

Working Title <b>Manager, Animal Health Programs</b>	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry <b>Agriculture &amp; Irrigation</b>
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Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
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Dept ID	Program Code	Project Code (if applicable)
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**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Reporting to the Director of the Animal Health and within the scope of the Government of Alberta legislation and Agriculture and Irrigation (AGI) livestock health policies, this Unit Manager position provides management and administrative leadership, direction and oversight for the development, implementation, execution and continuous improvement of national and provincial livestock health programs including biosecurity, surveillance and support of branch disease control efforts. Key components of this position involve communication with internal and external stakeholders about livestock health programs and aligning programs to support the efforts of the Office of the Chief Provincial Veterinarian. This senior management position ensures adherence to AGI financial and human resource policies in managing the financial and human resources of the section. Currently this position is responsible for ten staff in the animal health programs section. Resources are allocated to ensure priority livestock health programs meet committed delivery standards and achieve intended outcomes.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- **Animal health programs are developed and effectively delivered**
  - National livestock disease surveillance programs that address market access issues of importance to the Alberta livestock industry are effectively developed, implemented and managed for Alberta (i.e. Canada and Alberta BSE Surveillance Program).
  - Provincial livestock disease surveillance programs identified as a priority are developed, implemented and managed (i.e. Alberta Chronic Wasting Disease Surveillance program).
  - Surveillance programs are science-based and cost effective based on partnering with professionals in other government, academic, professional and industry organizations.
  - Programs are designed and delivered so as to be compliant with AGI policies and GOA financial and legal processes, including administration, coordination, verification, education, communication and continual improvement.
  - Awareness of and participation in surveillance programs are promoted to commodity groups and individual livestock producers.
  - Program outcomes are continuously evaluated and modified to achieve peak efficiency, accuracy and impact, and to optimize service to clients.

This ensures an effective response to priority reportable and notifiable livestock diseases in support of AGI’s disease control and eradication efforts.
  
- **Livestock Pathology and Toxicology Diagnostic Service**
  - Manage and administer pathology and toxicology diagnostic service of AFRED to support the disease surveillance, disease investigation programs and meat inspection program of provincial processing plants.
  - Support disease investigation and response activities of the Chief Provincial Veterinarian related to Animal Health Act.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- Maintain PM room facility and associated equipment necessary to operate a post-mortem facility in a biosecure environment.
  - Manage staff associated with delivery of this diagnostic service; veterinary pathologist, toxicologist, veterinary technologists and administrative staff.
  - Manage and supervise procurement of supplies to maintain the services and be familiar with supplies procurement processes in 1GX.
  - Generate regular reports of activities carried out in the Edmonton post-mortem facility.
  - Support provision of diagnostic services to Environment and Parks and other GOA department where necessary.
- **Sustainable Canadian Agricultural Partnership (SCAP) programs are effectively managed**
    - Provides oversight for developing, administering and adapting Sustainable Canadian Agricultural Partnership Resiliency and Public Trust Program; priority areas of the program include animal health, animal welfare, biosecurity, sustainability integration, food safety, plant health, apiculture, quality standards, livestock traceability, mental health, farm safety, agriculture literacy, youth agriculture education and industry governance.
    - Performs forecasting and the expenditure officer for relevant SCAP programs.
    - Expertise and accountability for new program development within SCAP programs to respond to changing program objectives.

These activities complement industry's awareness and support implementation of national biosecurity standards/practices that have longer term effects on good production practices and disease mitigation strategies.

- **Unit is effectively administered**
  - AGI financial and human resource policies and processes are known, understood and followed.
  - GOA Occupational Health and Safety Act and regulations employer accountabilities are known and applied.
  - Employer responsibilities under the Master Agreement are understood and followed.
  - Staff concerns and issues are addressed in a timely manner and consistent with GOA corporate values.
  - All Unit resources are effectively managed, including overseeing the pathologist, toxicologist and infrastructure maintenance (including the Post Mortem room).
  - Accountability on the Unit's baseline budget with expenditure officer attributes.
  - Financial accountability on specific priority surveillance programs (TSEs) with expenditure officer attributes.

This ensures optimal use of public resources in the delivery of programs within GOA and AGI policies and processes and provides a positive work environment for staff.

- **Other related duties are addressed**
  - Timely completion of Action Requests, briefings and Key Messages as required, by working with other Ministry personnel and Communications Branch as needed.
  - Provides cover-off support to colleague Unit Managers and the Section Director.
  - Provides support to the Incident Command infrastructure in responding to animal health emergencies. If a qualified veterinarian, the Unit Manager would be expected to help the OCPV with after hours call duty and disease response activities when needed.

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- University Degree related to Agriculture or Management plus five years related experience in food animal agriculture. A veterinarian in the role will be considered an asset.
- Working knowledge of the Western Canadian livestock industry and Alberta livestock production systems.
- Knowledge of GOA animal health and welfare acts and regulations.
- Knowledge of GOA and AGI policies, procedures and collective agreements with respect to human resources and financial systems.

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- Effective communication skills (verbal, non-verbal and written), project management skills, and proven skills in working with industry stakeholders and senior level government staff.
- Experience working in government.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The position must coordinate and organize Animal Health Programs Unit activities by providing direction to staff on policies, procedures, and legislation; ensuring the Unit's direction is consistent with overall GOA direction. Position facilitates relationships on behalf of Unit staff with stakeholders including other government departments, AGI staff, livestock sector and the veterinary community as required. Position provides leadership by working with professionals within AGI and other GOA ministries, CFIA, other provinces and academic institutions to develop/coordinate science-based disease surveillance programs that address public/animal health and/or market access for Alberta. The position is also accountable for satisfying GOA auditor expectations for FOIP and financial program delivery to clients for animal health surveillance and relevant Sustainable Canadian Agricultural Partnership programs. Position is responsible for evaluating the Unit's performance and deliverables and implementing changes to ensure continuous improvement.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

The Unit Manager must develop contingency plans for maintaining livestock program delivery standards amidst fluctuating and sometimes unpredictable submission levels. Programs must be modified to accommodate changes in government processes, economic conditions and stakeholder needs but must maintain continuity of service through the transition. The Unit Manager must navigate through financial and legal policies and regulations in developing programs that achieve the intended outcomes. A challenge for the position is remaining abreast of current scientific and industry information while collaboratively tailoring programs that integrate a multi-agency approach to disease control, Section disease surveillance initiatives, service delivery, education and training. Direction on animal health policy is provided by the Section Director and the Office of the Chief Provincial Veterinarian. Surveillance programs must effectively detect disease, monitor its progression as well as the effectiveness of mitigation measures by targeting appropriate individuals and in significant numbers. When participating in animal health emergencies, the Unit Manager will be tasked to address a supportive role within an incident command structure and collectively face challenges that are either evolving or unknown with an expected rapid response. Judgment, knowledge of the issue and experience will be needed to coordinate efforts to create an effective response resulting in resolution of the problem.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Program Managers	Daily	Advice/recommendations
Administrators	Daily	Resolution of processing problems
Section Director	Daily/Weekly	Advice/recommendations
Branch Senior Leadership	Weekly	Advice/recommendations
ADM	Occasionally	Advice/recommendations
Finance	Monthly	Timely and accurate accounting information
Professional associations	Quarterly	Advice/recommendations
Federal Government	Quarterly	Partnerships on bilateral disease control issues

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Clients	Frequency	Nature and Purpose of Contact
Veterinarians	Daily/Weekly	Advice/recommendations

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide **Pages 13-14**).

Changes to the execution of existing programs has the potential to impact disease control outcomes as well as service to clients if the changes are not managed appropriately and impacts of changes properly anticipated. For instance, government financial policy changes impacting the Canada/Alberta BSE Surveillance Program must be accompanied by a modification in administration of the program so that delivery standards to clients are not compromised so that continued participation is supported to maintain Alberta’s contribution to national surveillance requirements by the international trade organizations. Timely establishment of proper channels of communication and key messages to stakeholders and clients must be managed appropriately to obtain/retain their support. Translation of animal health branch policy guidelines into livestock health programs is important in achieving the desired surveillance and disease control outcomes and involves careful coordination of resources, government guidelines, communication and feedback. Participation in new national disease control/surveillance programs must be tailored to provincial realities to support validity of national programs that may impact the trade position of the country. Participation in livestock emergencies as part of a response team involves coordinated efforts to minimize impact of contaminant occurrence on potential viability of livestock sectors. Recommendations about animal health policy development are provided based on ability to deliver programs in response to policy. The strategies and processes that are developed and implemented by this position have a significant impact on the overall accountability of the Section, Branch and Division.

The position provides program support to AGI and other ministries (i.e. Environment and Parks) based on resource availability and expertise. The programs developed and administered by the position protect public and livestock health.

**CHANGES SINCE LAST REVIEW:** Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide **Page 14**).

A veterinarian in the role will be considered an asset. More emphasis will be placed on managing the animal health program supports.

**COMPARABLE POSITIONS:** List comparable GoA benchmarks

Unit Manager, Epidemiology

**ORGANIZATION CHART:** A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide **Page 15**).

**Signatures**

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide **Page 15**).

**Incumbent**

_____	_____	_____
Name	Signature	Date

**Manager**

_____	_____	_____
Name	Signature	Date

**Division  
Director/ADM**

_____	_____	_____
Name	Signature	Date

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*