

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Livestock Disposal and Programs 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:

Reporting to the Manager, Animal Health Program, the Livestock Disposal and Programs Specialist within the Animal Health Section (AHS) requires advanced livestock and poultry production knowledge for the development and implementation of livestock and poultry disposal plans, updating and maintenance of data in Alberta's Premises Identification (PID) system, and oversight of other programs in the AHS as required.

Working within the AHS and in collaboration with the Office of the Chief Provincial Veterinarian (OCPV), the role provides operational support and policy input, particularly in the areas of livestock and poultry disposal, and premises identification. This position will support the Chief Provincial Veterinarian (CPV) and Ministry staff with guidance, developing and implementing livestock and poultry disposal plans for producers and meat facilities in Alberta following the principles of the Disposal of Dead Animals Regulation under the *Animal Health Act*, as well as legislation of other Government of Alberta Ministries and the Government of Canada, ensuring that disposal is complying with the conditions in all legislation. The position also involves

working with other AHS staff on projects identified by OCPV staff to update and maintain the data in the PID system, through communication and collaboration with Ministry staff, industry representatives, and livestock and poultry producers using knowledge of premises identification, traceability and livestock production methods and food production value chains.

Other responsibilities of this position will include working on the AHS role in emergency response planning for animal disease events, reviewing status and final reports for associated grants administered by the AHS, as well as other priority projects that arise in the AHS from time to time.

Responsibilities

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

1. Lead livestock and poultry disposal planning

- Develop livestock and poultry disposal plans for approval by the CPV.
- Work with producers and meat facilities on disposal plans that comply with legislation.
- Provide input into livestock and poultry disposal policy using knowledge from development of disposal plans.
- Provide information and clarification on livestock and poultry disposal legislation to Ministry staff, producers, industry associations, meat facilities and CFIA.
- Provide clear instructions on the process and steps for implementing of approved disposal methods (e. g. burial, composting, incineration, etc.).

2. Participate in Animal Disease Outbreak and Emergency Management

- Support OCPV in the development and maintenance of a mass livestock mortality disposal plan in the event of a foreign animal disease.
- Participate in provincial and federal emergency planning.
- Lead the mass livestock mortality disposal in the event of a foreign animal disease.
- Support OCPV in the development of an emergency response plan that defines and identifies the roles and responsibilities of AHS staff.
- Participate in emergency response training and real-time responses.

3. Coordinate Premises Identification Data Maintenance Projects

- Support and assist with the training of AHS staff in PID.
- Work with other AHS staff on updating of information in PID data projects.
- Monitor data projects for progress and issues, and report regularly to OCPV and AHS.

4. Provide Representation on Committees and Collaborate on Ministry Priorities

- Represent the Ministry on provincial and national livestock disposal committees.
- Build relationships with CFIA, other Government of Alberta Ministries, industry associations, producers and Ministry staff to promote compliance with livestock disposal legislation.
- Contribute to and learn from national/international meetings on livestock and poultry disposal.
- Report national developments to OCPV and AHS for provincial policy implications.
- Provide evidence-based input on livestock disposal for industry materials, and provide presentations on livestock disposal to industry when requested.
- Advise senior leadership and the CPV on evidence-based and strategic matters pertaining to livestock disposal.
- Support grant administration teams on associated animal health projects.

Problem Solving

Typical problems solved:

Development of disposal plans by the Livestock Disposal and Programs Specialist are often complex, require significant analysis, must meet criteria in various legislation, and must be accepted and understood by producers and meat facilities for the disposal plan to be implemented successfully. Each

disposal plan is unique and often developed under tight timelines, especially for livestock disposal during disease events that require CPV approval. This process can be challenging when producers and meat facilities are uncooperative or refuse to comply with legislation.

When providing livestock disposal information to producers, meat facilities, Ministry staff, industry organizations or CFIA, the Livestock Disposal and Programs Specialist must be able to clearly explain the criteria in the various applicable legislations so that livestock disposal is done to minimize any risk to public health, animal health or the environment. The legislation, as well as the disposal methods, are complex and require a very methodical process to ensure recipients understand the information.

Data maintenance projects for the PID system can include a large number of accounts, and updates to data must be done so that the data that is input can be reported on quickly during a livestock disease event.

Types of guidance available for problem solving:

The Livestock Disposal and Programs Specialist will receive guidance and support from the Manager, as well as from the Chief Provincial Veterinarian (CPV) and other staff within the Office of the Chief Provincial Veterinarian (OCPV). Guidance will also be available through applicable legislation, standard operating procedures (SOPs), and established internal processes. This structure ensures the Specialist has access to the necessary resources for effective problem-solving and decision-making.

Direct or indirect impacts of decisions:

The CPV depends on the knowledge of the Livestock Disposal and Programs Specialist when approving a livestock disposal plan for implementation. The Livestock Disposal and Programs Specialist must gather the relevant data, analyze the data, and make a disposal recommendation for approval. This analysis must be accurate to ensure the livestock disposal plan complies with all legislation, and minimizes the risk to public health, animal health and the environment.

Key Relationships

Major stakeholders and purpose of interactions:

Internally, this position is the first point of contact for Ministry staff (Inspection and Investigation, Meat and Dairy Inspection, OCPV, etc.) for livestock disposal guidance and legislation interpretation. This position will also be the primary contact for PID data projects implemented.

Externally, this position interacts with other GOA Ministries, CFIA, industry associations, other provincial governments, producers and meat facilities in livestock disposal matters. For the PID data projects, interaction will be with required account holders in the PID system, which includes producers, meat facilities, veterinary clinics, auction yards, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

Agriculture, Environment, 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. Extensive knowledge of food animal production systems.
3. Ability to review, understand and communicate information in legislation clearly to various audiences.
4. Strong computer skills.
5. Ability to work independently and with a team to achieve timely and quality outputs.
6. Ability to complete difficult tasks accurately and within short timelines.
7. Excellent written and oral communication and relationship building skills to communicate complex information in plain language.
8. Understanding of the humane livestock depopulation/livestock disposal process would be beneficial.
9. Incident Command System Level 300 training would be an asset.
10. Ability to analyze complex and scientific data from multiple sources to develop a recommendation or policy.
11. Strong project and organizational skills, with the ability to manage multiple and diverse projects at the

same time.

11. Excellent problem solving skills.

12. Ability to develop innovative and creative solutions to complex issues and problems.

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		
Creative Problem Solving	☐	☐	☐	☐	☒	Creates the environment for innovative problem solving: - Generates new ways of thinking; ensures right questions are being asked about a problem - Eliminates barriers to creativity and innovation - Encourages a culture of innovation	
Systems Thinking	☐	☐	☐	☒	☐	Integrates broader context into planning: - 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	
Drive for Results	☐	☐	☒	☐	☐	Takes and delegates responsibility for outcomes: - 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	
Build Collaborative Environments	☐	☐	☒	☐	☐	Collaborates across functional areas and proactively addresses conflict: 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 Networks	○ ○ ○ ● ○	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	

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