

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy & Projects Coordinator

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 Policy and Projects Coordinator within the Inspection and Investigation Section (IIS) will work with a broad team, providing both policy and projects support to the Rat Control Program, Wild Boar Control Program, and Feeder Associations Loan Guarantee Program, as well as support to the Inspection and Investigation Specialists and other sections within the Animal Health and Assurance Branch (AHAB) as required.

This position will also work closely with various industry representatives, boards, and commissions in the course of their duties. This includes, but not restricted to: Alberta Milk, Alberta Pork, Feeder Associations of Alberta Limited, Alberta Association of Agricultural Fieldmen, Alberta Elk Commission, Livestock Identification Services Ltd. (LIS), Alberta Society for the Prevention of Cruelty of Animals (AB SPCA), Alberta Health Services, Natural Resources Conservation Board, and Pest Management Regulatory Agency.

The emphasis will be on the development, maintenance and monitoring of legislation, regulations and internal procedures and projects in support of IIS' objectives.

IIS is responsible for the enforcement and compliance of nine acts and their associated regulations and provides support for the compliance and enforcement of an additional four acts and their associated regulations. Ongoing monitoring of the effectiveness of this legislation, and alignment between it and departmental directives and procedures, ministry business plan, mandate letter, and overarching

government direction is required.

This position requires an ability to interpret legislation and government directives, as well as a strong understanding of the policy process, political acumen, project coordination, communications, and excellent writing skills.

This position reports to the Director of IIS, who reports to the AHAB Executive Director.

Responsibilities

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

1. Provide leadership and support of new policy and project initiatives and programs and maintain IIS policies and directives in accordance with the existing legislation.
 - Takes a lead role in carrying out policy and legislative projects through to the implementation stage. This includes issue identification, research and analysis, options development and recommendations. Work may involve the development of comprehensive program policy frameworks including consideration of program evaluation.
 - Prepares reports, recommendations, and briefing materials, and makes presentations to divisional staff, management and/or internal and external stakeholders to provide information and support evidence-based decision making.
 - Coordinates the input of internal and external stakeholders on issues related to IIS initiatives, current legislation and policies and programs. This may include the identification and engagement of key stakeholders, determination of the most appropriate engagement approach, and the development of a stakeholder engagement proposal for consideration by senior management.
 - Supports day-to-day policy issues including obtaining relevant information for the preparation of briefing materials and correspondence on Action Requests.
2. Provide policy and project implementation support for IIS staff, internal stakeholders, and external stakeholders.
 - Utilize program expertise to support operations staff through legislation and program policy interpretation advice, including seeking and synthesizing legal opinions where required.
 - Provide regular policy updates, develop tools (e.g. directives, manuals) and support training opportunities for staff and external stakeholders' programs are delivered in a consistent manner aligned with the legislative framework.
3. Conduct ongoing reviews of the legislation IIS is responsible for enforcing to ensure it remains responsive, is aligned with government strategic priorities, and facilitates the achievement of program outcomes.
 - Monitor, review and analyze the legislative framework to support ongoing legislative renewal and response to government direction and strategic priorities, and best practices from other jurisdictions.
 - Develop proposals for reviewing, creating, and amending for IIS projects and programs.
 - Support the development of briefing materials and other legislative and policy documents (e.g. cabinet reports, legislation charts, etc.).
4. Participate in cross-ministry, government and external policy initiatives to ensure IIS needs and interests are represented and stakeholder requirements are considered.
 - Represent the Section and/or Branch as required.
 - Provide information and input to meet committee objectives.

Problem Solving

Typical problems solved:

The Policy and Projects Coordinator provides consultation, recommendations and advice to the Section staff, which will inform recommendations made to senior ministry officials, and to external stakeholders that can influence decisions having significant and widespread implications.

The position requires a high level of critical thinking, problem solving, creativity and innovation to identify implications, define issues and develop appropriate solutions. Projects are diverse and deal with sensitive and complex issues. The interpretation of legislation affects policy and program implementation for the Section and has the potential for political, fiscal and social consequences for Alberta. As such, evidence-based recommendations and advice are required.

Types of guidance available for problem solving:

The Policy and Projects Coordinator will have the support of the Director and Managers within IIS, in addition to the subject matter experts on the various programs and the Section Administrator for the completion of their duties.

Direct or indirect impacts of decisions:

Other stakeholders affected by the actions and recommendations of this position include Section staff responsible for program delivery and impacted by policy decisions, staff within other Sections of AHAB and the Meat and Dairy Inspection Section, Alberta Health Services, municipalities and Agriculture Service Boards, and industry representatives.

Key Relationships

Major stakeholders and purpose of interactions:

Internally, this position is a point of contact for staff across IIS for guidance on legislative and policy interpretation. This position also liaises with staff across AHAB to support Ministry priority projects, and to gain insight into how policy options and decisions may impact diverse groups of stakeholders. This position also requires engagement with GoA staff in other ministries for research, engagement and issues identification.

Externally, this position may interact with industry representatives, boards and commissions in the course of their duties. This includes, but is not limited to: Alberta Milk, Alberta Pork, Feeder Associations of Alberta Limited, Alberta Association of Agricultural Fieldmen, Alberta Elk Commission, Livestock Identification Services Ltd. (LIS), AB SPCA, Alberta Health Services, Natural Resources and Conservation Board, and Pest Management Regulatory Agency for the purposes of engagement on policy issues.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political science, public policy, economics, animal sciences

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

1. University graduation in a related field plus four years progressively responsible related experience.
2. Familiarity with research methods, project management approaches and information/data management.
3. Knowledge and experience with policy development, program evaluation, legislation development, interpretation and review, including public consultation and implementation.
4. Broad knowledge of the government decision-making processes, objectives, goals and strategies.
5. Self-directed with the ability to work independently and collaboratively with others to achieve timely and quality outputs.
6. Excellent written and oral communication and relationship building skills to communicate complex issues in plain language for senior officials.
7. Ability to interpret and synthesize complex information in order to create concise, accurate briefings, reports and/or advice.
8. Excellent interpersonal and team skills with the ability to lead/coordinate activities of a team to

achieve the desired result, and participate effectively as a team member.

9. Strong project and resource management skills, with the ability to manage multiple and diverse projects at one time.

10. Ability to understand operational applications and match practical solutions to an overarching conceptual policy framework.

11. Flexibility and the ability to work in an environment with changing priorities, short timelines and limited resources.

12. Ability to seek innovative and creative approaches to complex issues and problems.

13. Strategic thinking, conceptual and analytical skills.

14. Experience with applicable business productivity tools and information management systems (e.g. Microsoft Office Suite, ARTS, Agridam).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of 	

		<p>others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals 	

