

## New

Ministry

Agriculture and Irrigation

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Sustainable Agriculture Resource 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 a supervisor within the Natural Resource Analysis Section, the Sustainable Agriculture Resource Specialist supports AFRED's strategic plan Outcome 2 Competitive Business Environment (e.g., priority area: streamline legislation, policies, and business processes to reduce regulatory) and Outcome 3 Assurance and Public Safety (priority area e.g., encourage sustainable practices to support competitiveness and economic development). The position provides coordination and technical support to develop, enhance and implement agri-environmental legislation, e.g., the Agricultural Operation Practices Act (AOPA), associated regulations and related policies and programs that meet the ministry's goals. This position serves as a key resource for all stakeholders in providing information about agri-environmental legislation, policy and programs and the sustainable agriculture resource management practices to meet related requirements to support the sustainability and competitiveness of agricultural operations.

#### Responsibilities

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

1. Agri-environmental legislation and policies, and implementation thereof, are functional and effective in meeting established GoA priorities.
  - Contributes to identifying, prioritizing and developing agri-environmental (e.g., AOPA) outcomes, projects or initiatives to ensure GoA priorities are met in reducing regulatory burden and red tape while encouraging responsible, sustainable natural resource management within the agriculture industry.

- Works within a team of professionals responsible for the continuous improvement of agri-environmental legislation, and the information, technology and processes that support its policies and implementation.
  - Provides feedback and analysis to managers and senior leadership about the concerns/challenges of and opportunities in implementing agri-environmental legislation, e.g., AOPA and related policies to help decision makers anticipate and react appropriately to meet the ministry's strategic direction and business plan.
2. Effective agri-environmental/AOPA regulatory frameworks are in place for the sustainable growth of the agriculture industry, increasing consumer confidence in effective natural resource management practices.
- Supports the development of a strategic plan(s) for developing and maintaining agri-environmental frameworks, such as AOPA.
  - Provides support to coordinate the maintenance and review processes for agri-environmental legislation and policy development as needed, including but not limited to the AOPA.
  - Leads internal working groups that collaboratively develops agri-environmental (e.g., AOPA) policy options and recommendations that will help the agriculture industry address emerging issues and risks.
  - Maintain awareness, collect, analyze and interpret agri-environmental management, planning and policy developments of relevant provincial, national and international positions and approaches to issue resolution.
  - Provides technical, science-based support to develop, enhance, implement and evaluate agri-environmental (e.g., AOPA) legislation, associated regulations and related policies and programs.
  - Provides technical support to the AOPA Policy Advisory Group (PAG), Technical Advisory Group (TAG) and other agri-environmental initiatives as required.
3. Stakeholders have access to required information, tools and services to ensure effective implementation of agri-environmental legislation, policies and processes.
- Takes a lead role in ensuring that the necessary information and tools are available to stakeholders to understand the agri-environmental legislation and related processes necessary for agricultural operations to conform to regulatory requirements and meet sustainable development goals.
  - Works with a team of professionals to help develop and package information for stakeholders on regulatory requirements, guidelines and standards and management options to meet those guidelines, requirements and standards.
  - Communicates with stakeholders via existing mechanisms to develop relationships or to maintain or enhance strong networks to leverage opportunities to meet ministry/branch goals and outcomes.
  - Maintains an understanding of key trends, emerging issues and opportunities related to the sustainable development of the agricultural industry so information, tools and services provided are current and relevant.
4. Develop effective internal and external partnerships that provide mutual benefit to sustainable agriculture environmental programming.
- Promote/strengthen relationships with other ministry departments by facilitating/participating in discussions regarding agri-environmental legislation, policies and programs to ensure consistency and integration across the GoA.
  - Participate on ministry and cross-ministry teams to coordinate policy, programs and activities.
  - Collaborate with external partners and stakeholders to develop/enhance sustainable agriculture programming.
  - Participate on interprovincial workgroups (e.g., Tri-provincial manure management working group) to increase awareness of jurisdictional similarities/differences and regional issues and use lessons learned to harmonize policies and reduce risks for our agricultural industry in meeting national and global sustainable development goals to access markets.

## Problem Solving

Typical problems solved:

This position requires an in depth understanding and awareness of the drivers, views and concerns of internal and external stakeholders on issues related to agri-environmental law and policy, and agriculture's

land use and impact on natural resources and the management of those resources. It is responsible and accountable for providing unbiased, timely and relevant information and tools to the ministry, its decision-makers and stakeholders to help address related issues and minimize the agricultural industry's impact on the environment and neighbour conflicts through policy, programs and tools.

Types of guidance available for problem solving:

The specialist will collaborate with a team of professionals from different specializations and follow GoA's policy development process to provide decision makers with the best possible information, options and recommendations to help analyze and address complex, contentious, multidisciplinary issues, while striving for continuous improvement of existing agri-environmental law or policies within the ministry's business and responsibilities. It also allows the specialist the flexibility and risk taking to develop creative, integrated and balanced solutions with internal/external stakeholders to help the agricultural industry meet or exceed regulatory requirements and grow in an environmentally responsible manner.

Direct or indirect impacts of decisions:

Decisions made based on the work this position conducts impacts how GoA or agency staff implements the agri-environmental legislation in question and those staff implementing any related programs (internally). These decisions directly impact the development/expansion/improvement of the Alberta agricultural industry in which it operates and manages natural resources in its day to day operations. It also impacts the processes in which affected parties and other Albertans get involved (externally).

**Key Relationships**

Major stakeholders and purpose of interactions:

Internally interact with:

- Supervisor and team members to effectively coordinate project activities (weekly)
- Director to receive assignments and strategic advice (as required)
- Other ministry staff or members of any internal ministry working groups to identify issues, conduct policy analysis, implement programs and coordinate work (as required)
- ED/ADM to provide updates and recommendations re: policy information (as required)
- the agencies that administer AOPA to maintain relationships, provide/receive updates, advice and recommendations, the Farmers' Advocate and Property Rights Office (bi-monthly) and the Natural Resources Conservation Board field and managerial staff (monthly)
- Other GoA ministry staff (e.g., Environment and Parks, Health, Municipal Affairs, Transportation) to build relationships, provide/receive updates and coordinate work (as required)

Externally interact with:

- Agricultural extension organizations (e.g., ARECA, AEFP, universities/colleges, etc.) to provide/receive information and coordinate work (as required)
- Other jurisdictions to provide/receive information (as required)
- Agricultural industry organizations to provide/receive information and coordinate work (as required)
- Confined feeding owners/operators, ag service providers and primary producers to provide/receive information (as required)
- Municipalities to provide/receive information (as required)
- Affected parties and the general public to provide/receive information (as required)

This position currently chairs and provides coordination for the AOPA Internal Working Group and provides technical support for the AOPA Policy Advisory Group and Technical Advisory Group.

This position is responsible for maintaining ongoing dialogue through the established networks to be aware of emerging issues and trends affecting the application of agri-environmental standards.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

## eligible for Professional Agrologist designation

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

- practical knowledge and five to ten years experience with Alberta's agricultural industry and basic production systems with extensive knowledge of the environmental and risk management issues facing the industry and mitigation strategies
- in depth knowledge of Alberta's AOPA, associated regulations, policies and processes administered by the FAPRO and NRCB
- basic knowledge of other related federal and provincial environmental legislation or policy (e.g., ALSA, EPEA, Water Act, etc.) and programs (e.g., ALUS, EFP)
- solid understanding of the workings of the ministry and GoA organizational principles and roles as well as GoA policy development processes
- practical knowledge of the technical solutions or management practices required for agricultural producers to go through processes to meet regulatory requirements or environmental sustainability standards
- practical knowledge of the stakeholders involved and their concerns and expectations of the agricultural industry
- in depth understanding and awareness of the changing views of federal/provincial government departments, municipal governments, agricultural industry, special interest groups and general public on issues related to agriculture, environment, resource management or land use
- demonstrate strong leadership and interpersonal skills that inspire innovation, creativity and teamwork
- demonstrate ability to communicate well with team members, other staff, leadership and stakeholders
- demonstrate abilities to manage projects to completion and within time requirements
- high level of interpersonal, communication, organizational and leadership, negotiating and conflict resolution skills
- ability to work with a range of backgrounds (e.g., engineers, agrologists, scientists, etc.)
- Class 5 driver's license or better and First Aid

### 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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	E.g., Position requires developing and maintaining networks with AOPA stakeholders and partners to understand challenges and successes in implementing AOPA on the ground.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates</li> </ul>	E.g., Chairs AOPA Internal Working Group to build a collaborative, fun and safe environment for team members to freely express opinions, interact with each other, and recognize their contributions.

		<p>communication and collaboration</p> <ul style="list-style-type: none"> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	E.g., Position requires to change project plan deliverables or briefing materials in a timely manner based on sudden changes in policy direction.
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>	E.g., Position participates in AOPA policy/technical working teams to identify issues, analyze the issues and provides options and solutions to address the issues.
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <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>	E.g., Position seeks to understand issues and trends related to manure management and how possible actions to address those issues would be viewed in a provincial, national and/or international context

## 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

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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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