

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

50001856

Position Name (30 characters)

Director Emergency Management

Current Class

Senior Manager (Zone 1)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Primary Agriculture, Marketing Council Branch

☒ 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:

Department reorganization moved Emergency Management Team under Executive Director Marketing Council Branch. The executive director does not provide operational direction to the emergency management director.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting through the Executive Director Marketing Council Branch of Primary Agriculture Division, the Director - Emergency Management Services provides support to the Department Executive Committee for all emergency management issues and events. The position provides leadership, advice and direction to multiple department teams of professionals in the development and delivery of a comprehensive emergency management program. The program

coordinates emergency preparedness and response on behalf of the ministry to emergencies and disasters that affect the agriculture community. This includes the development of mitigation and prevention strategies, plans and other preparations, effective response procedures and protocols as well as monitoring the effectiveness of recovery activities.

Responsibilities

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

Manage the AGI EM Program; to include, training, coordination, legislative alignment, development and integration of all department agriculture plans so that the department is able to respond to events with little to no notice. This work is done under the umbrella of the Alberta Emergency Management Framework, Alberta Emergency Plan, Canadian Standards for Emergency Management programs and legislation dealing with animal, crop, food and other emergencies. Successful management of this program will mitigate damage and losses due to emergency events.

- Ensure that AGI Emergency Plans are able to adequately address potential emergency events facing the department and agriculture industry.
- Ensure that the AGI Business Continuity Plan is able to assist with the resurrection/restoration any department services in accordance with established time lines.
- Assess/analyse events and risks for their potential impact on agriculture, agriculture stakeholders and the department.
- Develop sound strategic policy and program advice for the Executive Directors, Assistant Deputy Ministers (ADM), the Deputy Minister (DM) and other senior government officials as appropriate.

Work with Executive Directors and Directors of other AGI branches to ensure an effective AGI emergency response to events in their area of responsibility (Water Infrastructure Operations/Dam Safety, Animal Health, Crop Health, and Food Safety) through effective application of emergency management principles and procedures, passage of information to a variety of partners.

- Supervise and provide expertise to the lead division or agency during emergency event responses.
- Deliver an integrated training and exercise program for management and staff enabling them to step into emergency team leadership roles during a response.

Work with other provincial and federal departments to mitigate, prepare for, respond to and recover from emergencies and disasters that affect agriculture and food stakeholders in Alberta.

- Represent AGI and other agriculture stakeholders during province wide emergencies at the Provincial Emergency Coordination Centre at the Ministry of Public Safety and Emergency Services.
- Ensure AGI participation and integration in Critical Infrastructure Protection work that is lead by other departments.
- Actively work to increase the level of personal preparedness for emergencies in AGI staff and rural Albertans through education sessions, integration with provincial communications initiatives and other training opportunities.
- Coordinate for AGI cross government initiatives focused on emergency planning and preparedness.
- Manage work with stakeholders to establish and strengthen relationships on joint and integrated projects.
- Manage issues to identify opportunities where collaborative partnerships (within and outside government) can work more effectively to resolve issues.

Problem Solving

Typical problems solved:

This position is expected to provide strategic advice, leadership, and integration on agriculture emergency management issues that impact AGI, the GOA, partners, and stakeholders. Using their knowledge and skill, the incumbent will use a facilitative and cooperative approach to develop and strengthen Agriculture and Irrigation's collaborative relationships and partnerships. This position must effectively monitor, evaluate, report, and communicate on initiatives and issues to executive decision-makers. The work of this position is expected to provide recommendations and strong policy advice. Issues management and priority setting are important capacities to have as this position provides support during emergency responses in four branches of the department (Water Infrastructure Operations, Animal Health, Crop Assurance, and Food Safety) and to rural municipalities when they are dealing with major disasters.

Types of guidance available for problem solving:

Executive guidance is available and is provided to confirm strategic direction on specific issues or programs.

Other government departments provide advice from their specific areas of responsibility to assist AGI resolve emergency/crisis events in our area of responsibility.

Direct or indirect impacts of decisions:

Gaining or loss of trust in AGI's (and the GoA) role during the management of crisis response.

Potential to commit the department to a course of action during an emergency event that it cannot deliver on due to gaps in capability or expertise.

Adverse impact on agriculture economy, international trade and Alberta communities of poor decisions or poorly researched decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Government of Canada: Ministry of Agriculture and AgriFood, Canadian Food Inspection Agency. These are the lead federal departments for national agriculture emergency management.

Government of Alberta: Ministry of Environment and Protected Areas, Ministry of Public Safety and Emergency Services, Ministry of Health. These ministries are our regular stakeholders for agriculture emergency management (mass carcass disposal, natural disaster response, zoonotic disease response coordination).

Alberta Livestock Commodity Organizations: Poultry Industry Emergency Team, AB Pork, AB Beef Producers. Livestock disease responses will be managed as unified responses where both government and industry challenges and priorities are factored into the response effort.

AB Rural Municipalities: The rural municipalities provide first responder support to AB producers for natural disasters and emergencies. AGI supports their work by sharing of best practises and lessons learned from other events.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Expert understanding of four pillars of emergency management (Prevention, Preparedness, Response and Recovery) and their application to the agriculture and rural community sector.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none">• Uses wide range of techniques to break down problems• Allows others to think creatively and voice ideas• Brings the right people together to solve issues• Identifies new solutions	The facts in emergency situations and disease/ pest outbreaks are often unclear early in an incident. Information needs to be acquired, assessed and then pieced together to create a picture of the size and scope of the emergency incident. This requires a

		for the organization	<p>deliberate but quick analysis process to understand the nature of the problem.</p> <p>With the accelerated timelines required by emergency events, different perspectives and information sources need to be integrated into the assessment early in the process. There is rarely sufficient time for a deliberate consultation with all stakeholders prior to implementing response actions.</p> <p>Creative solutions are required to address scenarios that involve millions of animals.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Ability to move from low level operational thinking (e.g. how to organize a department incident team for best effectiveness) to Strategic level (assessing proposed changes in policy or legislation for its potential impact on AGI activities and operations/policy)</p> <p>3 (+1) primary functions owned by EM:</p> <ul style="list-style-type: none"> □ AGI Business Continuity □ AGI FEPP Coordination □ AGI representative in broad GoA Emergency/ Disaster Response □ Other work as assigned (planning for potential AUPE strike action) <p>4 (+1) priority areas of support by EM</p> <ul style="list-style-type: none"> □ Animal Health and Assurance □ Crop Assurance □ Food Safety □ Water Infrastructure <p>Other events that do not</p>

			fall into the molds above (e.g. 2021 BC Flooding impact assessment and information, 2021 and 2023 Drought response teams)
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Leads the emergency preparedness work across 4 distinct regulatory areas of responsibility. (Animal Health, Crop/Bee Health, Food Safety and Natural Disasters).</p> <p>Agriculture is a shared jurisdiction from a regulatory perspective. Agriculture emergency management must understand when national stakeholders like the Government of Canada must be engaged in responding and when it is solely in the provincial or community area of responsibility.</p>
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>Need to understand the work in each AGI branch and how they are integrated into the work of the Department. This includes AFSC.</p> <p>Understand how this work compares to the 4 pillars of EM (Prevention/Mitigation, Preparedness, Response, Recovery)</p> <ul style="list-style-type: none"> □ Prevention/Mitigation is normally part of the lead branches work in the area. EM team helps the branch retain lessons from events to improve resilience. □ Preparedness - training for responses, developing plans, creating SOPs, acquisition of tools, relationships, etc. This can involve leading with other departments to gain support for new solutions.

			<input type="checkbox"/> Response - providing coaching , filling active roles during response (like planning section or agency rep in Provincial Emergency Coordination Centre) <input type="checkbox"/> Recovery - work with AEMA and Alberta Disaster Recovery Program to get rural residents/producers/ irrigation districts support under the programs.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

M420-45 Head, Environmental Practices and Livestock Welfare Branch
M420-25 Section Head, Environmental Policy Integration M420-25

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