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JOB DESCRIPTION

Title	Reports to
Policy Analyst	General Manager

PURPOSE:

The Policy Analyst is responsible for providing support and strategic direction to Alberta Beef Producers staff, Directors, Delegates and producers on a wide range of economic and policy issues affecting the sustainability and competitiveness of the cattle industry in Alberta. The Policy Analyst will work with government officials, external organizations and ABP staff to identify issues, compile and analyze information, and provide advice on appropriate policy positions and strategies for Alberta Beef Producers.

RESPONSIBILITIES AND ACTIVITIES:

1. **Provide ABP with information on policy issues that will affect the competitiveness of the beef cattle industry.**
 - Work with federal and provincial government staff, as well as other industry organizations, to provide early identification of policy issues that may impact the beef industry.
 - Compile information on these issues, prepare analyses of the issues and distribute this information through the ABP organization

2. **Provide guidance to ABP, including staff, Directors, Delegates and Producers, on economic and policy initiatives from the provincial/federal governments.**
 - Analyze data and assess the potential impact of economic and policy initiatives, including business risk management programs, income stabilization and disaster programs, EG&S programs, and other economic incentive programs.
 - Develop economic analysis and scenarios for assessment of industry programs.
 - Prepare policy directions and strategies for ABP and our producers to implement in response to these initiatives.
 - Pursue opportunities to work with government officials and other organizations to refine and improve economic and policy initiatives.
 - Work with ABP staff and delegates to provide cattle producer awareness and education on economic and policy issues
 - Tender and administer specific research projects relating to key economic and policy issues
 - Provided specific support to ABP Board meetings and appropriate ABP committees, sub-committees, and working groups

3. **Coordinate and lead ABP government relations and government advocacy activities**
 - Work with General Manager and Board to develop a strategic government relations and advocacy strategy.
 - Coordinate the development of clear and strategic policy messages for ABP Directors, Delegates and staff.

RESPONSIBILITIES AND ACTIVITIES:

- Establish good and productive working relationships with senior government officials at both political and bureaucratic levels.
- Work with Directors and Delegates to enhance relationships between the elected officials of ABP and government.
- Coordinate messages and contacts for local member (MLA & MP) advocacy strategies
- Work with CCA Directors and staff on federal government relations and advocacy.

4. Work with other livestock and agricultural organizations on common competitiveness issues

- Work as part of livestock industry teams to assess and address issues of common interest for the Alberta livestock industry
- Collaborate with other livestock organizations to gather knowledge and share information on relevant competitiveness issues
- Work closely with CCA and provincial cattle organizations on national issues
- Cooperate with all agricultural organizations in work addressing issues of importance to the entire sector

KNOWLEDGE, SKILLS & ABILITIES

- A university degree in agriculture, economics or business
- Minimum of 5 years experience in the agriculture industry
- Detailed knowledge of agricultural economics, business and policies
- Thorough understanding of agricultural production and cattle production systems
- Broad knowledge of government policy process and experience dealing with government officials
- Excellent verbal and written communication skills for preparing and presenting information
- High level of capability in the areas of analytical, research and problem solving skills
- High degree of professionalism for representing ABP at meetings of government officials, industry organizations, producers, and the public
- Ability to work collaboratively with producers and agricultural organizations
- Strong organizational, project, and program management skills; ability to work on a wide range of issues simultaneously
- Competence in computer applications including word processing, spreadsheets, and presentations
- Willingness to work on teams and good conflict resolution skills
- Understanding of economic and scientific research processes