

**Update**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

The Business Development Officer provides specialized knowledge and business information to food processors, senior executives and Ministry staff, other government agencies and industry organizations. The Business Development Officer is responsible for developing and administering programs and services that will lead to the growth of a globally competitive and sustainable agri-processing industry. This involves business consultations, special projects and feasibility assessments requiring significant technology transfer, problem solving, decision making and business

communication skills. Expertise addresses business management, market development, processing, and regulatory issues that contribute to the development of sector specific processing companies. This specialist represents the department in interdepartmental work teams and external committees. The Business Development Officer provides leadership, expertise and guidance to support the expansion of the agri-industrial and food processing industries in Alberta, adhering to the policies and directives of the Ministry.

## **Responsibilities**

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

1. Coach existing and new agri-processors engaged with government "centres of excellence" to pursue business opportunities that contribute to growth and diversification of the value-added agri-processing industry.
  - Evaluate client needs, develop resources and provide appropriate contacts for applicable programs and services offered by department or partners.
  - Work with clients entering into the Food Processing Development Centre to enable their success and future growth.
  - Develop a high level of expertise acting as a resource and main contact for department and senior personnel within specific processing sectors.
  - Transfer information and business advice, including financial, marketing, management, technical or regulatory, through seminars.
  - Evaluate business opportunities by conducting research, utilizing available secondary data sources including statistics, trade publications, library references, on-line databases, Internet and consultation with partners.
  - Identify, evaluate and assist clients in the development of value-added opportunities, including non-traditional agricultural products.
  - Consult with clients to seek alternatives and to conduct market and technical research required to enable the assessment of the production, marketing and financial aspects of their business.
  - Link companies to export market development opportunities.
  - Conduct business plan reviews with the result of developing plans that obtain lender or investor support.
2. Facilitate strategic expansion and investment in Alberta's value-added agri-processing industry to develop a competitive and sustainable processing industry.
  - Identify and evaluate investment opportunities, according to established priorities and constraints and identify qualified processing industry players.
  - Coordinate company involvement in investment missions.
  - Support feasibility studies, provide input and assist with problem-solving related to investment proposals for new ventures and expansions.
  - Identify and explain applicable financial assistance programs and services offered by department or partners (e.g., JET, AFSC, SCAP, Alberta Innovates, AAFC, and Prairies Canada).
  - Identify strategic alliance partners and facilitate the establishment of appropriate business relationships.
  - Provide information, coordinate and/or participate in special projects and studies.
3. Provide specialized services to enhance the agri-processing industry's domestic and global competitiveness.
  - Support the development of strong supply chains within the various sectors.
  - Provide information, coordinate and/or participate in special projects and studies
  - Facilitate the adoption of environmentally sustainable processing practices in the industry via programs under SCAP and other initiatives.
  - Advise on the adoption of Hazard Analysis Critical Control Point (HACCP), food safety and other quality assurance programs.
  - Resource new product and new market development.
  - Promote the services of the department and partners (Invest Alberta/Alberta Food Processors Association).
  - Enable the development of strategic alliances and networks among industry stakeholders (Regional Export Alliance, Business Advisory Network).
4. Influence and develop value-added processing related policies, programs and strategies to create an infrastructure to support the growth of the agri-processing industry.
  - Identify and assess industry needs (education and training, infrastructure), constraints and opportunities and develop and coordinate delivery of relevant programs and services.
  - Provide policy input from processing perspective to department staff and partners.
  - Prepare and present documents from a specific processing sector perspective for use in planning value-added strategies for the department and other stakeholders (growth scenarios, sector profiles).
  - Manage working groups and participate on department committees and industry organizations providing strategic direction on agri-processing sector strategies.
  - Review and evaluate impact of regulations and policy changes on the industry including the retail distribution

sector.

- Respond to action requests and prepare advisory notes related to the specific sectors.
- Coordinate and supervise project staff (writers, consultants, instructors).

5. Develop and maintain a level of competency in specific sectors and related subject areas in order to ensure a "leading edge" level of expertise to service the department and industry partners.

- Obtain current industry information, including trends, new products, packaging innovation, new processing technologies, food safety issues, policy issues, regulatory changes through relevant trade or business publications, media and attendance at relevant workshops, conferences, trade shows and other educational opportunities.
- Participate in branch, division and sector meetings, providing and receiving updates on work activities, projects, programs and the results of industry studies.
- Provide feedback on industry issues and activities aimed towards the accomplishment of identified branch key results and strategies.

## Problem Solving

Typical problems solved:

Expertise addresses business management, market development, processing, and regulatory issues that contribute to the development of sector specific processing companies.

- Responsibilities are provincial, detailed knowledge is required for specific processing industries.
- Identifies new opportunities and business efficiencies for the processing sector.
- Assess ability of companies and industry associations and works with those willing and capable of contributing to a growing competitive and sustainable agri-processing industry.

Types of guidance available for problem solving:

- Coaches all aspects of business development - financial, market, processing and human resources.
- Assist clients in identifying barriers and problems and help develop solutions.
- Takes a lead role in growing the value-added agri-processing industry by working with industry and partners to develop strategies and reduce barriers.

Direct or indirect impacts of decisions:

This specialist represents the department in interdepartmental work teams and external committees; providing leadership, expertise and guidance to support the expansion of the agri-industrial and food processing industries in Alberta, adhering to the policies and directives of the Ministry.

## Key Relationships

Major stakeholders and purpose of interactions:

- Food and Bio Processing Branch staff, up to Executive Director level
- Branch project teams
- Division Monitoring and Evaluation staff
- Collaborators (post-secondary, commodity associations, private industry)
- Ministry staff providing a processing perspective on policy and program development.
- Partner with provincial and federal government departments and agencies for an integrated multidisciplinary approach to program development and client service. Partners include: AFSC, the Business Link Business Service Centre, Jobs, Economy and Trade (JET), Canadian Food Inspection Agency (CFIA), Agriculture and Agri-Food Canada (AAFC), Prairies Canada (Prairies CAN), Business Development Bank of Canada (BDC), Alberta Health, Alberta Environmental Protection, Regional Health Authorities, Results Driven Agriculture Research (RDAR), Community Futures, and Farm Credit Canada (FCC).

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Business

Designation

If other, specify:

Agriculture

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

- University degree in Agriculture, Food Science, Business, Commerce, Economics or a related discipline plus six years related industry experience.

- Understanding of business management, business planning, marketing, accounting, economics, principles of food safety and food processing technology.
- Specific and detailed knowledge in food processing and/or bio industrial sectors, particularly global supply chains.
- Skilled at coaching client progress and in development of business relationships.
- Knowledge of pertinent legislation having an impact on the agri-processing industry (Business Licensing, Consumer Packaging and Labelling Act/Regulations, Food and Drug Act/Regulations and Global Food Regulations).
- Broad knowledge of the agri processing industry including supply chain, infrastructure, transportation, distribution, retail, wholesale and food service operations.
- Ability to analyze situations, solve problems and make decisions.
- Consulting skills, ability to facilitate strategic alliances, business relationships and networks.
- Excellent written, verbal and interpersonal communication skills.
- Ability to organize and lead working groups and to be an effective team player.
- Computer skills include word processing, spreadsheets, database, electronic communication and social media.

### 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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>  | Takes on new food processing clients and has the information at the ready, understanding time sensitive impacts.  |
| Creative Problem Solving | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul> | Participate in meetings, will ask questions to understand and will provide a creative solution if a problem exists.   |
| Agility                  | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic,</li> </ul>  | Incumbent takes on multiple tasks and completes them calmly and composed even in stressful situations.<br><br>Incumbent uses all their knowledge about food |

|                   |  |   |  |
|-------------------|--|---|--|
|                   |  | calm and composed in stressful situations <ul style="list-style-type: none"> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>  | business practices and creatively seeks solutions for clients.   |
| Drive for Results | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul> | Because of excellent knowledge and past experience, incumbent can provide immediate information to food processing clients when asked. |