

Practice Area Coordinator

The Institute currently identifies 36 Practice Areas within the profession of agrology. Each of these Practice Areas requires documentation of knowledge and skill requirements, practice standards as well as practice review processes and mechanisms. This position has been created to address Section 3 subsection 1(c) of the *Agrology Profession Act*, which states,

“The Institute must establish, maintain and enforce standards of practice, registration and continuing competence for the practice of agrology”

Reporting to the Assistant Registrar, this newly created position within the Alberta Institute of Agrologists is located in the AIA’s head office in Sherwood Park, Alberta. All applicants must be a professional agrologist registered with a Canadian Institute. The position is responsible for the following key areas:

1. Identify priority Practice Areas for the purpose of developing practice standards and competence requirements.
2. Develop criteria for Practice Area Expert Committees (PAEC) membership and implement the development of PAECs;
3. Develop and manage budgets and contracts to facilitate timely completion of deliverables from PAECs;
4. Oversee development of Practice Area specific knowledge and skill requirements;
5. Oversee development of Practice Standards specific to individual Practice Areas;
6. Oversee development of Practice Review processes and mechanisms to be used for audit purposes.
7. Assist with the ongoing maintenance and enforcement of the Continuing Professional Development system of AIA;
8. Assist with the ongoing development and implementation of Continuing Professional Development opportunities for regulated members;
9. Participate on the Registration Committee of AIA;
10. Assist with interfacing with educational institutions as part of fulfilling requirements of Section 3(2) of the *Agrology Profession Act*.

Position Requirements:

- The successful candidate will demonstrate a passion for agrology and have a graduate degree within an agrology-related field with a minimum of 15 years of agrology-related work experience;
- Preference will be given to those with diverse work experience in agrology.
- An understanding of professional regulatory agencies and the importance of practice standards and competence requirements in the regulation of practitioners must be demonstrated.

- A thorough understanding of the *Agrology Profession Act and Regulations* is required;
- Candidates must have a proven track record of project and contract management.
- Candidates must be able to present themselves in appropriate professional attire and conduct themselves in a professional manner;
- The successful candidate will possess excellent communication skills and be able to engage working groups during workshops and seminars;
- The successful candidate must be able to effectively use Microsoft software.

Position Benefits:

The Institute provides a comprehensive benefits package. Salary will be commensurate with education, training and experience.

Applications:

This position will remain open until a suitable candidate is selected. Please submit your application including Cover Letter, Resumé and proof of professional registration in confidence to:

Dr. Les Fuller P.Ag
Assistant Registrar
Alberta Institute of Agrologists
#249, 2055 Premier Way
Sherwood Park, AB
T8H 0G2

Applications may be sent via email to:

lfuller@aia.ab.ca

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.