

**Job Class Profile:**                      **Agriculturist III**

**Pay Level:**                                      **CG-41**                                      **Point Band:**                                      **950-993**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	4	4	7	5	5	2	5	
Points	327	100	25	19	210	108	103	43	54	989

## JOB SUMMARY

The Agriculturist III provides financial analysis, project management, project development and consultative work in support of business and economic development of the agriculture and agrifoods industry in the province.

### Key and Periodic Activities

- Analyzes and evaluates complex commercial applications and business plans for financial assistance based on program criteria for commercial viability, job creation, net economic benefit, technical feasibility and public good in accordance with the Agency's policies and guidelines and recommends the Agency's contribution on financing requests.
- Acts as the first line of contact on business and regional economic development issues on behalf of the Agency; determines funding eligibility; identifies, evaluates, develops and promotes economic development opportunities in a proactive manner within assigned geographic regions across the province and on a province wide basis.
- Acts as a project lead, or in an advisory and consultative role, on the development of strategic growth opportunities with various agriculture sectors, to industry and economic groups to further strengthen and diversify the industry.
- Analyzes complex problems for clients and develops innovative solutions to address risks and challenges faced by agri-businesses. Advises on alternative solutions to operational difficulties, technological advancements, environmental stewardship, food safety enhancements, infrastructure and land requirements and financial management in order to promote strategic economic development within the industry.
- Represents the Agency with respect to economic development initiatives on a regional, provincial and national level including federal-provincial working groups for Business Risk Management, Canadian Association of Fairs and Exhibitions, and Crown Agencies such as Crop Insurance Agency and Livestock Owners Compensation Board.
- Develops and ensures compliance with the terms and conditions of Contribution Agreements between the Agency and clients; maintains contacts with clients and monitors progress of approved projects; provides project related advice and makes recommendations on contract amendments; advises on solutions to project problems; prepares written reports; inspects projects and authorizes progress payments.
- Undertakes and oversees market research and analysis.

### Key and Periodic Activities

- Negotiates with industry associations, other government departments and lending agencies in connection with funding requirements for agricultural development projects.

## SKILL

### Knowledge

#### General and Specific Knowledge:

Knowledge of:

- Agriculture Business funding programs.
- Provincial Agrifoods and Agriculture industry.
- Business planning process.

#### Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Agriculture, with significant emphasis on business development.

#### Years of Experience:

- Minimum: 4 to 5 years experience.

#### Competencies:

- Professional writing skills including writing proposals, reports, client letters, ministerial letters, and general correspondence.
- Analytical and counseling skills.
- Problem solving skills.
- Oral and written communication skills, presentation skills, conflict resolution, and research skills.

### Interpersonal Skills

- A range of interpersonal skills include listening to information from others, asking questions, providing routine information, and providing expert advice or counseling. Communicates complex information, gains the co-operation of others to complete work.
- The ability to listen and provide the proper information and advice to others is critical. Often communication is focused around financial challenges that clients are facing and require interaction with the client and financial adviser. Information from various sources including other staff with technical expertise is co-ordinated to provide the best possible solution for the client's challenges. Represents the Agency on Federal-Provincial working groups and makes presentations.
- The three most significant contacts are internal departmental executive to provide information and advice on sensitive issues on the industry and/or individual operations through meetings and Briefing Notes; employees/specialists in the department, other provincial/federal departments and agencies, Agricultural Boards and industry associations; and customers/general public/clients to provide advice and counselling services on issues affecting their businesses and information on funding programs.

## EFFORT

### Physical Effort

- The demands of the job regularly result in fatigue requiring periods of rest.
- Regularly required to lift objects up to 25 lbs.
- Regularly walking, standing and/or climbing to conduct compliance inspections for agricultural land leases and project monitoring inspections for various business development programs. Land inspections and measurements require traversing hundreds of hectares of rough terrain, wooded areas, peat land and rocky land.
- Driving is also regularly required, both on and off highway requiring 4WD capability.
- Constant fine finger/precision work and sitting when using a computer.

### Concentration

- **Visual** concentration and alertness is required while driving due to road conditions, threat of wildlife, light and weather conditions. Also, visual concentration is used when operating computer and GPS units. (i.e. use of a computer to write reports, read/write emails, on line research, analyzing proposals).
- Auditory concentration or strain is required when trying to hear while wearing protective equipment and while exposed to operating farm equipment.
- Occasionally **touch and smell** are needed to identify diseases to crops and livestock.
- **Time pressures and deadlines** are encountered as project assessments have precise deadlines for submission to the various Implementation Committees; time pressures to provide information to the executive on specific issues on short notice, deadlines for funding cut-off dates as well as when dealing with time sensitive contracts/registrations/meetings.
- There is a **lack of control over the work pace** when unexpected deadlines or shifting priorities arise.
- **Eye/hand coordination** is required while operating GPS equipment, computers and driving.
- **Exact results and precision** is required in the use of GPS equipment.

### Complexity

- Tasks are different and unrelated for which there are limited guidelines or procedures and involve a wide variety of responsibilities and situations.
- Problems generally have limited opportunity for standardized solutions, requiring definition and analysis of the problem, and the development of complex and creative solutions. Complex problems that require creative agronomic solutions, particularly related to agribusiness development is required. Diversification and technological advancement in the NL agrifoods industry requires creative problem solving and analysis.
- Typical challenges are related to the assessment of projects submitted under the various departmental programs which can be complex in nature and involve hundreds of thousands of dollars that are sometimes outside the traditional agricultural industry. Some of these projects involve the use of alternative energy sources, advanced technological issues and complex financial assessments/arrangements.
- References available come from a limited number of sources. Defined answers are not always readily available in program manuals or guidelines. Solutions are developed by seeking information, knowledge and advice from other colleagues and industry experts and doing independent research and consultation with senior departmental officials.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat monitored and controlled. Works with minimal supervision and exercises independence with respect to setting priorities.
- Makes decisions with respect to final inspections of completed projects to determine if the project was in full compliance with the Contributions Agreement.
- Supervisory approval or direction is required for project funding, purchases, putting forward provincial policy positions/direction travel, entertainment (dinners, lunches), and contracts with outside service suppliers.
- Serves on various Federal-Provincial-Territorial Committees on behalf of the Province to ensure that NL views and concerns are considered in the development of national agriculture policy and programs. Also serves on provincial boards and agencies to ensure that legislation is enforced. Exercises independent judgment and make decisions that affect individual clients and also have an impact on national programs through participation on those agencies/committees.
- A high level of discretion and judgement is required in reviewing and making technical and financial assessments of client submitted proposals, inspecting completed projects and determining if there has been compliance with Contribution Agreements and making decisions as members of various Boards and Appeals Committees.

### **Impact**

- Generally tasks and activities have an impact on the immediate work area, the department, outside the organization, and on customers/clients/public.
- Work activities also impact equipment, processes, information, finances, facilities, human resources, and corporate image. The impacts are felt on decision making processes by management, other government departments and information both internal and external to government is affected. Delays in project inspections could mean financial duress for clients.
- In the event of a mistake or error there is a significant impact on clients, finances and corporate image.
- Errors in agronomic advice can have serious financial losses to farmers (i.e. if inaccurate pesticide or herbicide applications are made entire crops can be lost or severely impacted by inaccurate advice. Poor advisory service or counselling to new entrants can influence their decision to start farming or what commodities to farm. In the case of business plan/funding request assessment it can mean the difference in approval of funding.
- The time frame associated with the identification and resolution of errors is dependent upon the situation. In terms of wrong agronomic advice normally within a week of problem identification.

### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- Employees provide on the job advice and guidance to new employees on unique aspects of the provincial agriculture industry and conditions.
- Employees play a lead role on many agriculture development projects and serve as team leads on the assessment and development of agriculture initiatives and Agrifood and Garden Shows which involve other divisions and outside groups.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- There is some requirement for safety precautions or equipment when conducting field

inspections and farm visits.

- There is a moderate likelihood of minor cuts/bruises/minor illnesses, or injury resulting in disability.
- Constant exposure to dust, dirt, or filth, odours (manure), bodily fluids or waste, hazardous chemicals, toxic or poisonous substances (pesticides or herbicides), wet or slippery surfaces, plant or livestock diseases, temperature extremes, adverse weather conditions and travel.
- Regular exposure to fumes, vibration (machinery/vehicles), isolation (working alone in isolated areas), awkward or confining spaces, physical dangers, sharp objects and heavy machinery.