

## Update

Ministry

Agriculture and Irrigation

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Inspect. Specialist-Licensing

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:

Reporting to the Licensing and Compliance Program Specialist, this position is responsible for conducting onsite assessments at meat and dairy facilities across the province to support the licensing functions of the Meat and Dairy Inspection Section (MDIS), including licence application review, issuance, renewal, suspension and revocation.

The focus of this position is assessment and communication, internally and externally, to support regulatory compliance. The incumbent of this position will also conduct compliance / enforcement action where required. Consequently, the incumbent must have the skills, including dealing with challenging interpersonal situations and communication mastery, to deliver compliance / enforcement actions that may be met with resistance and aggression due to the interruption and/or costs to operators. Communication and documentation must be clear, accurate, concise, reliable and auditable and may be used to support enforcement actions up to and including prosecutions.

This position must provide expert technical advice related to construction, renovation and risk-mitigations for licensed facilities (roughly 600) and licence applicants in Alberta. A solid understanding of slaughter, meat processing and dairy processing facility design, equipment and program requirements and the varying regulatory standards applicable is fundamental to the success of this position. This position will guide applicants through the licensing process and will include expert reviews of blueprints, flow charts, equipment approvals, documentation requirements, etc necessary to ensure applicants meet requirements for licensing.

This position may also participate in the development and implementation of projects that contribute to the outcomes of the section, branch and division. Since projects often result in change, this position may be required to act as an ambassador of change making communication and change management critical skills in this role.

## Responsibilities

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

### 1. Conduct assessments in provincially licensed meat facilities and dairy processor operations

- Conduct complex risk-based assessments (meat and dairy) to assess compliance to the legislation.
- Follow-up on non-conformances using a risk and science-based approach that prioritizes the most critical risks.
- Support compliance through a risk and outcome-based communication approach.
- Take compliance / enforcement actions as required to assure that licensees achieve compliance to the legislation.
- Collect and submit samples as required to support inspection, enforcement and surveillance activities.
- Conduct root cause analyses and provide technical support to identify risk mitigation options related to unsatisfactory results when required.

### 2. Provide technical advice for construction and renovations of meat and dairy facilities

- Provide technical expertise to identify non-conformances for new construction, equipment or renovations.
- Guide applicants to resources to facilitate the development of their preventive control plans.
- Guide licensees to resources and information that support compliance i.e. grant programs, funding, training resources and outreach materials.

### 3. Liaise with Department employees, other Ministries and other external partners where there is a shared interest or authority.

- Liaison and coordinate with stakeholders to ensure that licensees are compliant to all relevant legislation.
- Identify information gaps where outreach or other communications can be developed to support knowledge transfer, government supports and subsequently support increased compliance
- Maintain strong lines of communication with Regional Supervisors and Operations Managers. It is important to seek advice from many sources often to assure consistency.

### 4. Participate in projects and initiatives that support the goals of the section, branch and division.

- Lead or participate in teams to develop and implement projects.
- Participate in the development of internal and external guidance documents, directives, SOPs and standards.
- Collaborate or liaise with external partners (e.g. CFIA, ASPCA, AHS) as required.

### 5. Provides Emergency Response support

- Participate in training opportunities that support the emergency response requirements of the Section
- Participate in outbreak response activities when required

## Problem Solving

Typical problems solved:

### 1. Conduct complex risk-based assessments and analysis to identify potential food safety and livestock welfare hazards.

2. Examine records, reports, operating practices, and documentation to ensure processes are in compliance with legislation.
3. Conduct root cause analysis to determine appropriate risk mitigations.
4. Evaluate the efficacy of proposed risk management procedures and verify that the proposed changes will be effective.

Types of guidance available for problem solving:

This position reports to a PS4 Licensing and Compliance Program Specialist. Five Regional Supervisors and three Operations Managers also provide problem solving and decision-making support to assure that inspection and enforcement processes across the Section are consistent and within the parameters of our authorities.

Direct or indirect impacts of decisions:

This position must exercise independent judgment that can have a financial impact on businesses in Alberta. The position works independently in third-party businesses in remote location. Decisions can impact roughly 600 licensees in the industry and their operations. Businesses can be temporarily suspended or have their license revoked based on the reported findings from the incumbent of this position.

## Key Relationships

Major stakeholders and purpose of interactions:

Meat and Dairy Inspection Supervisors and Managers- decisions that impact the inspection or legislative requirements  
 Primary Agriculture Inspection and Investigations Team- collaboration with respect to Disposal of Dead Animal Regulations, Prosecutions  
 Primary Agriculture Chief Provincial Vet-disease surveillance for reportable and notifiable diseases  
 Primary Agriculture Traceability - Some communication with respect to Premis Identification and manifests  
 Canadian Food Inspection Agency (CFIA)- SRM disposal  
 Alberta Health Services- alignment of inspection processes

## Required Education, Experience and Technical Competencies

| Education Level  | Focus/Major | 2nd Major/Minor if applicable | Designation |
|------------------|-------------|-------------------------------|-------------|
| Diploma (2 year) | Science     | Other                         |             |

If other, specify:

Food safety, microbiology, animal health or other related field

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

Two year technical diploma in a related field, plus a minimum of four (4) years of related experience.

Equivalencies may be considered- directly related education or experience considered on the basis of:

1 year of education for 1 year of experience

1 year of experience for 1 year of education

Assets:

Understanding of auditing principles including professional skepticism to question the validity and reliability of information and evidence

Extensive knowledge of food safety, livestock welfare, slaughter and processing.

HACCP certification

Ability to build and maintain professional relationships

Ability to work under pressure

Attention to detail

Strong team player

Ability to adapt to change

Ability to demonstrate personal commitment to change and mobilize others to support that change

Understanding of auditing principles including:

-ability to analyze company transactions and operations and identify problems and solutions

-professional skepticism to questions the validity and reliability of information and evidence

Well developed problem solving skills

Strong communication skills  
 Strong technical writing skills  
 Verbal judo training or dealing with difficult people training

## 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                     |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Drive for Results | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works to exceed goals and partner with others to achieve objectives:</p> <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>                                                                                                 | <p>Working independently at a third party operation requires the incumbent to exercise a high level of accountability and personal responsibility. The complexity of this role requires that the position have extensive knowledge and experience working in abattoirs and dairies. It is critical that this position hold the licensees responsible for attaining compliance and assuring that noncompliances are addressed in a timely manner.</p>                                                                                                                                                                   |
| Agility           | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works in a changing environment and takes initiative to change:</p> <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, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul> | <p>Food safety is complex and change is constant. This position will be responsible to determine and refine processes and workflows to assure that the objectives of the role are achieved. This position works independently in the field and must continually seek advice with their team to assure consistency. This position must be able to demonstrate personal commitment to ongoing change and mobilize others to support that change. High pressure regulatory work is demanding and this position will be required to be optimistic, calm and composed when dealing with licensees who may be aggressive</p> |

|                                  |           |                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |           |                                                                                                                                                                                                                                                                                                                             | and difficult to deal with. Creative solutions may be required to deal with novel issues.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Systems Thinking                 | ○ ● ○ ○ ○ | <p>Considers inter-relationships and emerging trends to attain goals:</p> <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>                            | <p>Food safety is not a black and white discipline. Discretion is a significant aspect of decision-making and the position must be able to constantly utilize risk analysis skills and critical thinking as part of their daily work. Well developed critical thinking that apply logic, criteria and evidence to risk assessments is required. This position will also use critical thinking to establish clear and consistent standards and thresholds for risk ratings and prioritization, and to justify decisions and assumptions. This position will seek insight on the implications of the different options to resolve non-compliances. The ability to identify trends and unintended consequences is an important aspect of assuring compliance.</p> |
| Build Collaborative Environments | ○ ● ○ ○ ○ | <p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul> | <p>This position must build a relationship of trust and respect with licensees. This position works independently when out in the field and will need to leverage the skills of the team when making decisions. Conflict resolution skills (e.g. verbal judo) will be required when dealing with operators who may be resistant or combative to change.</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