

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

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:

This position is a senior policy role that operates with a high degree of independence providing strategic leadership on soil health, land use, and agricultural stewardship within working landscapes.

The role integrates agriculture, soil stewardship, biodiversity and land use planning to support productivity, resilience and ecological function. It leads complex policy files and provides advice on cross-ministry and intergovernmental initiatives, informed by science, data and emerging practices.

The position represents Agriculture and Irrigation in intergovernmental and external forums, including collaboration with the Soil Conservation Council of Canada to advance a National Agricultural Soil Health Strategy. It also works closely with biodiversity and conservation partners such as NAWMP, PHJV, other provincial ministries, and federal or other government bodies.

The position independently manages priority policy projects, including contracted analytical and reporting work, from concept through delivery.

Responsibilities

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

Outcome 1. Lead soil health policy and strategic initiatives

Following the principles and processes of the GoA Project Management Framework: initiate, plan, execute, monitor/control, and finalize.

- Provide leadership on soil health policy across Alberta's agricultural working landscapes, ensuring alignment with land-use planning, biodiversity conservation objectives, and sustainable agriculture objectives.
- Independently lead and advance complex, priority initiatives related to soil health, including scoping issues, coordinating internal and external inputs, and developing policy options, recommendations, and strategic advice for senior decision-making.
- Assess and integrate considerations related to land use, ecosystem function, and agricultural productivity to support long-term soil health outcomes.
- Facilitate alignment between soil health policy and broader natural resource management objectives, including cumulative effects management and regional and subregional planning.
- Provide informed, balanced, and defensible advice on complex, cross-cutting, and often sensitive issues affecting soil health, agricultural sustainability, and land-use decisions.
- Maintain clear documentation of initiatives, lead briefings and discussions, and support decision-making processes through well-structured materials and presentations.

Outcome 2. Policy analysis, evaluation, and collaboration

Following the seven stages of the GoA Policy Cycle: issue identification, agenda setting, policy analysis, policy development, decision-making, implementation, and monitoring/evaluation/renewal.

- Conduct in-depth research, analysis, and synthesis of policy, science, and data-driven information to support soil health, land-use, and broader environmental and agricultural policy objectives.
- Analyze policy to assess implications for soil health, biodiversity, and agricultural systems within working landscapes.
- Identify and evaluate emerging issues, trends, and innovations (e.g., regenerative practices, agrivoltaics, outcomes-based approaches) for their potential to influence soil function, resilience, and sustainability.
- Apply data analysis and evaluation approaches, including spatial and performance data, to assess adoption of beneficial management practices and inform evidence-based policy development to support further adoption. Use evaluation approaches to assess the effectiveness of soil health, land use, and sustainable agriculture policies.
- Translate complex and technical information into clear, concise, and actionable briefing materials, reports, and presentations tailored to a range of audiences..
- Represent the ministry and collaborate with cross-ministry, intergovernmental, and external partners to advance shared objectives related to soil health, land use, and sustainable agriculture. .
 - Develop and maintain collaborative relationships with key partnerships and organizations (e.g., Soil Conservation Council of Canada, Centre for Agri-Food Benchmarking, NAWMP, PHJV, federal and provincial partners).
 - Contribute soil health and sustainable agricultural policy expertise to joint initiatives, ensuring alignment with GoA priorities and legislative frameworks.
- Lead and manage policy-related projects and contracted work, including scoping, procurement, oversight of deliverables, and integration of findings into policy development.
- Support consistent integration of agricultural considerations, including Agriculture Impact Assessments, into land-use planning and decision-making processes.

Corresponding activities

Performance evaluation analysis

- Design and implement outcome-based monitoring frameworks, including indicators, logic models, and data collection approaches, to support evidence-based policy refinement.
- Use evaluation findings to inform adaptive management, strategic policy direction, and future program and policy design.
- Contribute to broader strategic planning and reporting processes, ensuring soil health outcomes are effectively represented and integrated.

Project and policy management

- Lead and manage complex policy-related projects and contracted work, including defining scope, preparing project plans and reports plus developing terms of reference, and overseeing procurement and contracting processes.
- Manage collaborator performance, timelines, and deliverables to ensure outputs meet expectations for quality, analytical rigor, and policy relevance.
- Review and validate technical and analytical products to ensure they support evidence-based decision-making and align with soil health and land-use policy objectives.
- Act as the primary liaison between collaborators, internal subject matter experts, and leadership to ensure alignment with ministry priorities and decision-making needs.
- Integrate project findings into policy development, performance reporting, extension materials, and briefing products.

Problem Solving

Typical problems solved:

This position addresses complex and sometimes unknown problems related to soil health and land use within Alberta's agricultural working landscapes. Typical challenges include determining how policies, programs, and land-use decisions impact soil function, long-term productivity, and environmental outcomes, often in situations where data is incomplete, evolving, or uncertain.

The role is responsible for resolving issues related to inconsistent or insufficient information on the adoption and effectiveness of beneficial management practices, including identifying gaps in available data and determining how to generate meaningful, decision-relevant evidence. This includes challenges associated with measuring soil health outcomes over time and linking on-the-ground practices to broader environmental and policy objectives.

The position also addresses competing priorities and trade-offs between agricultural production, land-use pressures, and biodiversity conservation. This requires developing balanced approaches that consider economic, environmental, and policy implications, particularly where stakeholder perspectives differ.

Additional problems include interpreting how existing legislation and frameworks apply to emerging issues (e.g., new agricultural practices or land-use pressures such as renewables on ag land), and ensuring alignment across ministries and initiatives. The role must also resolve challenges related to how best to monitor, evaluate, and report on outcomes in a way that supports adaptive management and informed decision-making.

Types of guidance available for problem solving:

This position operates within a defined policy and legislative framework, including the Soil conservation Act, Alberta Land Stewardship Act, and related land-use planning and natural resource management policies. Strategic direction is provided through ministry business plans, Ministry Mandate Letter, divisional priorities, and Government of Alberta commitments related to sustainable agriculture, soil health, and land-use outcomes.

Guidance is provided by the Manager of the Land Use Policy Unit, with regular alignment to branch and ministry priorities, emerging issues, and approaches to complex or sensitive files. Direction may also be

informed by senior leadership decisions, including ADM and Deputy Minister-level guidance, particularly where issues have cross-ministry or strategic implications.

The position relies on established policy frameworks, existing programs, and previous analysis as a foundation, while also drawing on collaboration with subject matter experts across government, including specialists in soil science, biodiversity, land-use planning, and program delivery. Input from external partners, stakeholders, and intergovernmental initiatives also informs problem-solving and policy development.

Given the complexity and evolving nature of soil health and land-use issues, guidance is often general in nature, requiring the position to exercise significant professional judgment in interpreting policy direction, assessing evidence, and determining appropriate analytical and evaluative approaches.

Direct or indirect impacts of decisions:

Decisions and recommendations have direct and indirect impacts on the development, refinement, and implementation of soil health, land-use, and sustainable agriculture policies and programs across Alberta. These impacts influence how agricultural practices are supported, how land-use decisions are considered within working landscapes, and how soil health outcomes are prioritized and measured over time.

The position directly contributes to policy advice provided to senior leadership. As a result, the work of this role can influence regulatory and program direction, funding priorities, and the integration of soil health considerations into broader land-use and natural resource management frameworks.

At an operational level, decisions related to performance measurement, evaluation approaches, and data interpretation affect how information is designed, delivered, and improved. This includes influencing how the effectiveness of beneficial management practices is assessed, how success is defined, and how outcomes are communicated to decision-makers and stakeholders.

There are also significant external impacts. Policy analysis and recommendations developed in this role affect agricultural producers, industry organizations, and environmental stakeholders by shaping expectations and requirements related to land management and soil health. The position also influences how agricultural interests are considered alongside competing land-use pressures, including biodiversity conservation, development, and regional planning priorities.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Senior and Executive Management

Provide strategic advice, analysis, and subject matter expertise to support decision-making.
Support development of briefings, Action Requests, and materials that guide decisions.

Manager and Unit Staff

Collaborate to advance policy initiatives, share expertise, and coordinate work related to soil health, land use, and program evaluation.
Provide leadership, technical input, and mentorship to support high-quality analysis, policy development, and reporting.
Contribute to team planning, priority setting, and continuous improvement of processes and outputs.

Other Agriculture and Irrigation Staff

Exchange information and provide subject matter expertise to support integrated policy, program, and service delivery across the department.
Gather and validate data and operational insights to inform policy development, land-use analysis, and performance evaluation.
Ensure alignment between policy direction and program implementation, particularly where soil health and land-use considerations intersect.

External

Industry Stakeholders, Partners, and Other Ministries

Collaborate to advance shared objectives.

Engage in policy and program development, implementation, and evaluation processes, including identifying challenges, opportunities, and practical considerations.

Share knowledge, data, and perspectives to inform evidence-based decision-making and ensure policies and programs remain relevant and effective.

Provide and communicate ministry direction and policy intent, while maintaining strong, productive relationships.

Provincial and Federal Partners / Intergovernmental Initiatives

Coordinate with federal and provincial counterparts, as well as national and regional initiatives, to align approaches to soil health, land-use planning, and environmental sustainability.

Share best practices, performance information, and evaluation approaches to support consistency and leverage collective expertise.

Identify opportunities for alignment, collaboration, and resource sharing to advance common objectives and improve outcomes across jurisdictions.

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:

agriculture, environmental science, land use planning, public policy or related field.

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

Minimum of 8 years of progressively responsible experience in performance measurement, evaluation, and reporting, and/or analysis of agricultural land-use, soil health, and biodiversity outcomes.

Experience leading complex initiatives and multidisciplinary teams, with the ability to engage effectively across all levels of an organization, from technical specialists to senior executives.

Demonstrated experience working within government environments, including business planning, reporting cycles, and cross-ministry collaboration to advance evidence-based policy and program outcomes.

Experience supporting or leading policy development processes, including integrating evaluation frameworks and performance measurement into policy and program design.

Proven ability to design and deliver end-to-end performance measurement and evaluation approaches, from scoping and methodology to analysis, reporting, and application of findings.

Strong experience preparing clear, concise, and decision-focused reports, briefings, and materials to support policy, program, and service implementation.

Technical Competencies

Advanced knowledge of evaluation theories, methodologies, and tools, and their application to performance measurement, program assessment, and continuous improvement in a policy context.

Strong competency in designing and implementing evaluation approaches, including methodological design, data collection (e.g., surveys), analysis, interpretation, and reporting.

Sound knowledge of policy analysis and development processes, including issue identification, option development, decision support, implementation considerations, and evaluation.

Understanding of data management and analytical approaches, including the use of tools for data analysis, visualization, and reporting to support evidence-based decision-making.

Knowledge of extension, and adult learning principles to effectively communicate complex information and support uptake of policy and program outcomes.

Demonstrated project management skills, including planning, coordination, resource management, and oversight of multiple priorities and deliverables.

Strong understanding of agricultural systems and working landscapes, including soil health, land-use practices, and the interconnected environmental considerations of soil, water, air, and biodiversity.

Awareness of current and emerging trends in agriculture and environmental management, and the ability to apply this knowledge to inform policy and program development.

Certification and Training

Formal training or certification in evaluation, performance measurement, or project management (e.g., PMP or equivalent) is considered an asset.

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 type="radio"/>	<input checked="" type="radio"/>	Shapes APS goals with a view of entire network: <ul style="list-style-type: none"> • Considers whole system and links; sets goals for long-term outcomes and broad perspectives • Evaluates short, medium, and long-term impacts to inform progress • Shapes organization to meet client needs; helps others see their role in this 	This position is required to understand how policies, programs and services align and support Ministry and Government objectives, outcomes and overall strategic goals. Considers how changing situations may impact performance and progress towards short, medium and long-term goals. Provides strategic planning processes and performance information to enable leadership to consider impact of the organization.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • 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 	This position values multiple perspectives to help identify and solve complex problems. Diverse backgrounds and experiences are considered an asset to ensuring problems are understood and solutions are meaningful/ responsive to those impacted. Considers multi-disciplinary approaches is more successful at identifying problems root cause and practical solutions. Identifies and defines issues and problems early and clearly, considers broader impacts and develops integrated, effective and innovative solutions.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates an adaptable environment: <ul style="list-style-type: none"> • Fosters agility, proactive and flexible 	This position is required to be adaptable and use practical experience and evaluative thinking to

		<p>practices</p> <ul style="list-style-type: none"> • Leads and creates momentum for change • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands and reacts to environment, establishing flexible culture 	<p>analyze and attend to unique interests, issues and contextual circumstances in which the position operates. This position is about enabling and supporting continuous improvement which requires anticipation of potential challenges and ensuring systems are in place to adapt to new circumstances and priorities.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Communication and collaboration is a key role withing this position. Identifying cross government and stakeholder alignments and collaborative opportunities to leverage resources for mutual benefit. Fulsome understanding of various perspectives to enable an open and productive communication and creates a "same team" environment.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	<p>Works throughout the organization and externally to support using evidence to demonstrate contribution towards and achievement of objectives and outcomes. Leads in development and delivery of monitoring, evaluation and reporting systems. Identifies how to integrate different roles and responsibilities to contribute towards common goals and realize mutual benefits.</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