

**BENCHMARK POSITION DESCRIPTION – BM #3
MINISTRY OF AGRICULTURE AND LANDS**

1. POSITION TITLE	2. CLASSIFICATION LEVEL
Manager, Plant Health Unit	LSO 4
3. DIVISION	4. BRANCH
Agricultural Operations	Food Safety and Plant Health
5. IMMEDIATE SUPERVISOR	6. LOCATION
Director, Food Safety and Plant Health	Abbotsford

Program Function Describe the purpose of the program and organization in which the position operates.

The goal of the Branch is to support the production of safe, high quality British Columbia products from sustainable agri-food systems, to support the domestic and international confidence in BC agri-food products and to administer numerous acts and regulations in support of this goal.

Purpose of Position and Summary of its Functions This may be used for POSTING purposes.

The primary purpose of the position is to provide senior level scientific and technical leadership in all aspects of plant health to the Ministry and industry. The position also manages major complex projects and/or initiatives, manages the operating budget for the unit and the Plant Diagnostic Laboratory and provides leadership and direction to a staff of licensed professional staff.

Organizational Structure and Working Environment

The Branch is comprised of three main sections, Plant Health Unit, Livestock Health Management and Regulation Unit and the Food Safety and Quality Unit. The Manager, Plant Health Unit reports to the Director, Food Safety and Plant Health, who in turn reports to the Assistant Deputy Minister, Agriculture Operations Division. The position supervises a staff of licensed professionals at the fully experienced and seasoned levels.

Position's Specific Functions and How They are Performed

- 1. 45% Provides senior level scientific and technical leadership in all aspects of plant health to the Ministry and industry by:**
 - Analyzing and providing advice and recommendations on strategies, policies, programs and approaches to address plant health threats and opportunities
 - Leading in the implementation of provincial programs and supporting and/or contributing to the development of federal programs in response to the above
 - Representing the Ministry and/or Branch at provincial, national and international meetings and on federal and or provincial initiative
 - Interpreting and disseminating plant health information obtained from seminars, technical papers, journals and meetings
 - Preparing reports, briefing notes and other critical issue management documents on emerging issues and emergencies
 - Collaborating in the development, implementation, reporting and evaluation of the Branch business plan, policies and programs
 - Communicating and advancing the strategic direction and priorities of the Branch
 - Leading and/or coordinating specific Branch-wide initiatives
 - Providing recommendations for developing strategies, policies and programs to advance Branch and Ministry goals

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- 2. 25% Manages major complex projects and or initiatives involving multiple stakeholder, interests and jurisdictions by:**
 - Collaborating with directors, managers and staff throughout government and industry
 - Collaborating with other provincial and federal agencies, and/or academic groups to establish project objectives, deliverables, work plans and outcomes
 - Developing, delivering, managing/administrating and evaluating the projects

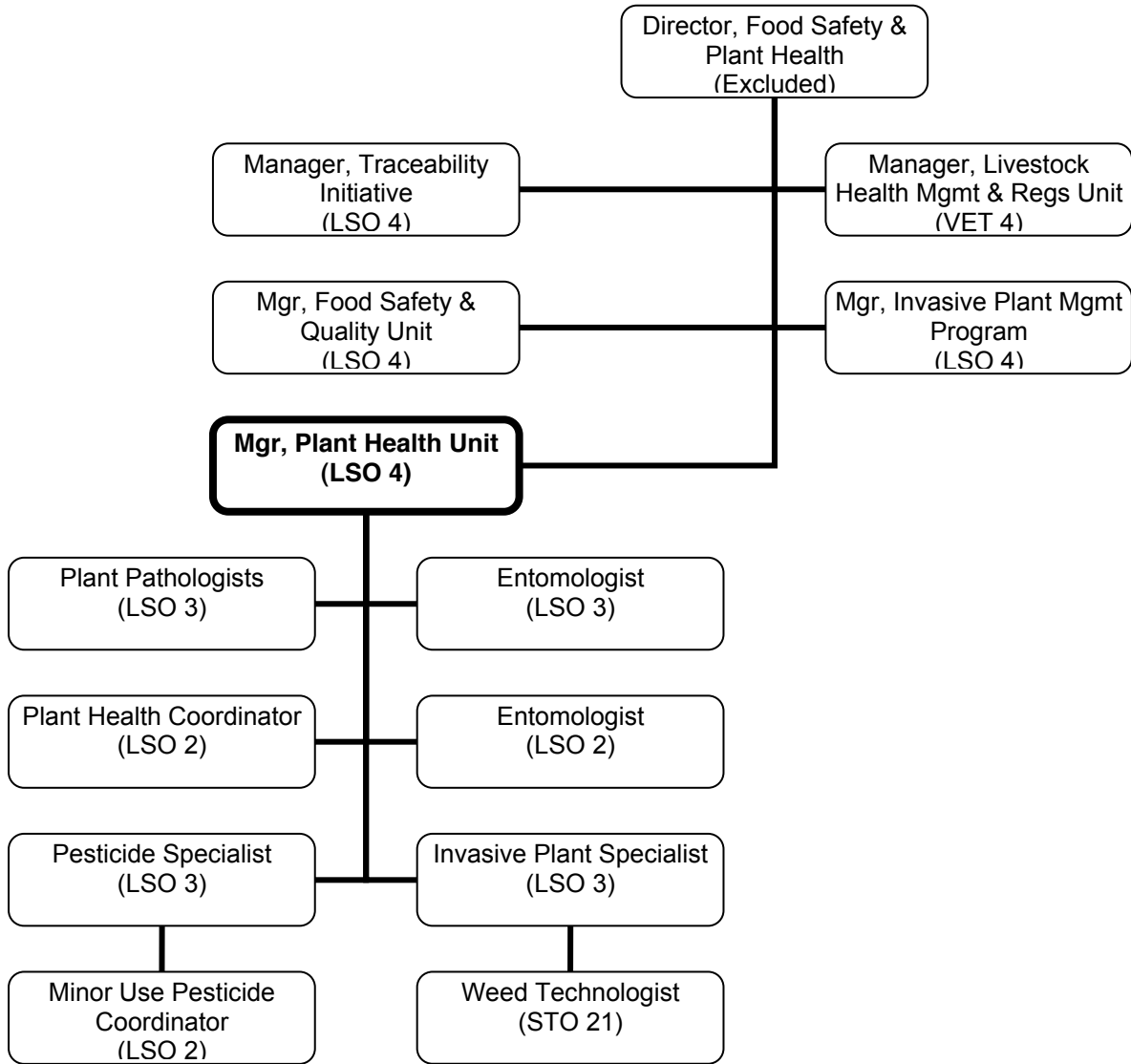
- 3. 10% Manages the operating budget for the Plant Health Unit and plant Diagnostic Laboratory and for specific externally-funded projects/initiatives by:**
 - Completing and submitting fiscal year budget proposals
 - Calendarizing and forecasting annual operating budgets
 - Approving purchases of materials and supplies, travel vouchers, etc.
 - Monitoring program expenditures by monthly review of financial management reports

- 4. 15% Provides leadership and direction to a group of licensed professional staff by:**
 - Participating in the recruitment, training and development of staff
 - Determining work priorities and assigning work
 - Providing technical guidance and resolving issues referred by staff
 - Developing performance plans
 - Conducting performance appraisals
 - Disciplining staff

- 5. 5% Performs other related duties**

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ORGANIZATION CHART - MANAGER, PLANT HEALTH UNIT



**BENCHMARK CLASSIFICATION RATIONALE – BM #3
MINISTRY OF AGRICULTURE AND LANDS**

TITLE: Manager, Plant Health Unit

LEVEL: LSO 4

DIVISION/BRANCH: Agriculture Operations/Food Safety and Plant Health

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to provide senior level scientific and technical leadership in all aspects of plant health. The position will also manage complex major projects and/or initiatives and supervise seasoned licensed professionals and technical staff.</p> <p><u>KNOWLEDGE</u> The work requires a deep knowledge of plant science and plant health management in order to manage major complex plant health initiatives and provide senior level leadership to the ministry and industry in all aspects of plant health. Requires registration as a Professional Agrologist.</p>	<p>E(1)a 130 OR E(2)</p>
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The work requires the identification and analysis of a wide variety of complex data in order to develop strategies, policies, programs and approaches to address plant health threats and opportunities and to make major adaptations to previously developed plant health initiatives. The work also involves directing and monitoring the work of licensed professional staff who are beyond the training level.</p> <p><u>Technical Supervision Received:</u> The position reports to the Director, Food Safety and Quality Branch which does not require the same depth of knowledge as this position and as such the technical content of the position's work is subject to a very general review.</p>	<p>C3 99</p>
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to exercise technical supervision over licensed professional staff.</p>	<p>III(b) 50</p>
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position administratively supervises nine ministry licensed professionals and technical staff.</p>	<p>5 – 9 6</p>

TOTAL POINTS 285

LEVEL	POINT RANGE
1	168 – 203
2	204 – 237
3	238 – 267
4	268 – 295
5	296 – 365