

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

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:

Reporting to the Inspection and Investigation Section Manager, this position ensures legislative compliance through inspections and investigations that support agricultural sustainability and food safety across Alberta. Compliance is achieved using the Compliance Principles of Alberta Agriculture. The role requires expertise in regulatory compliance and law enforcement, providing advice and recommendations to stakeholders while upholding GoA values: respect, accountability, integrity, and excellence.

**Responsibilities**

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

1. Conduct inspections and investigations under 19 Acts and Regulations, ensuring consistent application / compliance of legislation and policy. These include providing audits and inspections pursuant to the Feeder Associations Guarantee Act, the Agricultural Pests Act and Pest and Nuisance Control Regulation.
2. Develop inspection strategies, coordinate investigations, and recommend compliance actions including administrative penalties and prosecutions.
3. Evaluate and license premises and individuals; conduct audits and inspections of regulated agricultural industries.

4. Collaborate with internal and external stakeholders (e.g., RCMP, CFIA, Alberta SPCA, LIS) to promote Provincial compliance and food safety.

5. Provide education and presentations to industry and government partners; recommend legislative amendments as needed.

### Problem Solving

Typical problems solved:

The Inspection and Investigation Specialist works independently across a wide geographic area, often in remote locations, to support regulatory compliance in Alberta's agriculture sector. Guided by the Alberta Agriculture Compliance Principles, the role involves managing complex inspections and investigations, addressing issues collaboratively, and helping stakeholders understand and meet legislative requirements. Specialists must adapt to changing situations, resolve concerns, and promote compliance while maintaining personal safety. Most work is done independently, requiring sound judgment and creative approaches, which may include specialized techniques when necessary. The position also contributes to continuous improvement by identifying legislative gaps and recommending updates.

Requires independent decision-making in high-conflict situations, often in remote areas. Must apply legislation and compliance principles effectively, sometimes using surveillance or undercover techniques.

Types of guidance available for problem solving:

Nineteen Acts and Regulations directly assigned to the Section.

Various Acts and Regulations under the department and assigned to other Divisions (Meat Inspection Act).

Compliance Principles of Alberta Agriculture.

Directives and Procedures.

Section Management, Branch staff, Justice and Solicitor General (legal advice).

Direct or indirect impacts of decisions:

Decisions made by an Inspection and Investigation Specialist have significant impact. Correct decisions help maintain consistent application of food safety and agricultural legislation across Alberta, protecting industry reputation and reducing financial risk for producers. Errors can lead to compliance issues, harm public trust, and reflect negatively on the government. Using the Alberta Agriculture Compliance Principles, Specialists work proactively through inspections, investigations, and education to help producers and processors understand and meet regulatory requirements, reducing the likelihood of breaches and supporting sustainable agriculture.

### Key Relationships

Major stakeholders and purpose of interactions:

The Inspection and Investigation Specialist works closely with key partners such as Livestock Identification Services, Canadian Food Inspection Agency, RCMP, Albert Health Authorities, Alberta SPCA, Alberta Environment and Protected Areas, and Alberta Justice and Solicitor General. These relationships are essential for sharing information, coordinating inspections, and supporting investigations. Collaboration with these agencies, as well as with the public, helps ensure compliance, protect animal health and food safety, and maintain trust in Alberta's agriculture system.

### Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

University degree with a focus on an investigation-related field (preferred) or diploma with some operational experience in law enforcement or regulatory compliance.  
 Equivalencies maybe considered - directly related education or experience on the basis of:  
 1 year of education for 1 year of experience; or  
 1 year of experience for 1 year of education.  
 Ability to qualify for and maintain a Peace Officer appointment issued by Alberta Solicitor General. Strong knowledge of agricultural legislation and compliance principles. PAg designations preferred.  
 Skills in interviewing, report writing, case management, and conflict resolution.

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization’s objectives and how to achieve them: <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>	The Inspection and Investigation Specialist requires understanding and knowledge in all areas of investigation, inspection, and legislation. The ability to explain and apply applicable legislation and the Compliance Principles of Alberta Agriculture to producers and clients in a collaborative environment to gain compliance.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	The role is responsible for a large geographical area, which also includes varied knowledge/experience in performing inspections and investigations for on farm, facility inspections, and formulating the action plans to ensure ongoing compliance of the food safety legislation. Conflict resolution, tact, and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.
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 address issues:	Excellent interpersonal skills and ability to significantly influence

		<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>others both internally and externally.</p> <p>Human relation expertise (interviewing suspects/ witnesses), understanding human behaviour, and obtaining appropriate information to support a case from witness information. Conflict resolution, tact, and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Liaising with lawyers from Alberta Justice in seeking legal opinions in order to plan an investigative course of action. Other provincial government stakeholders such as: Alberta Health, Environment and Protected Areas, and Natural Resources Conservation Board, to acquire information needed in the course of the inspection or investigation or in collaborative efforts for preventative measures. External stakeholders including: industry, producers, processors, Alberta SPCA, municipal law enforcement agencies, RCMP, and CFIA for education, information, inspections, investigations, etc.</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