

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Regulatory Compliance 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:

Albertans expect safe, wholesome meat products from animals that have been treated with care and respect. Small to medium-sized meat processors face unique challenges and require compliance support to navigate legislation, understand legislative requirements and meet standards.

This position provides tailored compliance support for Agriculture and Irrigation (AGI) licensed and prospective licensed meat processors, primarily in the areas of food safety and facility infrastructure and operational requirements. The duties of this position will support increased compliance by reducing the amount of time for new and existing operators to implement necessary corrective actions for non-compliances identified through the provincial meat inspection and facility surveillance program. This position will provide additional one-on-one consultative resources for prospective applicants during planning, construction and renovation activities to support increased compliance to regulatory requirements at licensing and start up.

This meat industry/food safety specialist position will also act as a resource to provide key linkages between prospective and current facility operators and other provincial and federal government departments and agencies to ensure that meat

processors are aware of and utilizing government grants, programs or client services to assist them in their business needs.

Responsibilities

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

1. Provides key compliance support for the advancement of Food Safety in provincial (AGI) meat facilities

- Provide guidance, consultations and coaching through several possible formats (e.g., in-person meetings or training sessions, webinars, email, telephone) to AGI licensees and prospective meat licensees to assist them to overcome barriers to meet food safety requirements pertaining to:
 - Meat Inspection Act and Regulation (MIA/MIR)
 - Meat Facility Standards (MFS)
 - MDIS Directives, standard operating procedures (SOPs), policies or other AGI regulated legislation. (SRM, DDAR, etc.)
- Provide guidance, coaching, education or training through several possible formats (e.g., in-person meeting, onsite training sessions, webinars, email, telephone) to AGI licensees to assist them in corrective food safety non-compliance noted through the AGI inspection program.
- Provide advice and possible areas of expertise in food safety to meet a client's needs that go beyond legislative requirements (e.g., certified training or Food safety certification system such as adoption of HACCP (Hazard Analysis Critical Control Points)).
- Conduct onsite gap assessments or onsite reviews of facility processing when requested or required by MDIS.
- Develop and deliver training and educational materials for food safety and food safety hazards.

2. Provides key compliance support for Facility Infrastructure Design and Operations

- Provide pre-licensing or re-licensing consults with licensees or prospective applicants on preliminary requests pertaining to building design, prior to and up to submission of plans for licensing or renovations through various means (e.g., through in person meeting, onsite training sessions, webinars, email, telephone).
- Provide subject matter expertise regarding construction or renovations in accordance with legislative requirements, section policies and guides or guidelines.
- Participate in pre-licensing inspections and licensing review committees where food safety specialist assistance is required.
- Provide feedback and suggestions for infrastructure issues and helps develop solutions that will meet legislative requirements and drive consistency province wide.
- Provide technical content and/or write materials for food safety communication mechanisms that outreach produces (e.g., newsletters).

3. Facilitates knowledge and linkages to opportunities to enhance business and market competitiveness.

- Partner with and facilitate linkage with AGI industry development staff to pursue business, market and product development opportunities, or other program development and client services including the Alberta Food Centre
- Maintain current knowledge on national and global food safety system certification requirements that are above legislative requirements and give advice, coaching, assessment to operators who are interested in how to achieve them.
- Conduct pertinent scans and remain up to date on food safety regulations, and industry trends in meat food safety and meat processing.
- Assist with data collection, storage and reporting as requested regarding the extent of compliance services provided and impacts to businesses.

4. Influences and contributes to collaborative food safety efforts with regulatory stakeholders, including:

- Collaborate with other sectional staff on food safety program and licensing needs to ensure recipients of compliance support services are meeting requirements.
- Collaborate with other GOA staff within the Ministry on food safety projects, including identifying and recommending facilities with a high level of food safety to projects where the opportunity arises (e.g., inter-provincial pilot, etc.).
- Collaborate with other provincial and federal stakeholders on legislative requirements to ensure information for clients is current and assistance is provided where necessary (e.g., Canada Food Inspection Agency, Alberta

Environment and Protected Areas, Occupational Health & Safety, etc.).

- Assist with and attend formal industry discussions/meetings as required.
- Work collaboratively with other regulators to provide guidance, education or training on meat processing regulatory requirements, if requested and where time permits.

5. Completes additional projects, duties or items as directed. This may include but is not limited to:

- Participate in development and improvement of MDIS Directives, SOPs, policies and guidelines, particularly pertaining to food safety and infrastructure.
- Play a key role in the Branch's Incident Command System (ICS) organizational structure and activities including food safety assessments, sampling, root cause assessments or joint regulator visitations at processing facilities involved in a foodborne illness outbreak wherever required.
- Respond to action requests and prepare advisory (briefing) notes where required.
- Take the lead where direct communications are required with operators pertaining to food safety (e.g. surveys).
- Any other special projects, tasks or duties required to assure that the Department achieves its goals with respect to food safety or compliance support services.

Problem Solving

Typical problems solved:

Responsibilities are provincial:

1. Detailed technical knowledge is required with respect to provincial meat slaughter and processing environments.
2. Extensive knowledge of applicable provincial legislation and inspection program requirements and policies, including the *Meat Inspection Act*, Meat Inspection Regulation, Meat Facility Standards, Disposal of Dead Animals Regulation (DDAR), the Food Regulation, and applicable CFIA legislation such as packaging and labeling and Specified Risk Material (SRM) handling requirements.
3. Determines individual training needs of the clients; sourcing and/or developing and delivering necessary education or training to coach operators and facility workers in plain language on the aspects of infrastructure, food safety, and meat processing to meet regulatory requirements.
4. Creativity to identify possible solutions and different approaches for different operations while ensuring these will meet legislative requirements.
5. Requires ongoing direct and positive interaction with management level of industry, working with diverse personalities and diverse audiences to discuss concerns and solutions in order to achieve positive results.
6. Collaboration and partnering with other specialists, sectional or Ministry staff, other regulators and other agencies is required for an integrated multidisciplinary approach to client service.
7. Strong organizational skills to schedule and perform compliance activities in an effective manner
8. Ability to apply legislative requirements in a consistent and unbiased manner.
9. Stays informed about program and legislative changes
10. Works effectively independently and without direct supervision in performing duties.

Types of guidance available for problem solving:

This position reports to the Licensing and Policy Manager. Five Regional Supervisors and three Operations Managers also provide problem solving and decision-making support to assure that regulatory specifics and compliance support is consistent and appropriate for the provincial regulatory requirements and the provincial inspection program

Direct or indirect impacts of decisions:

This position provides the necessary support to position prospective and current provincial meat industry licensees for success in meeting and wherever possible, exceeding minimum regulatory requirements. The position provides one on one specialized and tailored coaching and assistance services before, during and after licensing to address noncompliance and to improve knowledge and ability for provincial meat processors to operate in the provincially regulated meat slaughter/processing realm.

This position participates in various projects with internal and external stakeholders, supporting core meat inspection program requirements and contributing to strategic priorities.

This position contributes to the continuous improvement of meat and meat products inspection systems and food safety practices and knowledge in the Alberta small meat business industry. The credibility of AGI licensed facilities and provincial meat processing industry is directly impacted by the outcomes and successes of the work delivered by the

incumbent of this position.

Key Relationships

Major stakeholders and purpose of interactions:

Facility operators, workers and facility license applicants - Provides specialized coaching, training, compliance support and resources to assist with increasing food safety knowledge and practices, and overall legislative compliance.

Industry development officers- Serves as close liaison with AGI industry development officers and other ministry staff pertaining to meat processing initiatives and opportunities.

Other regulators- collaboration with other provincial or federal regulatory agencies on regulatory requirements applicable to operations (e.g., waste and SRM disposal, environmental requirements, etc.) or to source training material on subject matter.

Food safety services-referral to or consultation with external food safety service providers who provide services to assist operators to meet legislation requirements or food safety system certification requests.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science	Other	

If other, specify:

Food safety, animal science, microbiology, animal health or other related field.

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

Education: 2-year technical diploma plus minimum of four (4) years of directly related experience within the Provincial or Federal meat inspection or meat safety industry, or equivalent as described below.

Equivalence: Directly related education or experience considered on the basis of 1 year of education for 1 year of experience, or 1 year of experience for 1 year of education.

Knowledge:

- Thorough knowledge competencies in emerging food safety matters, humane handling and regulatory requirements for meat slaughter and processing environments.
- Knowledge and experience in the application of food production and processing equipment, techniques and protocols and the associated hazards, particularly in meat.
- Knowledge in provincial infrastructure requirements for meat facilities.
- Knowledge of Good Manufacturing Practices (GMPs), Hazard Analysis Critical Control Points (HACCP) principles and food safety program requirements
- Knowledge and understanding of regulatory requirements and Acts and Regulations governing the meat industry (provincial and applicable federal) and how to apply them.
- Knowledge and understanding of directives, SOPs, Policies and other regulatory requirements.
- Practical knowledge of meat slaughter environments

Skills:

- Excellent interpersonal skills in tactical communication, conflict resolution and relationship development.
- Skilled in frontline communication, presentation development and delivery to an audience.
- Skilled in performing risk assessment and root cause analysis; identifying hazards and evaluating the significance.
- Ability to gauge and receive feedback and improve assistance to stakeholder needs, and to receive and pass stakeholder feedback to other appropriate stakeholders.
- Skilled in performing gap assessments to measure a current state to the desired state for food safety programs, food safety certification systems (e.g., Federal (HACCP) requirements, ISO 22000, etc.).

Abilities:

- Ability to tailor assistance and communication to ensure delivery is effective for audience and scientific information is presented effectively to lay people.

- Agility to respond to changing dynamics and priorities with industry clients and within government environment.
- Ability to represent MDIS on project teams as a non-biased subject matter expert on provincial meat facility environment and provincial operator's challenges and needs.
- Ability to work in a self-directed environment (independently) and stay motivated to produce constructive results even when not directly given assignments.
- The ability to work as part of a team while demonstrating the Alberta Public Service (APS) values of respect, integrity, accountability and excellence are essential for success.

Position Physical Requirements:

- Occasional presence at various site locations, including but not limited to: Frequent driving alone to facilities or meeting locations, occasional prolonged (2 to 3 hours one way) driving to some sites.
- Occasional presence in meat facilities, including occasional presence in wet surface areas/environments (e.g. observing activities in facilities) and in environments that may use a firearm.
- An ability to work at an office location up to 7.25 hours on a routine basis, including:
 - o Frequent sitting when performing office work.
- Occasional standing when present at facilities or when presenting.
- Valid Alberta driver's licence.

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		
Drive for Results	☐	☒	☐	☐	☐	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Working independently to give assistance to or at a third party operation requires the incumbent to exercise a high level of accountability and personal responsibility. The complexity of this role requires that the position have extensive knowledge and experience working in the meat industry.
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	Food safety and legislative requirements is complex and change is constant. This position will be responsible to determine and refine approach to assure that the objectives of the role are achieved. This position works independently and must continually seek advice with their team to assure consistency. This position must be able to demonstrate personal commitment to ongoing change. Work in the regulatory space is demanding and this

			position will be required to be optimistic, calm and composed when dealing with licensees who may be aggressive and challenging to deal with. Creative solutions may be required to deal with novel issues.
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 must build a relationship of trust and respect with licensees and potential licensee. This position works independently when out in the field. Conflict resolution skills (e.g. verbal judo) will be required when dealing with operators who may be resistant or combative to change.
Develop Networks	☐ ☒ ☐ ☐ ☐	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	Working with stakeholders internally and externally and adapting approach for each stakeholder's focus. Will be in contact with a range of interested parties with different levels of knowledge and interest. Tailoring of compliance support services for each group's needs. The ability to positively persuade and explain the reasons for legislative requirements is important.

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