Job Description

Select Reason for Review

⦿ New

◯ Update

◯ Reclassification

Every employee in the Alberta Government benefits from having clear expectations of their duties. A job description also supports organizational design, recruitment, employee performance, learning and development, and succession planning.

Use this tool to define a job.

Defining a job in three steps:

● Describe - Identify the job within the organization.
● Design - Describe job responsibilities and authorities.
● Assign - Sign to confirm responsibilities and submit to HR.

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Rural Programs

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Manager Rural Programs position exists to provide program and project leadership in the Rural Programming Section. With key roles in leading program delivery staff, cultivating and maintaining partnerships both internal and external to the Ministry, and managing issues with strategic response. The Rural Programming Section deals with many diverse and rapidly changing issues, projects and programs that directly impact rural communities and the agriculture and agri-food sector in Alberta. The Manager Rural Programs must be ready to help the Section to respond with a breadth of knowledge to support strategic projects and programs that meet Ministry and industry needs.

The Ministry of Agriculture and Irrigation is a lead department in the efforts to grow Alberta's rural economy by delivering strategic programs and services to support rural entrepreneurs, job creators, supporting investment attraction and enhancing economic development capacity in rural Alberta and Indigenous Communities.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Lead and manage 310-FARM, the first point of contact to the Department's programs and resources.
- Establish a strong and collaborative 310-FARM team by ensuring consistent communication, training and processes are in place.
-Ensure that 310-FARM continues to provide accurate, timely and responsive service to Albertans through

regular training, consistent reporting and evaluation of services.

-Assess emerging technologies and new practices for possible adoption at 310-FARM through participation with other GOA contact centres.

-Collaborate regularly with Ministry, GoA staff and industry partners to share inquiry statistics and for information updates and feedback on how to enhance 310-FARM service and messaging.

2.Provide leadership and operational support to Agri-News, the Department's external weekly e-newsletter.

-Oversee the weekly distribution of the weekly Agri-News newsletter, including navigating through the approvals process and trouble shooting as required.

-Ensure quarterly Agri-News Department Advisory Committee Meetings take place and information generated from these meetings are considered for future implementation.

-Oversee data analysis and the development of tools and processes to enhance Agri-News. This may involve analyzing user surveys and recommending new tools and processes.

 3. Provide rural program and project leadership (4-H Alberta grant, Open Farm Days grant)

- Design and implement programs and projects that support rural policies and initiatives.
- Ensure programs are aligned with Ministry priorities and policies.
- Collaborate with industry stakeholders on the implementation of programs, reporting, etc.

4. Provide issues management and strategic insight and response.
- Critically assess emerging issues, identify innovative options and consider potential risks.
- Synthesize thinking and illustrate pathways to strategic response through briefings, position papers, program plans, etc.

5. Provide leadership support to Section and Branch as needed
-As part of the Section Leadership team, work closely with Rural Programming Director to efficiently and effectively deliver on Section priorities.

6. Manage and lead staff in the Section

 - Extend support, coaching, direction, development and policy interpretation for staff in their day to day program responsibilities.

 -Develop framework and parameters to implement successful programs and projects.

Problem Solving

Typical problems solved:

Position deals with a broad range of unique and complex challenges and opportunities, often requiring significant analysis, evaluation and judgment, eg. enhancements of existing programs and projects that respond to emerging issues.
Responses required are frequently without standard processes and procedures and require novel and innovative thinking.

Types of guidance available for problem solving:

Guidance available on options under consideration and program development from Director, Executive Director, Assistant Deputy Minister and Financial Services. Assisted by Ministerial, legal and financial practices and policies.

Direct or indirect impacts of decisions:

Decisions on the parameters and make up of programs and projects have considerable direct impact on stakeholders. This position is responsible for the accurate gathering of stakeholder intelligence to inform policies and programs developed by AGI, its public agencies and other partners.

Key Relationships

Major stakeholders and purpose of interactions:

Department Executive and leadership: Periodic engagement, as required, to provide background

information to support advice and recommendations, provide briefings, and respond to inquiries. Typically, interaction is in the form of information provision (in the form of briefings) that may be escalated up to ministry leadership for approval or decision.

Director, Rural Programming: Frequent engagement (daily) to discuss front-line operations, recommend approvals, provide updates, analyses, and reports.

Program Teams: Frequent (daily) engagement of program team staff to lead unit operations, resolve complex issues, provide oversight & guidance and identify program requirements/improvements.

Leaders in AGI and other departments: Engage stakeholders from other departments as required to collaborate on initiatives, share information, integrate services for businesses, and consult when new legislation is developed.

Corporate Services within department: Engagement of services as required such as HR, Finance, Legal, etc. to seek guidance on the resolution of issues, interpret policy into program design documents and move documents forward through the approval process.

External Engagement: Engagement of external stakeholders ison an ad hoc basis as identified through program need.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	

If other, specify:

Focus/Major: Agriculture, economic development, public administration or related discipline

Job-specific experience, technical competencies, certification and/or training:

-Sound knowledge of project management approaches and experience leading project teams to successful achievement of objectives.
- Extensive knowledge of rural communities/organizations and agriculture/agri-food sectors, as well as the breadth of industry groups and stakeholders.
- Ability to successfully engage diverse work teams and integrate a wide variety of input into the development programs.
- Understanding of Ministry and GOA priorities and policies.
-Working knowledge of financial processes and practices related to budgeting and procurement (i.e contracts and grants).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ◉ ○ ○ ○	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Rural programs often touch many areas of the Ministry as well as other departments and levels of government. - The development of successful rural programs requires a broad view and the ability to address issues and integrate diverse ideas and perspectives.
Develop Networks	○ ◉ ○ ○ ○	Works on maintaining close relations with all	The incumbent is directly responsible for the

		stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	achievement of program objectives and for the delivery of programs in the portfolio.
Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	This position requires strategic collaboration and relationships development with various internal and external stakeholders. Must maintain and coach others to develop strong relationships to stay abreast of programs and services offered.
Agility	○ ◉ ○ ○ ○	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	This position is often faced with various competing priorities. Must be able to remain flexible and re-allocate resources as required to achieve timelines. Must anticipate outcomes and proactively provide support to section staff.
Develop Self and Others	○ ◉ ○ ○ ○	Seeks out learning and knowledge-sharing opportunities: •Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	This position is required to manage a team and provide effective guidance, support, and professional development. Must provide timely and constructive feedback to ensure strong performance and leverage strengths when assigning roles.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____   _____   _____
Employee Name   Date yyyy-mm-dd   Employee Signature

_____   _____   _____
Supervisor / Manager Name   Date yyyy-mm-dd   Supervisor / Manager Signature

_____   _____   _____
Director / Executive Director Name Date yyyy-mm-dd   Director / Executive Director Signature

_____   _____   _____
ADM Name   Date yyyy-mm-dd   ADM Signature

_____   _____   _____
DM Name   Date yyyy-mm-dd   DM Signature