



Conservation Officer Series

Occupational Family/Code – Inspection and Regulatory: RCO

Profile created: 1996 06

Profile updated: 2006 10

| Occupation Summary | Selection of Competencies | Knowledge | Skills | Personal Attributes |
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Conservation Officers, with Saskatchewan Environment and Resource management, are assigned resource management and environmental protection activities in a multi-cultural, community-based setting. Conservation Officers are uniformed law enforcement officers and special constable and are primarily responsible for enforcement and compliance activities governing all aspects of the ministry's mandate with full police powers.

Employees are required to work undefined hours, travel, work in remote locations, in inclement conditions, may be on call for extended periods and may be required to transfer to other locations in the province. A valid drivers license is required. People interested in the conservation officers occupation must pass a psychological personality assessment to determine personal suitability for law enforcement, and must not have a criminal record. New recruits will also be required to pass a standard Law Enforcement Fitness Test (PARE).

Conservation Officers are also trained in defensive tactics and practical shotgun handling. Officers must be able to demonstrate a variety of physical skills such as running a timed, 200 meter distance, running and accurately shooting a police shotgun course, and falling and ground fighting multiple assailants officers and must meet and annually re-certify in these qualification standards.

In addition to the duties of the Conservation Officer, **Senior Level Conservation Officers** may also have to supervise staff and direct a local proactive, anticipatory approach to issues, as well as lead public involvement programs, integrating stakeholders and experts into community-based, consensus building partnerships to resolve complex issues. Senior field representative will initiate and conduct media releases and educational programs, will plan and/or direct complex investigations and may be required to participate in plainclothes or covert enforcement capacities. They will be required to meet semi-annual qualifications in the use, handling and storage of sidearms.



In addition to the Conservation Officer and Senior level Conservation Officer responsibilities, **Resource Area Managers'** primary role will be leader of the Resource Area field team, planning, developing and coordinating staff work plans and the ministry's ecosystem management strategies in the assigning SERM area. They will direct and evaluate the effectiveness of program delivery activities by assigned and external supporting staff. They will supervise staff assigned to the area, manage resolution of area resource management and environmental protection issues, and manage area budgets. The Resource Area Manager will integrate these activities into Eco Regional and provincial strategies and plans as a member of the regional management team.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of applicable federal and provincial legislation, policies, programs and agreements. **(E-Learn/S-Bring)**
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Theories/Principles

- Knowledge of wildlife, fisheries, forestry, lands, parks, fires, environment, ecological protection, sustainable development, and the inter-relationship between them. **(E-Learn-Bring/S - Bring)**
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisor only/Learn)**
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Technical

- Knowledge of law, law enforcement, court procedures, legal documents and processes. **(E-Learn-Bring/S - Bring)**
 - Knowledge of human resource, administrative and financial management principles and practices. **(E-Learn/S-Learn-Bring)**
 - Knowledge of ecosystem management theories and practices. **(Bring)**
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to provide, obtain and exchange information, in both formal and informal settings, to a variety of people such as school groups, clients and ministry staff. **(Bring)**

Personal attributes which may link with this skill statement include: understanding, confident, authoritative...

- Ability to plan, develop and deliver presentations at a level appropriate to the audience, using oral, written and electronic communication. **(Bring)**

Personal attributes which may link with this skill statement include: open-minded, organized, confident...

Leadership

- Ability to lead, train, motivate, and discipline assigned staff and/or people under your direction; and to delegate work assignments/activities to meet the objectives and mandate of the ministry in a productive, effective and healthy work environment. **(E-Learn/S-Bring/Learn)**

Personal attributes which may link with this skill statement include: approachable, open-minded, decisive...

- Ability to articulate, represent and balance needs, goals and objectives of employees, the community, ecoregion, and ministry as part of the ecoregion management team. **(Bring)**

Personal attributes which may link with this skill statement include: approachable, open-minded, understanding...



- Ability to develop and implement strategies that foster team success, promote morale and recognize employee achievements. **(Bring)**

Personal attributes which may link with this skill statement include: approachable, understanding, adaptable...

- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination.
(Bring - Supervisor only/Learn)

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...

Problem Solving

- Ability to apply conflict resolution skills and appropriate enforcement techniques with people who display resistant, aggressive or violent behaviours in order to ensure the safety of self and other and achieve a satisfactory resolution.
(E-Learn/S-Bring)

Personal attributes which may link with this skill statement include: consistent, decisive, assertive...

- Ability to conduct enforcement and non-enforcement investigations, self-initiated or in response to complaints/inquiries, to gather necessary information and evidence, decide appropriate response, formulate and then implement the plan. **(E-Learn/S-Bring)**

Personal attributes which may link with this skill statement include: consistent, decisive, assertive...

- Ability to accurately identify issues, concerns or problems, consider various options and determine and implement an appropriate course of action (only applies to entry level).
(Bring - Entry)

Personal attributes which may link with this skill statement include: self-starter, independent, adaptable...



- Ability to develop and implement innovative strategies that meet corporate and ecoregion objectives and maximize human, financial and community resources. **(Bring)**

Personal attributes which may link with this skill statement include: independent, adaptable, efficient/focused...

Interpersonal

- Ability to mediate and facilitate discussion of issues with a wide variety of people such as co-workers, stakeholders, media, and the public and private sectors, in matters related to resource management, environmental protection and tourism. **(E-Learn/S-Bring)**

Personal attributes which may link with this skill statement include: open-minded, organized, consistent, decisive...

- Ability to establish and maintain (workable/culturally sensitive/appropriate) relationships with clients, communities and co-workers (only applies to entry level). **(Bring)**

Personal attributes which may link with this skill statement include: adaptable, culturally sensitive/aware, understanding...

- Ability to independently negotiate, mediate, and facilitate with stakeholder groups possessing diverse polarized positions, to build community-based consensus within ecosystem management principles. **(Bring)**

Personal attributes which may link with this skill statement include: ethical/trustworthy, efficient/focused, adaptable...

- Ability to plan, facilitate and lead public consultation processes in conjunction with other ministries, agencies, stakeholders, First Nations, to develop and implement sustainable ecosystem management strategies. **(Bring)**

Personal attributes which may link with this skill statement include: adaptable, culturally sensitive/aware, understanding...



- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...

Organizational

- Ability to independently, or as part of a team, assess, establish and adjust work priorities in response to ministry, public and personal objectives and deadlines. **(Bring)**

Personal attributes which may link with this skill statement include: organized, a self-starter, self-motivated...

Analytical

- Ability to develop and implement sustainable strategies to protect, preserve and enhance the wildlife, fisheries, forestry, lands, parks and the environment. **(E-Learn/S-Bring)**

Personal attributes which may link with this skill statement include: proactive, innovative, creative...

- Ability to gather, research, and monitor biological, wildlife and environmental data as the basis for resource management decisions. **(Bring)**

- *Personal attributes which may link with this skill statement include: logical, thorough, organized...*

- Ability to interpret and apply applicable federal and provincial legislation and policies, programs and agreements relating primarily to natural resources, parks and environmental protection. **(S-Bring)**

Personal attributes which may link with this skill statement include: decisive, logical, consistent...



- Ability to anticipate, analyze and respond from a corporate perspective to emerging, sensitive, controversial public or political issues. **(Bring)**

Personal attributes which may link with this skill statement include: logical, ethical...

Technical

- Ability to, in a responsible and safe manner, operate, maintain and make minor emergency repairs to a wide variety of equipment (e.g., snowmobiles, boats/motors and A.T.V.'s, etc.) and to use such equipment during day or night and/or under extreme climatic conditions and frequently in remote locations (depending on level, location, position, the type of equipment and expertise in maintaining or repair would vary). **(Bring)**

Personal attributes which may link with this skill statement include: responsible...

- Ability to input, apply and retrieve data utilizing electronic systems accurately and quickly. **(Bring)**

Personal attributes which may link with this skill statement include: thorough, task oriented, organized...

- Ability to, in a responsible and safe manner, operate firearms, other related equipment and police vehicles in enforcement or emergency situations. **(E-Learn/S-Bring)**

Personal attributes which may link with this skill statement include: responsible, confident, accountable...

Safety/Stress/Security

- Ability to recognize and evaluate safety risks to self and others, and take steps to resolve or minimize them. **(Bring)**

Personal attributes which may link with this skill statement include: decisive, confident, responsible...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Conservation Officer Series include:

To Be...

- Understanding (open-minded/non-judgmental, sincere/ considerate/ empathetic/patient/ approachable, sense of humour) in order to interact with people in a fair and impartial manner
 - A self-starter/independent (innovative/proactive/creative, self-motivated) in order to solve problems and accomplish tasks using innovative methods with little or no supervision
 - Ethical/trustworthy (honest) in order to establish credibility on a personal and professional basis
 - Efficient/focused (consistent, organized, task oriented/thorough, practical/logical) in order to achieve goals in a timely and effective way
 - Confident (responsible, decisive, accountable, authoritative, assertive) in order to conduct ourselves professionally
 - Adaptable (flexible, negotiator/mediator, cooperative) in order to meet the challenges of a constantly changing workplace, society, and global environment
 - Dedicated (caring/committed/dedicated/respectful) in order to protect, preserve and enhance resources
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| <ul style="list-style-type: none"> • respectful • objective • equitable • flexible | <ul style="list-style-type: none"> • welcoming • open-minded • supportive • empathetic | <ul style="list-style-type: none"> • accommodate individual differences • understanding |
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