

## Update

Ministry

Agriculture and Irrigation

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Provincial Apiculturist

Current 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

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director of the Crop Assurance Branch (CA) the Provincial Apiculturist (PA) plays a vital role in CA Branch by administering and enforcing the *Bee Act* and its regulation by:

- Serving as an Agriculture and Irrigation (AGI) expert, advisor and representative on honey bee pest and

disease issues, as well as legislation and policy development.

- Development, implementation and oversight of Alberta's honey bee pest and disease management, inspection and surveillance programs and ensure regulations and policies reflect any issues arising from these programs.
- Adhering to compliance principals, ensure the *Bee Act* and its regulation are followed to ensure risks to beekeepers are limited.

## Responsibilities

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

Lead emergency response to bee pests/diseases:

- Set up incident command structure when a pest/disease issues is detected.
- Command the incident response.
- Ensure senior management is kept up to date on response developments.
- Debrief after the incident to identify issues and concerns and develop a plan to address issues.
- Ensure adequate department staff are trained to participate in an emergency when it arises.

Supporting bee health and assurance in Alberta through:

- Maintaining an awareness of current issues by participating in local, national and international meetings and by building and maintaining working relationships and collaborating with national and international honey bee scientists and specialists to gain leading edge scientific information on honey bee pests, diseases and management.
- Monitoring the endemic and evolving pest and disease situation of colonies across Alberta.
- Remaining current with the most recent technological developments and scientific advances in endemic and new honey bee pests and diseases.
- Collaborating with scientists, Provincial Apiculturists and Technology Transfer Teams (TTT) on projects related to honey bee pests and diseases. For example varroacide resistance, and European Foulbrood)
- Liaising with the Canadian Food Inspection Agency (CFIA), the Pest Management Regulatory Agency (PMRA), provincial, and national government agencies, honey bee groups and associations, industry representatives, staff in other sectors of Agriculture and Forestry, and other Ministries, including Alberta Environment and Parks.
- Participating on international and national committees that deal with bee health issues.
- Providing expertise and guidance to municipalities responsible for issues arising from honey bees. For example, creation of bylaws, familiarizing them with the scope of the *Bee Act* its regulation and advice on a dealing problem bees.
- Working with AGI staff and Executive to support and ensure that the *Bee Act* and its regulation are up to date and relevant.
- Providing expertise to Veterinarians on diagnosis and treatment of honey bee pests and diseases.

The impact of honey bee pest and disease on the beekeeping industry is minimized through programs to prevent the introduction and spread of pests as well as continued market access to Alberta honey by:

- Maintaining an awareness of current bee pest and diseases as well as other issues affecting industry by liaising with other Provincial Apiculturists, the CFIA, the Canadian Honey Council as well as the Alberta Beekeepers Commission. An example of these concerns are the issue of the availability of packaged bees from international sources.
- Managing the risk of honey bee pest and diseases through effective bee health programs. For example, Honey Bee Pest and Diseases annual guide, the Bee Health app, European Foulbrood alert and information guides, monitoring for Varroa guide.
- Providing key support as honey bee disease and pest risk assessments are updated.
- Ensuring Alberta honey bee health and apiculture web platform remains up to date and accurate as regulations change and science evolves.
- Provide expertise and advice to Agriculture Financial Services Corporation to ensure beekeepers have relevant insurance programs available.

AGI's operational effectiveness is supported by:

- Completing action requests and briefing notes for the Minister's office and senior management.
- Being a member of the CA Branch Leadership Team.
- Managing staff that support the PA.
- Participating on internal committees to improve collaboration between branches and divisions within AGI.
- Maintaining a close working relationship with the Communications Branch, conducting media interviews on timely bee health issues and contributing to the preparation of press releases and key messages on bee health issues.

Provide key support and technical expertise to develop new policy and regulations for Alberta's honey bee industry.

## Problem Solving

Typical problems solved:

With in depth knowledge of bee biology and entomology, honey industry, management, behavior, pest/disease management and control, the PA must diagnose and control a pest/disease quickly to avoid its spread, while balancing the impacts to industry and public perception of actions taken. The PA must act quickly and logically with new or evolving bee health issues in order to predict implications, avert technical barriers related to movement of bees and market access to honey. The PA must determine the best path forward to control the outbreak (often with limited resource conditions) and direct AGI's inspectors to follow the determined course of action.

The PA's ability to assess and evaluate evolving issues quickly and intelligently, based on scientific facts, historical trends and personal knowledge of the issues is critical.

The PA contributes to legislative and policy development, related to honey bee pests and disease control to ensure legislation is current and effective.

Have the expertise to know when an incident command system needs to be implemented as well as knowing how to lead the response.

The PA has knowledge of the bee industry and how to liaise with producers and industry organizations.

Types of guidance available for problem solving:

This position will consult with the Executive Director on strategies to tackle problems that have yet to be encountered. This position is guided by the *Bee Act* and regulations and best practices for bee health.

Direct or indirect impacts of decisions:

Decisions made by the PA impacts the bee health of Alberta's beekeepers. Alberta is the largest honey producer in Canada, the decision of the PA has a significant influence on bee health actions in the rest of Canada.

The position leads Alberta Government's honey bee pest and disease policies, including programs that impact the entire department, the well being of producers (financially) including food producers with pollination requirements, beekeepers and processors (financially). As the main AGI media contact on bee health issues, there is the potential for the PA to have a huge impact on the perceptions of the public.

The PA has technical skills and scientific knowledge to contribute to the success of disease control programs within our Ministry and with industry partners. Interpersonal and leadership skills contribute to the resolution of market access issues related to honey bee pests/diseases, stock replacement and honey quality through communication, multi-organizational input, group meetings and team effort. For example: the Federal, Provincial, Territorial working groups. and industry and government groups such as Alberta Beekeepers Commission, Canadian Honey Council, Canadian Association of Professional Apiculturists, CFIA and PMRA.

Innovation and creativity are pivotal to the development of new programs or processes to control new or emerging honey bee pests and diseases, or to pro-actively address potential problems. For example: early detection, communication and rapid response to pest and disease issues. This can include formation of task teams, effective industry communication and input into policies that can affect Alberta's honey bee industry.

The PA is AGI's representative on issues that relate to the health of Alberta's honey bees. In this high profile role, the PA is the Department's media contact for honey bee health issues, serves on provincial, national and international committees and participates or leads advisory committees and industry/government task teams.

Market access issues that relate to endemic or foreign bee health issues are continually evolving. Although there exists a high degree of coordination between the PA and the department, an equally high (or higher) degree of independence is required to develop relationships with industry stakeholders.

As one of the key contacts for other provincial, national and international agencies regarding the health of honey bees, the PA shares the responsibility and obligation to represent Alberta at national and international apiculture related meetings and to respond to issues that arise. Consequently, the PA shares responsibility and accountability for high-level discussions on policies, as well as for implementing any changes that stem from those discussions.

## Key Relationships

Major stakeholders and purpose of interactions:

Minister, Deputy Minister, Executive Team - Provide accurate and timely information on honey bee pest and disease issues.

ADM, Executive Director, Branch Directors - sound policy, updates and technical information surrounding bee health issues in the province and across Canada.

CFIA - assist and offer advice regarding trade barriers, expertise regarding risk assessments for new sources of honey bees, report immediately any notifiable and reportable honey bee pests/diseases found in Alberta.

PA - maintains awareness of bee health issues in other provinces, collaborates on programs to support the sustainability of Canada's honey bee industry and movement of bees inter-provincially.

The Canadian Association of Professional Apiculturists, Apiculture Inspectors of American, the Alberta Beekeepers Commission, the Canadian Honey Council, Researchers, Alberta Tech Transfer Team, Provincial Beekeeping Associations and clubs - cooperation/partnerships in honey bee pest and disease control programs. Exchange of information on the occurrence of specific honey bee pests and diseases.

Veterinarians - provide expertise on diagnosis and treatment of honey bee pests and diseases.

AGI Apiculture Inspectors - inform and devise inspections and surveillance priorities as well as seasonal work plans based on the requirements of the *Bee Act* and its regulation. Will provide aid if issues arise that are beyond the scope of the job knowledge or require expertise.

AGI Bee Health Assurance Team permanent members - determine work plan based on requirements of the *Bee Act* and its regulation. Aid individual(s) if issues arise that require expertise.

## Required Education, Experience and Technical Competencies

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

If other, specify:

1. Masters of Science in Apiculture or another related discipline.

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

Education and experience in the apiculture and/or pest management discipline are required to provide a mature and practical perspective on honey bee management, biology, behaviour, pests/diseases and their control methods, as well as its impact on producers, industry, food safety and market access issues.

Scientific knowledge, combined with experience in the field, provides the credibility required to gain support

for programs and policies. Formal and acquired learning provide the foundation for value judgments when dealing with the unknowns for bee health and market access issues. This expertise can only be gained through several years of work experience.

- Knowledge of the pathogenesis, diagnosis and control of endemic and foreign honey bee pests and diseases, especially those that are highly contagious and/or treatment could impact food safety and market access for honey. For example, American Foulbrood, the antibiotic used for control if applied incorrectly, will contaminate honey, making it unsuitable for market.
- Awareness of national and international bee policies. For example: the US is no longer accepting queens imported from Canada.
- Comprehension of the complexities of seasonal honey bee management, biology and behavior as well as the diseases and pest that infest them along with how to manage said pests/diseases taking into consideration location, season, strength of colonies being treated as well as severity of the infection.
- Understanding of the principles and limitations of diagnostic tests available in pest and disease surveillance programs.
- Familiarity with the principles of epidemiology and awareness of risk assessment (analysis, management and communication) and statistical methods.
- Knowledge of the beekeeping industry across Canada, along with provincial their regulations and policies.

Project management, communications and policy development experience is recommended to facilitate effective working teams, communication strategies, and collaborative and organizational components of the position.

Other competencies include:

- Communication - ability to make effective presentations and use plain language to communicate scientific and technical principles clearly and concisely to the public through the media, staff, producers and industry representatives. Strong ability to communicate with stakeholder who have little honey bee experience in a clear and concise fashion.
- Big Picture Orientation - ability to identify probable future scenarios and create strategies to respond effectively to opportunities and threats as well as to contribute to the development of the Division business plans, based on the Strategic Plan of the Ministry.
- Team Building - ability to work productively and effectively in a team environment, to recognize the strengths and acknowledge the accomplishments of team members, to empower team members in a positive and supportive environment and to use authority in a positive and constructive manner. Ability to form effective ad-hoc teams to deal with emerging pest outbreaks or other bee health issues.
- Building Partnerships - ability to initiate and develop ongoing relationships with a diverse set of stakeholders relevant to this position. Focus on relationship management by demonstrating respect for all colleagues, stakeholders and building positive working relationships and expectations of colleagues and stakeholder.
- Leadership for Change - ability to adapt and contribute to change.
- Problem Solving - ability to assess situations and circumstances where a conflict or problem occurs then formulate a plan to resolve the difficulty.
- Business Focus - ability to create and maintain partnerships and to develop new approaches to problem solving

## 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"/>	Integrates broader context into planning: • Plans for how current	This individual must have the ability to look how policy decisions will

		<p>situation is affected by broader trends</p> <ul style="list-style-type: none"> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>impact industry and industries perception of the Government of Alberta in the short and long term. They must also have to ability to foresee potential issues effecting industry while also developing strategies to address said issues</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>This position relies on the Bee Health Assurance team to work within the team sharing ideas to improve and streamline processes. Each individual brings a different voice to the team which is imperative to identify new solutions to problems.</p>
Develop Networks	○ ○ ○ ○ ●	<p>Builds trust to fairly represent every party:</p> <ul style="list-style-type: none"> <li>• Uses network to identify opportunities</li> <li>• Establishes credibility and common purpose with a range of people</li> <li>• Actively represents needs and varying groups</li> <li>• Creates strategic impression by inspiring and connecting with values and beliefs</li> </ul>	<p>This positions relies on information from across industries, governments, organizations etc. to make decision that may greatly impact Alberta's beekeeping industry. Without these networks one cannot accurately get a "bigger picture" of all the threats facing industry</p>
Build Collaborative Environments	○ ○ ○ ○ ●	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> <li>• Promotes sharing of expertise</li> <li>• Initiates strategic communication systems</li> <li>• Anticipates and addresses potential conflict areas</li> <li>• Inspires with a bold, complete and shared vision</li> <li>• Leads cross-functional collaboration</li> </ul>	<p>By having a collaborative environment with developed networks the PA is able to help contribute to solutions affecting industry with combined input and experience from partners across Canada. This can include new management techniques to control a pest, removing trade barriers so beekeepers are able to access stock or forecast potential introduction of pests/ diseases that may impact industry.</p>

Drive for Results	○ ○ ○ ● ○	<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>This individual must be open to differing opinions to effectively collaborate to develop policies and strategies to help industry remain sustainable. They must also have to ability to foresee potential issues effecting industry while also developing strategies to address said issues.</p>
Agility	○ ○ ○ ○ ●	<p>Creates an adaptable environment:</p> <ul style="list-style-type: none"> <li>• Fosters agility, proactive and flexible practices</li> <li>• Leads and creates momentum for change</li> <li>• Champions plan of action and overcomes barriers through proactive anticipation</li> <li>• Quickly understands and reacts to environment, establishing flexible culture</li> </ul>	<p>Occasionally issues will arise that can have major impacts on industry (ie. inability to access queens due to pest incursion). The individual must act quickly to ensure as industry is impacted as little as possible. This may mean working across industries, governments and countries to rectify the issue or find new solutions, while minimizing potential risks to industry.</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Chief Provincial Plant Health Officer and the Chief Provincial Veterinarian

## 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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature