustainability of ecosystem resiliency. These programs are delivered through a Headquarters and six Regions across Canada: Newfoundland and Labrador, Maritimes, Gulf, Quebec, Central and Arctic, and Pacific.

It is in this context, that the Area Director, is accountable, as the designated senior officer for the Area, for providing a local focal point for facilitating and monitoring the implementation and development of cohesive operational policies, planning frameworks, initiatives, programs and services to promote and advance the Department's mandate with respect to the integrated delivery of a wide range of specific departmental business lines that are responsive to the needs of clients in the Area. The AD plans, coordinates, manages and implements a wide range of programs specific to the Area, including those related to aquatic habitat management, protection and sustainable development; conservation and management of fish resources; fishing harbours; and aquatic environmental issues. The incumbent leads and directs the integrated delivery of these programs at the local level, provides Area level expertise in the direction and implementation of departmental and regional policies, plans, and programs, and interfaces with clients and other stakeholders at the community level, including leading formal consultations and negotiations, and providing Communications function and a point of contact for inquiries regarding DFO policies, operations and service delivery. The AD is also accountable for the implementation and integration of Exploratory and Development fisheries in the Area.

More specifically, where the Department has not been delegated fisheries management, the Area Director is accountable for implementing, either directly or in partnership with the co-management boards under land settlement agreements, in partnership with industry, plans, policies and programs to protect the stocks in order to assure future abundance and provide for the fair allocation and distribution of harvestable surpluses among those dependent on the resource. In this regard, the AD directs the development and implementation of Integrated Fisheries Management Plans for each fishery, which integrate conservation, management and scientific objectives and spell out the required measures to conserve and manage a fishery. Where fisheries management has been delegated or is co-managed, the AD ensures that the integrated Fisheries Management Plans for each fishery are considered in respect to conservation, management and scientific objectives which prescribe the required measures to conserve and manage a fishery. Where fisheries management is not delegated, the AD manages related statistical coordination and collection activities, and is responsible for the delivery of the

Licensing Programs. In some Regions, the management of several marine species is delegated to the Area and the AD is accountable for approving the Integrated Fisheries Management Plan, in addition to other responsibilities.

The Area Director also leads negotiations of agreements on the management of Aboriginal fisheries established in land claims, helps integrate them into the overall area management framework, liaises and advises on federal negotiations on land claims and self-government, and promotes fisheries-related economic opportunities for Aboriginal communities. Where DFO manages the fisheries, the AD is responsible for integrating into and delivering on the AAROM program to ensure the successful implementation of the program at the recipient level.

As well, the Area Director coordinates, manages and integrates with other Area programs or advises on a broad range of Area level programs consistent with departmental priorities and strategies, and provides functional support to operations (excluding C&P) in accordance with established guidelines, priorities and budget. The AD ensures lines of communication are kept open and provides timely advice and input into the C&P Area and regional planning process and provides advice and reviews performance based on commitments made in Service Level Agreements or other accountability mechanisms between C&P and other programs. The AD is responsible for monitoring and ensuring consultation, negotiation and possible accommodation for projects (excluding C&P) with the Area to uphold the “honour of the Crown”.

Regarding aquaculture, the AD integrates aquaculture into the Area program by assisting in program coordination and implementation, and is responsible for leading the sustainable, integrated development of aquaculture, supporting aquaculture as a legitimate user of coastal resources, resolving Area conflicts, integrating Area inputs to provincial and federal referral processes, and ensuring compliance with applicable regulations, CEEA, FA, etc., and other federal/jurisdictional environmental assessment regulations, the *Fisheries Act* and SARA. The AD contributes to the development and delivery of the policy on Introduction and Transfer Licenses for aquaculture sites within the Area.

The Area Director also has a number of oceans and freshwater responsibilities. For example, the AD coordinates the implementation of directions and principles of sustainable development and habitat protection to ensure the conservation of fish habitat in support of sustainable recreational, Aboriginal and commercial fisheries. The incumbent also advances the conservation of the oceans, freshwater, aquatic resources and aquatic biodiversity on an ecosystem basis through integrated management, a precautionary approach, which is science based, and sustainable development principles.

In this respect, the Area Director is accountable for the management of fish and fish habitat through the delivery of habitat provisions of the *Fisheries Act* and SARA; implementation and management of the Department’s requirements for environmental review of ongoing and proposed development in the AD’s Area that may affect aquatic resources; developing, advising on and assisting in the development of departmental recommendations for mitigation or compensation requirements if habitat is affected or lost; approving or recommending the conditions of approval for *Fisheries Act* authorizations; overseeing the delivery of monitoring and reporting requirements in relation to habitat protection provisions of the *Fisheries Act* and SARA throughout in the Area;

leading the Area's participation in aquatic ecosystems conservation initiatives; participating in and assisting in the development and implementation of effective review processes with partnering agencies, including the review and management of major projects; representing the Department in Area, Regional, national or international interagency meetings; and participating and leading in the communication of program delivery and objectives to stakeholders and the public, through subordinate staff in Area sub-offices. The AD is responsible for ensuring the integration of DFO's Aboriginal Inland Habitat Program (AIHP) in the delivery of the *Fisheries Act* and SARA management process and working with the recipient communities.

With regard to the *Oceans Act*, the Area Director manages the implementation in the Area of the national management strategy for estuary, coastal and marine ecosystems, including integrated oceans management and marine conservation tools. Specifically, he/she leads and facilitates the development and implementation of integrated management plans; establishes marine environmental quality guidelines, objectives and criteria, in consultation with a number of stakeholders; and leads and coordinates the development and implementation of a system of marine protected areas. These programs are used to evaluate present ecosystem health in the planning area, identify critical resources and habitats, if any, and develop management plans to orient current activities and manage the potential of oceans and their resources. The AD collaborates horizontally with other federal and provincial agencies in the oceans conservation field, including Parks Canada and Environment Canada. The AD monitors and ensures that Oceans concerns, such as sensitive areas, are considered during the development of fisheries management plans, while balancing social and economic factors. Under the Oceans program, the AD leads the development of Management Plans for Marine Protected Areas, is a key contact for the development of integrated management plans for LOMAs, and co-chairs MPA Management Boards with FMs.

The *Canadian Environmental Assessment Act* provides authorities and responsibilities to DFO in inland waters in regard to protecting resources and the processes of public consultation with respect to development activities, and the Area Director is accountable for ensuring compliance and incorporation of these requirements in the regulatory conservation programs and processes in the Area, including providing support to the administration of major project reviews.

The Area Director provides support to the national and regional *Canadian Shellfish Sanitation Program* (except the C&P component) and leads DFO's role in the shellfish sanitation program in the Area, promotes sustainable wild bi-valve fisheries, and collaborates with federal and provincial partners in fostering and maintaining a safe domestic food system for bi-valves.

As part of his/her responsibility for supporting the activities of the Coast Guard, the Area Director provides local expertise and experience to the Regional CCG so that plans and priorities are in alignment with local service delivery objectives. The AD ensures support services and infrastructure are integrated with CCG activities.

Additionally, the Area Director has a responsibility for community interface and for managing small craft harbours (SCH). The SCH program has been implemented in a decentralized manner with a substantial degree of operational, project implementation and financial delegation assigned to some Areas. He/she directs the identification of the impacts of decisions and

directions affecting the management of fishing harbours providing Area input into the regional planning process, ensuring the delivery of all programs, policies, projects and plans within the program's identified priorities, plans and allocated resources as they relate to the SCHs, providing leadership, guidance and support to clients, managing the fiscal, material and human resources for the activities and requirements of the program, maintaining responsibility for balancing and reporting on the Area SCHs budget pertaining to minor works funding, and ensuring integrity of investment and resourcing. (In the case of the Central and Arctic Region, there is a stand alone SCH Directorate reporting through to the RDGO. Consequently, the AD in C&A has limited responsibilities with respect to SCH facilities.)

The Area Director is accountable for a variety of corporate activities, including consulting with internal clients and working with Regional Corporate Services to establish service needs; providing support to address organizational management, recruitment, and continuous learning and sector-specific issues; implementing the Department's financial, administrative, material, human resource, communications and information strategies/policies/procedures at the Area level; and managing processes supporting the program, such as the development of contracts for services, procurement and inventory of program equipment, processing of accounts for payment, coordinating the drafting and implementation of the integrated HR plan, monitoring and reporting on expenditures, human resource management, and training and development initiatives, and fulfilling budgeting and financial planning requirements. The AD also helps develop and deliver the programs at the Area level related to the department's Human Resource Development Strategy relative to workplace well being, recruitment and retention and a learning and development organization. The AD is responsible, as well, for the operational continuity plans for the Area buildings and for the development of operational policies in such areas as firearms and jet boat operations and training.

In addition, the Area Director delivers programs to strengthen DFO's presence and visibility, and responds to key citizen service delivery demands, such as access to quality information and services. He/she also ensures that the interests, concerns and context of the Area are effectively represented in the policy development activities of the Department at the regional level, and makes certain that the interests, concerns and context of the Area are factored into the Region's plans, programs and initiatives. As a member of the Region's Senior Management team(s), the incumbent plays a key role in the planning of Area programs within the Region. He/she also contributes through the regional management process to the development of regional and departmental positions on major programs, issues and/or environmental scans, and in collaboration with regional management, leads in the development of local partnering initiatives and shared working arrangements with other federal departments, provincial departments, territorial administrations, conservation authorities, and Aboriginal and other interest groups. He/she monitors and reports on these arrangements and on progress on program objectives and relevant databases.

Furthermore, the Area Director is responsible for contributing to policy and program development in support of a multi-disciplinary management program for aquatic habitat management, protection and sustainability. The incumbent provides the Area focal point for the review and interpretation of policies, initiatives and programs as required by a number of statutes including the *Fisheries Act*, the *Canadian Environmental Assessment Act*, the *Canada Oceans Act*, the SARA and corporate

management policies. He/she also participates in establishing the regional strategy and its action plan for responding directly to client demands and keeping the existing level of social tension as low as possible; to do so, the Area Director identifies the Area's specific irritants and needs. The action plan is designed to expand client services, the integration of various programs and the Department's credibility in maritime regions.

The Area Director is responsible and accountable for the management of all Area-related Ministerial formal and informal correspondence requests (except those related to C&P), the provision of briefings on Area-related issues, concerns and contexts, providing responses to dockets, Auditor General petitions, judicial review under Federal Court Rules, providing scenario notes, and for the provision of material and information in relation to ATIP requirements. The AD provides DFO leadership for a number of files, such as international environmental cooperation agreements, by-catch on the Alaska Pollack fishery, the Canada-US salmon endowment fund (up to \$200M), SARA and the management of species previously managed by the provinces, and First Nations economic development.

The Area Director establishes and maintains a network of contacts with senior officials at the Area level in such organizations as conservation authorities, anglers associations, development organizations, committees, fishing industry groups, other stakeholders, and local provincial and municipal government agencies etc.; officials from the Area jurisdiction, including IPG provincial and territorial governments, OFGD, OGDs, NGOs, LCO, ENGOs and industry associations; and representatives of the development industry, to ensure linkage and understanding of Area programs, services and projects with stakeholders and regional and departmental objectives and mandates. When applicable, the AD actively participates in federal committees with Canada Economic Development and Service Canada. He/she also directs the implementation of regional public relations, information and client satisfaction consultation programs to ensure that services are delivered in a satisfactory manner and that departmental and regional priorities, plans, programs and regulatory regimes are known and understood by affected stakeholders and the general public. The incumbent represents DFO in international, national, and regional fora. The AD leads or co-leads with the Regional Director on committees such as ROSH, HR and AIS.

### **Dimensions:**

Staff:	See attached addendum
Salary and operating budget:	See attached addendum

### **Specific Accountabilities:**

1. Plans, coordinates, manages and implements, as the designated senior officer for the Area, a wide range of programs specific to the Area, provides Area level expertise in the direction and implementation of departmental and regional policies, plans, and programs, and interfaces with clients and other stakeholders at the community level.
2. Leads the implementation, in partnership with industry or the provinces, of plans/policies/programs to manage fish stocks, including programs related to licensing,

SARA, *Fisheries Act* authorizations, and other federal/jurisdictional regulations, and directs the development and implementation of Integrated Fisheries Management Plans for each fishery. Manages delegated species in some regions.

3. Leads negotiations of agreements on the management of Aboriginal fisheries, helps integrate them into the overall management framework, liaises on federal negotiations on land claims and self-government, and promotes fisheries-related economic opportunities for Aboriginal communities.
4. Advances the conservation and protection of the oceans and freshwater and aquatic resources and biodiversity on an ecosystem basis in support of sustainable recreational, Aboriginal and commercial fisheries, consistent with departmental priorities, policies, standard operating procedures and strategies, and provides functional support to the C&P operations. Promotes and advances an integrated approach to service delivery in the Area, with coordination among the various programs. Fosters a consistent approach to client service delivery across all programs.
5. Assists in the coordination and implementation of the Area aquaculture program, leads the sustainable, integrated development of aquaculture, supports aquaculture as a legitimate user of aquatic resources, resolves Area conflicts, integrates Area inputs to provincial and federal referral processes.
6. Manages the implementation in the Area of the national management strategy for estuary, coastal and marine ecosystems, including integrated oceans management and marine conservation tools.
7. Ensures compliance with and incorporation of *Canadian Environmental Assessment Act* and SARA requirements in the regulatory conservation programs and processes in the Area, including the administration of major project reviews.
8. Provide support for the activities of the Coast Guard.
9. Oversees, in most Regions, the management of small craft harbours and related community interface, and directs the identification of the impacts of decisions and directions affecting the management of fishing harbours.
10. Manages corporate activities related to client satisfaction and consultation, representation and finance/HR/IT/administration, and to the strengthening of DFO's Area presence and visibility, and contributes to departmental policy development and regional planning.
11. Directs the management of fish and fish habitat through the delivery of habitat provisions of the *Fisheries Act* and SARA, and participates in the development of departmental recommendations for mitigation or compensation requirements if habitat is affected or lost.
12. Establishes and maintains a network of contacts with senior officials at the Area level in a wide variety of government and private sector, promotes understanding of Area programs,

services, projects and departmental objectives and mandates, and directs the implementation of regional public relations, information and client satisfaction consultation programs.

13. Provides leadership as the Area level in improving the organizational health of the Department relative to workplace well being, recruitment and retention, and a learning and development organization.

**Certification:**

The foregoing is an accurate and comprehensive statement of the duties and responsibilities assigned to this position.

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Incumbent

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Date

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Signature

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Regional Director General

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Date

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Signature