

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Insp. and Invest. 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

☐

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 the Inspection and Investigation Section Manager, this position completes inspections for agricultural products ensuring legislative compliance and investigates all compliance issues involving a risk to agricultural sustainability and in support of food safety across the province.

The Inspection and Investigation Specialist is responsible for comprehensive inspection and investigation processes to ensure compliance of the assigned agricultural Acts and Regulations. Compliance is accomplished primarily through processes set out in the Compliance Principles of Alberta Agriculture.

Responsibilities include researching and developing inspection and investigation strategies and plans, coordinating, and conducting the inspection or investigation, and recommending/enforcing the resulting courses of action.

The Inspection and Investigation Specialist requires expertise in the field of regulatory compliance as well as law enforcement as it relates to agricultural sustainability and food safety legislation and has in depth knowledge of the Compliance Principles of Alberta Agriculture. The dual role provides advice, presentations, and recommendations to stakeholders including other government departments and industry.

The Inspection and Investigation Specialist supports transparent, fair, consistent, and effective processes

Responsibilities

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

1. Perform inspections and conducts investigations in an effective and efficient manner, providing consistent application/enforcement of legislation, policy, and procedures in accordance with the Compliance Principles of Alberta Agriculture.

Research and develop inspection strategies and plans, coordinating and conducting the inspection, and recommending/enforcing the resulting courses of action.

Perform pre-licence, legislatively required, follow-up inspections, and investigations of agriculture related facilities and related equipment and licensees under agriculture legislation.

Perform audits and inspections pursuant to the Feeder Associations Guarantee Act, including training of Feeder Association Administration staff, conducting group presentations, and presenting reports at meetings.

Maintain qualifications under Form 7 of the Pest and Nuisance Control Regulation and provide advice, materials, and devices to Municipal Agricultural Field Staff and producers with respect to controlling agricultural pests.

Provide and/or support the effective enforcement of the legislation including substandard facility inspections, the issuance of written letters, and transitioning and support to other Investigation Specialists in administrative penalties, and legislation-authorized written orders, cancelling or suspending licenses, court-directed written orders, and prosecution.

Prepare and deliver presentations to various interest groups in the area of the legislative requirements of food safety, facility standards, and animal welfare and pest control.

Receive files from other units and agencies and conduct investigations, and reviewing investigations of persons who blatantly refuse to comply with the legislation.

2. Evaluate and license premises and/or individuals for various licenses as required by legislation.

Conduct pre-licence inspections of all regulated agricultural industries to ensure that the facilities meet the current regulatory requirements for the purposes of licensing.

Carry out the examination for Bulk Milk Grader licenses including both a written examination as well as a practical on farm examination.

Conduct audits and inspections of Feeder Associations, which include monthly audits and semi-annual field inspections of contracts totalling millions of dollars.

3. Work in collaboration with key internal and external stakeholders.

Develop a working relationship with other agencies and stakeholders such as Natural Resources Conservation Board, Society for Prevention of Cruelty to Animals, Regional Health Authorities, Alberta Farm Animal Care, Livestock Identification Services (LIS), Royal Canadian Mounted Police (RCMP), Alberta Milk, Alberta Elk Commission, Alberta's municipal districts and counties, and any other stakeholders with a common goal of food safety and regulatory services.

Ongoing education to client/producers regarding updated legislation and regulations to assist clients in meeting regulatory obligations.

Maintain regular contact with Agricultural Field Personnel on Agricultural pest issues.

Implement prevention initiatives, including conducting educational and awareness programs to encourage compliance for the public, industry stakeholders, and government agencies.

Initiate corrective action as prescribed in the legislation against those in the industry that fail to meet the necessary requirements.

Support external inspection agencies including regional health authorities, and other provincial/federal/international agencies when conducting joint inspections.

Receive files from other units and agencies and conduct investigations, and reviewing investigations of persons who blatantly refuse to comply with the legislation.

4. Provide advice, presentations, and recommendations as a proactive member of the Inspections team.

Identify deficiencies in legislation administered, and provide input and recommendations during regulatory reviews for legislative amendments and participate in the review of various acts and regulations to ensure that they are current with trends and requirements.

Monitor industry changes within various areas of responsibility and, if necessary, initiate changes to the acts and regulations as needed to ensure food safety and/or agricultural sustainability.

Provide inspection and investigation expertise to AGI departments such as Food Safety Branch, Office of the Chief Provincial Veterinarian, other Government Departments.

Provide a source of legislative and departmental program information / knowledge to the public.

Problem Solving

Typical problems solved:

The Inspection and Investigation Specialist works on files independently, encountering situations that deal with high emotional intensity. This requires exceptional conflict resolution skills, especially in situations where there is blatant contravention to legislation. The Inspection and Investigation Specialist has the decision making authority to determine the appropriate action. This can include recommending the issuance of written letters, administrative penalties, and legislation-authorized written orders, cancelling or suspending licenses, court-directed written orders, and prosecution. The Inspection and Investigation Specialist is responsible for a wide geographical area as the file coordinator for varied, diverse, and complex inspections and investigations, often requiring extensive travel in remote areas.

The role works in a dynamic environment that is constantly changing from controlled to unstructured. A complaint may escalate and require the Inspection and Investigation Specialist to de-escalate the situation, explain legislation, and ensure compliance. The position requires the ability to quickly analyze and react to a variety of situations and address sometimes volatile situations, while maintaining personal safety. The majority of times, Inspection and Investigation Specialists are working alone, in remote areas requiring the ability to make decisions and decide on a course of action independently. The Inspection and Investigation Specialist conducts inspections and investigations that produce end results as mandated utilizing innovative and creative inspection and investigative techniques. This can also involve surveillance or undercover techniques if the investigation requires it.

As a result of the inspection and/or investigation, the Inspection and Investigation Specialist may identify deficiencies in legislation administered by the department and may make recommendations for legislative amendments.

Types of guidance available for problem solving:

Nineteen Acts and Regulations directly assigned to the Section.

Various Acts and Regulations under the department and assigned to other Divisions (Meat Inspection Act).

Compliance Principles of Alberta Agriculture.

Directives and Procedures.

Section Management, Branch staff, Justice and Solicitor General (legal advice).

Direct or indirect impacts of decisions:

The actions of this position directly impact the regulatory enforcement of mandated food safety and other agricultural legislation providing a uniform application throughout the province. The consequence of error is significant, and can impact an industry's reputation for safety and quality and/or lead to potential monetary losses for producers. As a representative of the government, an incorrect decision can also reflect negatively on government and the department.

The Inspection and Investigation Specialist prevents breaches of the food safety and agricultural sustainability legislation through inspection, investigation, Compliance Principles of Alberta Agriculture, education and administrative or judicial proceedings. To have a successful and positive impact, the Inspection and Investigation Specialist has an important pro-active role in providing producers and processors with current regulatory information thereby reducing contraventions of the legislation.

Key Relationships

Major stakeholders and purpose of interactions:

The role provides information sharing and cooperative efforts during the course of ongoing inspections and investigations with Livestock Identification Services, Canadian Food Inspection Agency, RCMP, Health Authorities, Alberta Society for Prevention and Cruelty to Animals, Alberta Environment and Protected Areas, Alberta Justice and Solicitor General as well as the public (e.g. witnesses and complainants).

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Law		

If other, specify:

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

The position requires a related degree or diploma, as well as extensive operational experience in a recognized law enforcement program or a regulatory compliance inspection program. This includes an exceptional level of functional expertise in both inspections and investigations.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<p>The Inspection and Investigation Specialist requires understanding and knowledge in all areas of investigation, inspection, and legislation. The ability to explain and apply applicable legislation and the Compliance Principles of Alberta Agriculture to producers and clients in a collaborative environment to gain</p>

		<ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	compliance.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	The role is responsible for a large geographical area, which also includes varied knowledge/experience in performing inspections and investigations for on farm, facility inspections, and formulating the action plans to ensure ongoing compliance of the food safety legislation. Conflict resolution, tact, and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Excellent interpersonal skills and ability to significantly influence others both internally and externally.</p> <p>Human relation expertise (interviewing suspects/ witnesses), understanding human behaviour, and obtaining appropriate information to support a case from witness information. Conflict resolution, tact, and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.</p>
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 towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Lawyers from Alberta Justice in seeking legal opinions in order to plan an investigative course of action. Other provincial government stakeholders such as: Alberta Health, Environment and Protected Areas, and Natural Resources Conservation Board, to acquire information needed in the course of the inspection or

			investigation or in collaborative efforts for preventative measures. External stakeholders including: industry, producers, processors, Alberta SPCA, municipal law enforcement agencies, RCMP, and CFIA for education, information, inspections, investigations, etc.
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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

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature