



## JOB DESCRIPTION

### Director, Policy & Sustainability

**Background:**

BC Dairy Association is the advocacy group for all dairy farmers in BC. Our core competencies include marketing, nutrition education and government relations. We also support our dairy farmers through monitoring applicable policy and research developments. This role is an integral member of the BCDA Senior Management Team with the prime responsibility to monitor, analyze, and respond to regional or provincial policies that may affect B.C. dairy farmers – with a focus on land use and environmental policy. The Director, Policy & Sustainability will also have oversight of provincial implementation of the proAction Initiative.

ProAction is an on-farm quality assurance program for Canadian dairy farmers. It includes six pillars: Milk Quality; Food Safety; Animal Care; Livestock Traceability; Biosecurity and Environment. This program is key to maintaining confidence in the quality and sustainability of Canadian milk and dairy products.

**Scope:**

Reporting to the General Manager, the Director will as work as a member of the BCDA Senior Management Team and supervise the work of full-time program coordinators and part-time on-farm validators.

**Duties & Responsibilities:**

- Build relationships within key government ministries responsible for policy that may affect B.C. dairy farmers
- Develop strategic approaches to shape policy to ensure the sustainability of B.C's dairy sector
- Build relationships with key stakeholders, including industry associations and academia
- Write BCDA policy submissions and white papers
- Provide comments/feedback to other relevant policy discussions and consultations, as requested
- Represent BCDA in regional and national policy discussions as requested
- Lead proAction team in administration of the program
- Participate in on-going program development at provincial and national level.
- Lead workshops and policy engagement forums with dairy farmers
- Work collaboratively with BCDA communications team to promote policy work
- Prepare reports for the Board of Directors (where necessary)
- Other duties as required

**Requirements:**

A Bachelor's Degree in environmental science, natural resource science, agriculture or other relevant field (or equivalent combination of education and experience) is required. Preference may be given to candidates with a Professional Agrologist designation, or Master's degree in a related field.

- Minimum 5-years experience working in a similar or directly relevant role, with demonstrated staff management experience
- Experience working directly with farmers (on-farm experience in the dairy industry is preferred)
- Valid driver's license and access to a vehicle as needed (mileage will be compensated)
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint)

**Skills:**

- Ability to liaise effectively with dairy farmers and regulatory authorities
- Managerial experience, including effective management of schedules and budgets
- Experience in leading policy analysis, implementation and interpretation to a range of audiences
- Excellent interpersonal, communication and technical writing skills
- Strong organizational, problem-solving and analytical skills
- Comfortable speaking in front of small audiences
- Ability to work within a team
- Desire to continue to learn about the industry and related programs
- Interest in taking on additional responsibilities over time
- Capacity to maintain strict confidentiality in the performance of their duties
- Ability to remain objective and adapt to changing priorities

**Working Conditions:**

This is a full-time position primarily based in the BC Dairy Association Abbotsford Office, although travel to the BCDA Burnaby Office will be required on occasion. There will be some travel to regional and national meetings and conferences as well as occasional travel throughout British Columbia (travel will be approximately 20%).

The Director of Policy and Sustainability will spend long hours sitting and using office equipment and computers which may cause muscle strain. Some lifting of supplies and materials may be required from time to time.

The office environment is a busy open area. The incumbent will be faced with frequent interruptions and distractions.

Responsibilities will require working evenings and weekends at times.

Occasional business travel within Canada may be required.

**Deadline:**

Interested candidates must submit a cover letter and CV to [natasha@careercontacts.ca](mailto:natasha@careercontacts.ca) by January 31, 2020 for consideration.

BCDA thanks all applicants for their interest, however only selected candidates will be contacted.