

## New

Ministry

Agriculture and Irrigation

## Describe: Basic Job Details

## Position

Position ID

Position Name (200 character maximum)

Animal Health and Welfare Policy Specialist

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:

Under the direction of the Senior Manager, Policy and Regulation, this position will lead or support legislative updates, policy development, and program guidance related to the OCPV responsibilities of animal health and welfare, disease response planning and preparedness, import and export of animals and animal products, livestock traceability and diversified livestock production. A high level of knowledge and experience in policy development is required as the role will involve monitoring and maintaining Acts and Regulations and conducting effective policy analysis and development on these topics.

This position understands the priorities and responsibilities of the Office of the Chief Provincial Veterinarian, and stays well connected with the Alberta livestock industry, to represent Alberta positions, locally and nationally, while addressing key issues and concerns that arise. The issues and concerns are addressed through effective policy and legislation updates and development, as well as with participation in national and provincial working groups and committees.

The position applies project management methodologies, uses effective written and oral communication skills

(technical and non-technical), and uses well developed interpersonal and leadership abilities to build agreement and guide decision-making without positional authority. The position functions with a high degree of self-direction and motivation.

Additionally, the position supports the OCPV and department emergency management activities through leading or supporting emergency preparedness activities and participating in emergency response.

The position brings leadership, highly specialized knowledge and technical expertise to the OCPV in the area of animal welfare. The position provides evidence-based input into the development of provincial policy on animal welfare and animal protection, including livestock and companion animal aspects as well as humane depopulation policy as part of disease response planning. The position will represent the department on various committees at the provincial, national and international level.

## **Responsibilities**

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

### **Lead legislative updates, policy development, and program guidance related to animal welfare.**

- Leads and provides expertise and knowledge to the development and implementation of sound animal health and welfare legislation, policies, and programs in partnership with a variety of disciplines, governments, agencies, and private sector, and with consideration of impacts to industry sustainability, public health and market access.
- Identifies and acts on opportunities to foster leadership in animal welfare within the OCPV and externally by representing the department at industry and stakeholder meetings and on FPT committees/working groups.
- Conducts consultations with GOA partners, stakeholders, and clients.

### **Lead or support legislative updates, policy development, and program guidance related to animal health and welfare, animal import and export, disease response planning and preparedness, diversified livestock production, and livestock traceability.**

- Provide effective policy advice and technical/strategic input on regulatory matters pertaining to animal health and welfare, import and export, disease response planning and preparedness, diversified livestock production and livestock traceability and support the Chief Provincial Veterinarian in managing challenging policy and regulatory options and issues.
- Lead and conduct the required research, due diligence, and analysis of policy issues, and ensure policy options developed are aligned with GoA and Ministry policy and strategic objectives.
- Effective policy advice is provided by conducting research and analysis of relevant information and data while considering political, economic, practical, and social factors, and where possible, providing evidence-based information inputs.
- Develop and implement the required consultation or engagement plans on policy proposals.
- Work with Ministry staff and Alberta Justice to ensure effective drafting of acts and regulations.
- Prepare policy briefings, background materials and responses internally as part of the legislative processes, and lead or support action request responses for external inquiries.
- Provide support and advice to the management of grants, agreements, and internal department projects/ programs related to the OCPV mandate.

### **Participates in animal disease emergency preparedness, response, and management**

- Participate in provincial and federal disease emergency planning and emergency response training exercises

involving staff, industry and other agencies.

- Participate in emergency disease response activities as required, both as a member of the incident command structure and as a technical specialist.
- Contribute to AGI's broader Emergency Management System by responding to or supporting emergency events (which includes disease outbreaks, floods, fires, etc.).
- Engage with Emergency Management Section and division staff to increase their awareness and knowledge of the *Animal Health Act* and associated regulations, policies, systems and availability/accessibility of data that could be of value in emergency planning and response.
- Complete required training in incident command system (structure) and participate in annual ICS training/awareness sessions that provide staff with knowledge of department expectations, roles/responsibilities and the task assignment process.

### **Contribute to the strategic direction of the OCPV and conduct strategic collaboration with department and industry partners and stakeholders.**

- Participate in building the OCPV strategic direction, business processes and programs, including planning and preparing operational plans.
- Proactively gather input from department and industry partners and stakeholders, identify emerging issues and opportunities, and develop solutions for improved policy development and delivery.
- Participate in, and represent Alberta's interests and priorities on, relevant departmental, professional, and industry working groups, conferences and committees.

### **Support Role and Responsibilities**

#### **Improve Alberta's livestock traceability systems through effective policy analysis and development, and maintenance of the department's Premises Identification (PID) system.**

- Work with section/branch management, department partners, and industry stakeholders to develop, analyze and implement policies, legislation, projects and programs to advance livestock traceability and assurance systems both provincially and nationally.
- Communicates with internal and external stakeholders and attends internal and external stakeholder meetings and industry events to develop relevant contacts, understand industry status/issues/opportunities, and remain visible and accessible to industry stakeholders.
- Develop and conduct presentations on traceability policies, programs, or systems, as applicable.
- Compare federal government legislation and policy changes, and those of other provinces and territories, in relation to existing Alberta policy and legislation, and adjust or respond as necessary.
- Contribute to the maintenance and operation of Alberta's PID system and to projects designed to increase compliance and enhance data integrity of the system.
- Manage the development and maintenance of traceability reference sheets that summarize current traceability systems and information sources in key livestock sectors.

#### **Utilize project management practices and leadership skills to effectively manage teams and projects.**

- Use project management expertise to lead the development of project plans and to monitor project processes, outputs, deliverables and budget.
- Provide overall project coordination and monitor activities of a project team while directly influencing them to take positive action and be accountable for their assigned work.
- Ensure timely completion of projects.

- Consult with other stakeholders to determine, manage and communicate cross-project dependencies and supervise external consultants as required.
- Evaluate project results and write or coordinate the compilation and delivery of final products.

## Problem Solving

Typical problems solved:

- Complex policy or legislative issues are required to be effectively analyzed and understood, and strong writing / communication skills will be required to provide clear options and recommendations.
- Providing effective policy recommendations and advice will require balancing risk and the needs of multiple stakeholders and Government as well as effective and necessary legislative requirements with Red Tape Reduction policies.
- Discussing and analyzing difficult situations that must balance animal and public health and welfare versus economic factors and realities.
- Involvement with difficult discussions and decisions, potentially including with external stakeholders or clients, that require challenging short-term actions to protect long term industry sustainability.
- Actively working with industry in addressing issues that may be politically-sensitive and confidential to the government and/or industry.
- Conducting stakeholder engagement that will involve opposing views and debate on complex and sensitive issues.
- Making important decision in a timely manner during challenging emergency response activities.

Types of guidance available for problem solving:

- Manager, Director, senior leaders and other experienced staff
- Legislation and regulations, Codes of Practice, standards, directives, department compliance principles, scientific literature and data
- Policy Advice, Coordination and Engagement (PACE) and Communications and Public Engagement (CPE) sections
- Emergency Management Unit and department legal advisors (Justice)
- Branch SOPs and disease response plans
- Personal time and effort to evaluate, and integrate knowledge from, multiple relevant and informed sources

Direct or indirect impacts of decisions:

- This position is responsible for providing advice on matters that would impact and safeguard Alberta's livestock industry interests provincially and possibly at the national level.
- Input and advice may have direct economic impacts for livestock operations, as well as market access and social license implications.
- Input and advice may impact industry sustainability.
- The work may also have public health implications, including mental health.
- Contributions to emergency planning and response may impact the livestock industry's resiliency and ability to recuperate after a disease outbreak.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

Collaborate and engage with Division/Branch/Section Management, branch staff and staff from other branches or departments for the purposes of analysis/advice on policy development and project/program activities, policy coordination, legal/comms/finance support, legislative processes, participation in emergency planning and responses, information sharing, relationship building and support for completing action requests.

Most commonly:

Chief Provincial Veterinarian

Deputy Chief Provincial Veterinarian

Public Health Veterinarian

Animal Health Assurance Branch Staff

Emergency Management Unit

Policy Advice, Coordination and Engagement (PACE)

Communications and Public Engagement (CPE)

Department legal advisors (Justice)

Other Branches/Sections such as agri-food labs, food safety, meat inspection, economics and competitiveness, trade, marketing council

### External

Collaborate and engage with the federal/provincial/territorial government agencies, livestock commodity groups, industry representatives, and other GOA Ministries for the purposes of stakeholder engagement, understanding industry state/issues/opportunities, representing department and OCPV priorities, information sharing and building relationships.

Most Commonly:

Livestock Industry Groups

Federal Government - CFIA, AAFC

Livestock Investigation Services

Alberta Society for Prevention of Cruelty to Animals

Animal Health Canada

Other Ministries such as Alberta Health, Environment and Protected Areas, Forestry and Parks

Alberta Veterinary Medical Association

## Required Education, Experience and Technical Competencies

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

If other, specify:

Policy/Regulatory/Governance

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

This position is a leader in developing government policy/direction related to animal health and welfare, disease response planning and preparedness, import and export of animals and animal products, livestock traceability and diversified livestock production. This position provides analysis and advice on issues, legislative review, and regulatory amendments. This position provides key input to work plans in the OCPV

and consequently the Animal Health and Assurance Branch. Activities are coordinated with the department (including Legislative Services), Alberta Justice, Cabinet, industry and other relevant provincial and national government and industry partners.

- Extensive understanding of government policy related to the livestock industry.
- Extensive understanding of government policy related to animal health and welfare, disease response planning and preparedness, import and export of animals and animal products, livestock traceability and diversified livestock production are preferred assets.
- Broad understanding of regulatory frameworks for animal health and welfare, livestock traceability and livestock production.
- Strong knowledge and demonstrated skills in the areas of policy analysis and development.
- Ability to interpret, analyze and communicate technical legal matters.
- Leadership and coaching of teams and ability to influence without authority, including when working with industry.
- Excellent communication and facilitation skills.
- Ability to work on short timelines, prioritize work, provide leadership, participate in a team environment, mediate, negotiate and work in adversarial environments.
- Training and experience in team leadership, project management and facilitation.
- Animal welfare certifications an asset.
- Class 5 Driver's licence.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency               | Level<br>A B C D E   | Level Definition   | Examples of how this level best represents the job  |
|--------------------------|--|--|---|
| Systems Thinking         | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul> | <p>Managing complex policy issues and understanding the potential impacts policy decision will have on stakeholders.</p> <p>Balancing red tape reduction initiatives with effective and reasonable legislative requirements.</p> <p>Contributes to operational planning and operationalizing OCPV work plans and branch strategic plans.</p> <p>Collaboration with partners and stakeholder engagement on a variety of policy issues and is required.</p> |
| Creative Problem Solving | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Engages the community and resources at hand to   | Complex problems in animal health and   |

|                                  |  |  |   |
|----------------------------------|--|--|---|
|                                  |  | <p>address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>   | <p>welfare, and emergency preparedness and response, require creative problem solving, collaboration (internal and external) and effective research / analysis skills.</p> <p>Effective policy analysis and development requires ability to understand multiple contributing factors and perspectives, contributing political, social, economical, practical elements.</p>    |
| Drive for Results                | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | <p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul> | <p>Provide well researched, data/evidence based, impartial policy analysis, options and recommendations.</p> <p>Engage in intense peak effort at times required to meet tight legislative deadlines.</p> <p>Use well-developed leadership, people and project management skills/principles to lead teams in conducting effective project work and achieving best results.</p> |
| Build Collaborative Environments | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | <p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>               | <p>This position must work with multiple industry and government partners to develop thoughtful and considerate policy options and work with those partners to ensure GOA perspectives are understood and considered.</p>   |

## 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                            |