

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Industry Development Officer

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 Manager, Business Development, the Industry Development Officer-Technical, provides specialized technical meat processing knowledge and information to meat processors, senior executives and Ministry staff, other government agencies and industry organizations. The position is responsible for developing and administering programs and services that will lead to the support and growth of a competitive and sustainable meat processing industry. Expertise addresses meat product and processes development that enhances the competitiveness of meat processing

facilities in Alberta. This specialist represents the department in interdepartmental work teams and external committees. The Industry Development Officer-Technical, provides leadership, expertise and guidance to support the expansion of the meat processing industry 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. Provide technical leadership to existing and new meat processors in the development of new, market responsive and receptive food products in the area of meat product and process development.
 - Identifies market opportunities, emphasizing consumers, through knowledge management, market intelligence, and networking and communicates those ideas to new and existing companies.
 - Creates partnerships and strategic alliances to address opportunities utilizing value chain principles along the food continuum, emphasizing consumer end-use
 - Work with industry clients to identify client/project needs/objectives, project protocols and develop project plans.
 - Identify, evaluate and assist clients in the development of value-added opportunities, including support provided through the Alberta Food Centre.
2. Facilitate strategic product development and market launches in Alberta's meat processing industry to develop a competitive and sustainable processing industry.
 - Conduct product development plan reviews.
 - Support new product launch feasibility studies, provide input and assist with problem-solving related to proposals for new products and product line expansions.
 - Identify strategic alliance partners and facilitate the establishment of appropriate business relationships including equipment, ingredient and packaging suppliers.
3. Provide specialized services to enhance the meat industry's domestic and global competitiveness.
 - Support the development of strong supply chains within the meat sector.
 - 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 Sustainable CAP and other initiatives.
 - Partner and facilitate linkage with AGI Regulatory Specialists to advise on national and global food safety certification requirements and other quality assurance programs.
 - Resource new product and new market development.
 - Promote the services of the department (Alberta Food Centre/Food Safety Branch) and partners (Invest Alberta/Alberta Food Processors Association/Alberta Beef/Canada Beef/Olds College/NAIT/SAIT/U of A).
 - Enable the development of strategic alliances and networks among industry stakeholders.
4. Influence and develop meat processing related policies, programs and strategies to support the growth of the meat 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 a meat processing perspective to department staff and partners.
 - Prepare and present documents from a meat 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 meat processing sector strategies.
 - Review and evaluate impact of regulations and policy changes on the industry.
 - Respond to action requests and prepare advisory notes related to the meat processing sector.
5. Maintain and enhance scientific, technical and competency skills in order to provide leadership to the department and industry.
 - Obtain current meat processing 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 including assisting with data collection, storage and reporting as requested regarding the extent of extension services provided and impacts to businesses.

Problem Solving

Typical problems solved:

Expertise addresses meat processing, and regulatory issues that contribute to the development of meat processing companies.

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

Types of guidance available for problem solving:

- Coaches meat processing and value-added meat product development.
- Assist clients in identifying barriers and problems and help develop solutions for new products and new product launches.
- Takes a lead role in growing the meat processing industry by working with AGI Regulatory Specialists, 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 meat processing sector 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
- Food Safety 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	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	

If other, specify:

Food Science

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 principles of food safety and food processing technology.
- Specific and detailed knowledge in food processing sector, particularly meat processing.
- Skilled at coaching client progress and in development of new products and new product launches.
- 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"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	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"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	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"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Incumbent takes on multiple tasks and completes them calmly and composed even in stressful situations.</p> <p>Incumbent uses all their knowledge about food business practices and creatively seeks solutions for clients.</p>
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"> • Plans based on past experience 	Because of excellent knowledge and past experience, incumbent can provide immediate information to food

		<ul style="list-style-type: none"> • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	processing clients when asked.
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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
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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