

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:

The Assistant Provincial Supervisor supports the delivery, oversight, and integrity of the Feeder Associations Loan Guarantee Program (FALGP), a legislated program that provides up to \$225 million in provincial loan guarantees, supporting over \$1.5 billion in annual lending to feeder association members across Alberta.

This position exists to support day-to-day operational oversight, monitoring, analysis, and coordination of the FALGP under the direction of the Provincial Supervisor. The role ensures the consistent application of legislation, regulation, policy, and directives across feeder associations (FA), supports government inspectors, and contributes to identifying and mitigating financial and compliance risks to the province.

The Assistant Provincial Supervisor exercises professional judgment, applies regulatory knowledge, and is responsible for the ongoing program administration and analysis required to maintain program integrity.

Responsibilities

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

1. Support delivery of the FALGP

- Monitor feeder associations' use of provincial guarantee allocations and prepare analysis, summaries, and recommendations for review by the Provincial Supervisor. Coordinate paperwork from FAs, lenders, FAA, government inspectors for guarantee allocation increases and decreases for Provincial Supervisor review. Prepare documentation on behalf of the Provincial Supervisor include request for Executive Director approval, Treasury Board and Finance request for approval, completion of final amendments to FA Agreements to ensure correct completion.
- Administrative duties including: Track livestock purchases, bank statements, inspection outcomes, and compliance indicators to identify emerging risks or trends, graphing data, prepare and track year end FA document and request for financial statements, working with AGI Finance regarding auditor inquires, and preparing presentation materials, and on a rotational basis coordinate National Feeder Associations Administrators Meeting.
- Respond to routine inquiries from feeder associations, FAA, inspectors, and stakeholders, escalating complex or high-risk issues as required.
- Maintain program documentation, working tools, and reference materials to support consistent program delivery.

2. Program administration, monitoring and compliance support

- Coordinate and support the scheduling, tracking, and follow-up of feeder association inspections, including file reviews and field inspections.
- Review inspection reports and supporting documentation for completeness, accuracy, and compliance with legislation, regulation, and directives.
- Identify non-compliance issues or operational concerns and prepare briefing notes and recommended actions for the Provincial Supervisor.
- Support the development and maintenance of inspection tools, templates, and guidance materials.

3. Inspector support, training and knowledge sharing

- Provide guidance and day-to-day support to government inspectors conducting feeder association inspections.
- Assist with training activities by preparing materials, sharing best practices, and reinforcing inspection standards and expectations.
- Participate in file reviews and quality assurance processes to promote consistent inspection practices across regions.
- Act as a secondary point of contact for inspectors on procedural and program-specific questions.

4. Stakeholder and partner engagement

- Maintain working relationships with feeder association administrators and staff to support understanding of program requirements and expectations.
- Support liaison activities with FAA, lending institutions, Livestock Identification Services (LIS), and other partners by preparing materials, summaries, and follow-up actions.
- Participate in meetings with internal and external stakeholders, representing the program in an informed and professional manner.
- Assist in gathering information from other jurisdictions and stakeholders to inform program improvements.

5. Program and policy support

- Assist in reviewing legislation, regulation, policies, and directives related to the FALGP to identify operational issues, gaps, or opportunities for clarification.
- Conduct research and analysis on emerging industry issues, risks, and best practices in other jurisdictions.
- Support regulatory or policy review initiatives as required.



Problem Solving

Typical problems solved:

- Identifying inconsistencies or gaps in feeder association documentation, financial reporting, or inspection findings and determining appropriate corrective actions.
- Analyzing operational data to flag potential compliance or financial risks requiring further review.
- Resolving routine program delivery issues through application of established legislation, directives, and procedures.
- Supporting inspectors and stakeholders in interpreting program requirements while escalating higher-risk or precedent-setting issues.

Types of guidance available for problem solving:

- Regulatory statutes and laws including the *Feeder Associations Guarantee Act* and Regulation, and the associated Feeder Associations in Alberta Manual of Directives and Procedures.
- Section and Branch directives.
- Guidance from the Provincial Supervisor, senior leadership, Legal, and subject matter experts (internal and external).

Direct or indirect impacts of decisions:

- Errors or omissions could result in inconsistent program application, delayed identification of risks, or reputational impacts.
- Accurate analysis and timely escalation of issues contribute directly to protecting the provincial guarantee and maintaining lender confidence.
- Sound day-to-day program administration supports the long-term viability of the FALGP.

Key Relationships

Major stakeholders and purpose of interactions:

- Provincial Supervisor:** Direction, mentoring, escalation of issues, and professional development.
- Inspection and Inspection Specialists:** Program guidance, inspection coordination, and quality assurance.
- Feeder Associations and FAA:** Operational support, clarification of requirements, and issue resolution.
- Lending Institutions:** Information sharing and coordination related to inspections and risk management.
- Ministry Partners:** Program reporting, policy development, and risk mitigation activities.

Required Education, Experience and Technical Competencies

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

If other, specify:

Regulatory compliance or financial audit/compliance

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

1. University graduation in a related field plus 2-years progressively responsible related experience. Equivalency of 1-year of experience for 1-year of education will be accepted (or vice versa).
2. Working knowledge of the Feeder Associations Loan Guarantee Program or similar regulated programs and understanding of compliance-based inspection or oversight models. Previous regulatory oversight or law enforcement experience would be an asset.
4. Knowledge of relevant legislation, regulation and Compliance Principles of Agriculture (or demonstrated ability to quickly acquire).
5. Strong analytical skills, particularly in reviewing financial and operational documentation. Banking knowledge, specifically to loans, credit approvals and bank audits would be an asset.
6. Experience preparing briefing materials, reports, and recommendations.
7. Strong administrative experience including Microsoft Office Suite.
8. Available to travel within the province on short notice and overnight.

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	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<ul style="list-style-type: none"> - Understands how day-to-day activities contribute to broader program objectives. - Identifies trends and emerging issues for escalation.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> - Supports achievement of program outcomes through accurate analysis, follow-through, and accountability. - Takes ownership of assigned work and contributes to risk mitigation efforts.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> - Works constructively with inspectors, stakeholders, and internal partners. - Supports positive working relationships and knowledge sharing.
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives 	<ul style="list-style-type: none"> - Builds and maintains effective working relationships to support program delivery. - Seeks input and guidance to improve

