



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Agriculture and Commercial Food Development Analyst	
Position Number	Community	Division/Region
63-3613	Hay River	Investment and Economic Analysis

PURPOSE OF THE POSITION

The Agriculture and Commercial Food Development Analyst is the Territorial expert on the development of the agricultural and commercial food development sectors of the Northwest Territories (NWT) economy, which include commercial fisheries and food processing. The Analyst is responsible for the development of legislation and regulations; strategic initiatives; and facilitating the development of the northern agriculture and food processing industry programs and businesses.

SCOPE

A primary objective of the 18th Assembly of the NWT and the Government of Canada is food safety/security and the development of a northern agriculture and northern commercial food processing sector.

The Agriculture and Commercial Food Development sector covers a wide range of industries and businesses including the agriculture industry; fish processing; commercial meat processing (muskox, reindeer, bison, etc.); farm and food development safety; food production standards; and the development of food processing systems such as abattoirs. The sector is currently at the rudimentary stage of development in the NWT and there is a critical need to refine and further develop legislation, regulations, industry standards, and community and business development opportunities.

The Agriculture and Commercial Food Development Analyst will be responsible for, and provide technical expertise on, development of legislative frameworks, strategic initiatives and community programs. The Analyst will be responsible for promoting and assisting in the development of the agriculture and food development industry and businesses. They will also

be responsible for developing information and education programs regarding agriculture and commercial food development; providing advice to senior management and regional offices; engaging and liaising with Indigenous governments, organizations and communities; and acting as the GNWT representative on agriculture, commercial fisheries and food processing Territorial, National and International Committees.

The position is located in Hay River and reports to the Manager, Traditional Economy, Agriculture and Fisheries. The Analyst is the sole agricultural sector expert for the NWT and works in cooperation with regional staff and officials of other governments, including the Federal Government, to deliver programs through multi and bi-lateral agreements. The incumbent makes recommendations on multi and bi-lateral agreements signed with Agriculture and Agri-Foods Canada as and when required. The Analyst monitors the budget and ensures projects funded through the bi-lateral cost-shared contribution programs comply with program priorities.

RESPONSIBILITIES

1. Provide technical advice and expertise on the development and implementation of agriculture, food processing and commercial fisheries legislation, regulations and industry standards:

- Conduct research on and provide technical input on legislation and regulations recommendations in such areas as agricultural land use, water use and management, waste disposal, pesticide use, farm safety, food safety etc.;
- Conduct research, and make recommendations on, incorporating traditional and cultural values in relation to agriculture and food development legislation and regulations;
- Investigate and analyze national/federal/provincial/territorial legislation and regulations to ensure consistency;
- Conduct research on, and develop industry standards for such areas as agriculture, food processing,, animal handling and safety, farm safety and commercial fisheries;
- Ensure regulations are consistent with requirements under the Canadian Food Inspection Agency and other related agencies; and,
- Promote and facilitate the development of community based agriculture development guidelines.

2. Provide technical advice and expertise on the development and implementation of agricultural and food processing strategies:

- Provide direct input and expertise in the development of the NWT Agriculture Strategy, the NWT Commercial Fish Revitalization Strategy and other related strategic initiatives;
- Coordinate the implementation of the NWT Agriculture Strategy, NWT Commercial Fisheries Revitalization Strategy and other related strategic initiatives;
- Conduct in-depth analysis on various aspects of agriculture and food development including northern farming methods, dairy production, animal handling, egg production and egg quota systems;

- Conduct in-depth analysis on various aspects of commercial fisheries including environmental and conservation requirements, licensing, waste management and related business development;
- Conduct in-depth analysis in such areas as import replacement, economic and social benefits of harvesting, producing and processing food locally; and,
- Develop and maintain databases of statistics, research and industry trends to assist staff and the public in making business development decisions as they relate to local food production and processing.

3. Act as primary agriculture and food production/processing development expert for liaison, engagement and consultation with communities, potential agri-business or commercial fisheries development clients and territorial, national and international agencies:

- Consult with Regional Offices, Communities, Indigenous governments and organizations on agriculture, commercial fisheries and food development programs and services;
- Participate on, and provide technical input to Federal/Provincial/Territorial Committees concerning national agricultural and food development issues;
- Participate on key intradepartmental and interdepartmental committees to support agriculture development and commercial fisheries development;
- Liaise with, and provide expertise and technical advice to Non-Government Organizations including the Great Slave Lake Advisory Committee;
- Participate on various committees and task force groups at the senior management level on the design and development of agriculture, commercial fisheries and food development strategies;
- Represent the department on related agriculture, commercial fisheries and food development territorial, national and international management conferences, symposiums, and meetings.

4. Develop and deliver education and information programs concerning agriculture, commercial fisheries and commercial food development:

- Develop information and education programs for community based agriculture and food development programs;
- Establish an agriculture focused web site and promotional materials including a newsletter for communities, NGOs and interested individuals;
- Provide expertise on the development of agriculture, commercial fisheries and food processing education programs to be made available to the general public and interested individuals through various delivery agents and in partnership with other agencies;
- Promote social and economic awareness of local food production;
- Develop and implement skills development programs (i.e. master gardener certificate, fisher mentorship, etc.).

5. Provide consulting services to Communities, Headquarters and Regional Staff to facilitate development of the Agriculture and Commercial Wildlife/Food Development industries and businesses:

- Provide advice and assistance to individuals, industry associations, community associations, governments, and Indigenous organizations on business opportunities, training, marketing and development in relevant industries;
- Provide technical expertise and recommendations on northern food development programs including commercial fishing, northern meat processing, abattoir development, etc.;
- Liaise with communities and provide professional and technical expertise to producers, organizations and Community Governments for the development of the agriculture sector within their community or region;
- Provide technical expertise on agriculture and commercial food development programs including greenhouse programs, various funding and programs and youth programs.
- Provide advice and expertise on market development for northern foods within the NWT and to southern markets (Alberta, BC, International markets);
- Identify and promote business opportunities involving individuals, businesses, and communities that will maximize northern benefits and community development;
- Assist with developing agricultural business plans and identify funding sources; and,
- Provide regular updates on programs and funding to Regions and the Manager.

6. Perform reporting, program monitoring and coordinate the administration of the agriculture and food development program:

- Support the delivery of multi and bi-lateral cost shared programs between the Federal Government and GNWT for Agriculture and food development programs such as Growing Forward 2;
- Provide regular and annual reporting on territorial obligations under multi and bi-lateral agreements with Agriculture and Agri-Foods Canada
- Provide regular and annual reporting on grants and contribution agreements with other Federal Government departments and funding agencies;
- Evaluate and report on funding proposals received from potential clients;
- Provide quarterly reports on relevant business/industry investments;
- Design and implement risk assessment criteria and models for use in the agriculture sector;
- Prepare cabinet documents, briefing notes, position papers and other technical and sensitive documents; and
- Perform other related duties as required.

WORKING CONDITIONS

Physical Demands

Duties are conducted in a variety of locations. Work includes office duties with minimal physical demands. Assignments will include work at remote locations on farms, working with

livestock and wildlife and travel by aircraft. Meetings with community groups may be held in evenings or weekends. Assignments require extensive travel and time away from home.

Environmental Conditions

The incumbent is required to travel within and outside the NWT. The incumbent may be required to assist producers in activities such as handling livestock. Work involving wildlife and livestock may result in exposure to physical injury and diseases.

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulations, policies, and procedures pertinent to agriculture, food development, food processing, farm and food development safety and commercial fishing;
- Knowledge of industry standards in such areas as agriculture, commercial food production, fish and meat processing, farm and food processing safety;
- Knowledge of agricultural production standards in such areas as agricultural land and water use management, waste disposal, pesticide use and animal handling;
- Knowledge of First Nation groups, land claim issues, and resource development activities throughout the NWT;
- Knowledge of community economic development, financial management, agriculture and industrial development and marketing;
- Knowledge of agriculture and commercial food business development;
- Knowledge of national and international strategies, planning processes, policies, legislation and regulations concerning agriculture and commercial food development and their impact on the NWT;
- Knowledge of agriculture, farm management and food development practices;
- Knowledge of production and management techniques associated with land clearing, livestock and poultry management, and crop production;
- Knowledge of public participation and consultation processes;
- Knowledge of and respect for traditional and local knowledge; and,
- Knowledge of commercial fisheries and related business development practices.
- Skills in effective written and verbal communication for communicating with work colleagues, divisional managers, departmental executive and managers, regional staff and the public;
- Skills in teambuilding to promote an environment of cooperation, innovation, teamwork and excellence in client service;
- Skills in project management;

- Skills in negotiation to encourage committees and groups to reach consensus in formulating policies and strategies;
- Skills with on the land survival; and,
- Skills in using computer software such as word processing, database, spreadsheet and presentation software.
- Ability to work in cross cultural situations;
- Ability to represent the Department in a variety of forums with professional credibility and integrity;
- Ability to achieve results in an environment of continual change, uncertainty, limited resources, and complex issues that often have underlying political implications of territorial scope;
- Ability to assess and monitor budgets and contracts;
- Ability to perform general administrative tasks and services, following established procedures;
- Ability to react and respond quickly to urgent demands from Senior Management; and,
- Ability to operate independently when managing projects, particularly in remote locations.

Typically, the above qualifications would be attained by:

The acquisition of an undergraduate degree in agri-business, animal sciences, resource management or a similar relevant discipline, and;

At least five years of progressive directly related experience in agriculture, commercial food development and project management.

A graduate degree is preferred. An equivalent combination of education (at least two years of academic studies) in the above fields along with eight years of progressive directly related experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

- Basic (B) Intermediate (I) Advanced (A)
 French preferred

Indigenous language: Select language

- Required
 Preferred