



## Alberta SPCA Director of Animal Protection Services

### About the Alberta SPCA

The Alberta Society for the Prevention of Cruelty to Animals (Alberta SPCA) is a registered charity dedicated to the welfare of animals. We encourage the humane treatment of animals through enforcement of animal protection legislation, through community education and by extending compassion to both humans and animals ensuring all members of the family stay together in times of crisis. The Alberta SPCA uses transparent, fair, consistent and effective processes based on respect, accountability, integrity and excellence.

### Position Summary

The Director of Animal Protection Services (APS) provides strategic leadership and oversees the Animal Protection Services Program, ensuring it is carried out effectively, efficiently, and professionally. The program's delivery must align with the vision and mission of the Alberta SPCA, as well as the protocols, policies, and procedures outlined by the Alberta Government's Justice and Solicitor General.

The Director fosters collaboration with other departments, communicates effectively to address issues, identify opportunities, and mitigate potential risks, and establishes a clear strategic direction for the APS team to support the Alberta SPCA's overall strategic goals.

### Duties & Responsibilities

- Collaborate with other department heads to ensure alignment of programs with the organization's strategic goals.
- Promotes the Alberta SPCA's role and fosters positive public awareness of its mission and activities.
- Provides leadership and support in managing the Alberta SPCA, stepping in during the absence of the Executive Director or as delegated.
- Oversee the delivery of Animal Protection Services (APS) programs, ensuring efficiency, effectiveness, and alignment with the organization's mission.
- Provides leadership, guidance, and mentorship to the APS team, supporting professional growth and program success.
- Monitors APS staff performance conducts annual reviews and addresses performance issues as needed.
- Participate in hiring and training Peace Officers and APS support staff.
- Oversee the development and maintenance of an ongoing training program for Peace Officers and APS support staff, ensuring compliance with agreements with the Alberta Government.
- Organizes, directs, and participates in regular and special APS department meetings.
- Ensure all investigations and inspections are conducted appropriately, timely, and accurately documented in the APS database.
- Reviews and authorizes potential prosecution files before charges are laid.
- Investigates complaints against Alberta SPCA Peace Officers and collaborates with the Executive Director and Alberta Justice Solicitor General to resolve issues.



- Ensures the preparation of required monthly, quarterly, and annual reports for the Alberta Solicitor General, Alberta Agriculture and Irrigation, and the Board of Directors.
- Prepares and submits quarterly and yearly statistics per contractual obligations.
- Establishes and updates department operational policies related to animal welfare, enforcement practices, and community education.
- Builds and maintains relationships with stakeholders, including government agencies, law enforcement, veterinarians, and community organizations.
- Represents the organization at public events, in media appearances, and during educational campaigns to raise awareness about animal welfare issues.
- Resolve animal-related issues through direct communication with owners, emphasizing education to prevent recurrence.
- Develop and manage the APS budget, ensuring financial resources are effectively allocated to align with organizational priorities.
- Provides leadership during emergencies or crises involving animal welfare, such as large-scale seizures or natural disasters.
- Monitor and review complex or high-profile animal protection cases, providing guidance for thorough investigation and resolution.
- Complete additional tasks as assigned.

### **Qualifications and Job Requirements**

- 10 years of progressive management experience in enforcement is strongly preferred.
- Accreditation or education in law, enforcement, veterinary medicine or agriculture will be considered an asset.
- Proven leadership and communication skills.
- In depth knowledge of *the Animal Protection Act*.
- Knowledge of Livestock (cattle, horses, pigs, sheep, goats, etc.) and companion animals.
- Ability to be appointed as an Alberta Peace Officer.
- Must successfully pass and maintain an RCMP enhanced reliability security clearance as a condition of employment.
- Must have a class 5 drivers' licence and a clean drivers abstract.
- Ability to manage sensitive situations with both mental resilience and emotional intelligence, navigating them with empathy and professionalism.
- Strong analytical skills (quickly analyze decisions they encounter)
- Ability to work alone.

### **Working Conditions**

- Be willing and able to work a 9-hour, daytime shift, with a 1/2-hour lunch, with a possibility of overtime.
- Unpredictability of work schedule
- Willingness to take calls from Peace Officers during after hours.
- Willingness to join committees to help promote and protect animals within Alberta.

Work is primarily performed in an office environment and requires the ability to operate standard office equipment and keyboards. Additionally, as driving is part of the role, the employee must be able to safely operate a vehicle.



While performing job duties, employees may be exposed to the following:

- Graphic footage of animals in distress.
- Graphic footage of deceased animals.
- Occasional exposure to strong odors and animal bodily fluids (such as feces, urine, and blood).
- Potential for higher noise levels from animals.
- Potential for interactions with animals that may result in minor injuries like bruises or scratches.
- Exposure to varying weather conditions.
- Limited exposure to chemicals in cleaners and medications.
- Emotionally upset members of the public who contact the Alberta SPCA.

### **Physical requirements**

This role will require a combination of sedentary office work, driving, walking, standing, lifting, and pushing/pulling.

The ability to cope with loud, barking dogs, vocal cats and large animal noise, etc.

The ability to lift 50 lb. (22.7 kg) animals without help.

The ability to drive a vehicle.

The ability to work inside or outside in variable Canadian temperatures.

**Compensation & hours of work:** Five step salary scale (\$102,000 to \$124,000 per year), based on a 40-hour work week, Monday to Friday. Group benefits plan, health & wellness spending account, RRSP and RPP plan.

To apply, please submit your **cover letter and resume to [hr@albertaspca.org](mailto:hr@albertaspca.org)** . **The posting will remain open until a suitable candidate is found.**

*This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. Employees are expected to assist coworkers when able and to act in the best interest of the society, even if this requires reasonable actions or responsibilities not explicitly listed in the job description. Management reserves the right to revise this document as organizational needs evolve.*