



*Dairy Farmers of Canada is the national policy, lobbying and promotional organization representing Canadian dairy producers. DFC strives to create stable conditions for the dairy sector in our country. It also seeks to maintain policies that promote the sustainability of Canadian dairy production and promote dairy products and their health benefits. Dairy farmers have set a goal of net-zero emissions from farm-level dairy production by 2050. We are currently seeking a **Manager, Sustainable Production** to join our team.*

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## **Job Summary**

Reporting to the Senior Manager, Sustainable Production, the Manager, Sustainable Production will advance the design, implementation, and maintenance of the proAction® program, as well as be a subject matter expert for dairy farming and dairy cattle production on key files. Additionally, the manager will engage in project management activities and stakeholder management.

## **Duties & Responsibilities**

### **1. Dairy Farming & Dairy Cattle Production Expertise**

- a) Manage the design, implementation, and maintenance/improvement of one or two of the proAction® program modules, including managing the associated Technical Committee(s), and communication with farmers, provincial members, and stakeholders;
- b) Work with the national team on joint projects and committees;
- c) Monitor and understand existing and emerging technical issues, communications, and perceptions related to dairy farming in Canada;
- d) Be the lead on the module(s) assigned, general dairy farming and cattle production, and represent DFC in government/industry committees, meetings, events, and/or other activities, and liaise with dairy partners;
- e) Engage stakeholders and help coordinate DFC's response to the pending and new regulations;
- f) Work with associated dairy partners to support the proAction® modules assigned, and represent farmers' interests;
- g) Manage any federal funding dedicated to the assigned proAction® module(s);
- h) Work with the national team on implementation, maintenance, and coordination of proAction operations, such as contributing to implementing and maintaining the requirements and duties outlined in the Registration System Manual for the National Office (e.g. management reviews, internal audits, validator and assessor evaluations, training validators and assessors) and supporting continual improvement and consistent delivery with provinces, validators and assessors; and,
- i) Working closely with the Sustainability team, monitor and understand existing and emerging sustainability issues, communications and perceptions related to dairy farming in Canada.

### **2. Program & Policy Development**

- a) Work within the advocacy group on horizontal issues, communications and training related to proAction® and on-farm sustainability.



- b) Manage committees, as needed, in support of committees' Chairs and following the team's processes;
- c) Employ project management skills and techniques to effectively plan, execute and communicate projects;
- d) Represent DFC in technical meetings and support policy development;
- e) Engage with academia and policy staff in developing on-farm policies and in applying research findings to on-farm realities;
- f) Collaborate with provincial dairy producer organizations to monitor provincial and federal regulations for their impacts on dairy farms and proAction®;
- g) Working with DFC's Government Relations, Communications and Policy & Trade teams, provide expertise and advice related to dairy regulations and policies that could affect dairy farms;
- h) Speak to horizontal linkages across proAction® modules and support other module development and updates, as needed;
- i) Support continuous improvement in proAction® with dairy farmers and stakeholders (e.g.: dairy professionals); and
- j) Work with the provincial dairy association staff in delivering proAction®.

Performs other related duties as required.

### **Professional Skills**

- a) Excellent communication skills, both written and spoken, in French and English;
- b) Ability to analyze and synthesize information accurately;
- c) Excellent interpersonal skills with an ability to relate to people at all levels, internal and external to DFC. Ability to demonstrate tact, diplomacy, and discretion in all communications;
- d) Excellent organizational and time management skills to effectively handle problems simultaneously and meet scheduled timelines, Project Management training preferred;
- e) Adaptability to change, able to navigate uncertainty and work independently balanced with taking direction and guidance;
- f) Must be highly professional, have good judgment, proactively take initiative, able to multitask, and demonstrate the ability to work well under pressure;
- g) Ability to demonstrate creativity, initiative, motivation, and judgment in order to respond appropriately to requests for information;
- h) Dedicated team player with the ability to work independently; and
- i) Proficient in Microsoft Office suite programs, including Word, Excel, PowerPoint, and SharePoint.

### **The Ideal Candidate**

- a) Master's degree in agronomy, animal science, or related field or combination of a degree in agronomy, animal science, or related field and experience;
- b) Relevant experience working with agricultural producers or the agricultural industry considered an asset;
- c) Experience with specific proAction® module topics considered an asset;



- d) Project Management training is considered an asset;
- e) Minimum three (3) years of relevant experience working with industry stakeholders;
- f) Ability to understand scientific theories and data, and to translate them into easily understandable terms, indicators, and performance measures at the farm level;
- g) Ability to understand qualitative and quantitative analysis, and to ensure analysis is credible; and
- h) Bilingual (French and English).

### **Working Environment**

Dairy Farmers of Canada offers flexible work arrangements for a variety of needs, including hours of work. Candidates and incumbents are encouraged to disclose accommodation requirements to People & Culture.

Working conditions are normal for an office environment. Travel is required to attend meetings primarily within Canada. Travel should not exceed 15% of total working time.

### **Core Competencies**

DFC Ambassador & Organizational Awareness / Effective Communication / Job Knowledge / Teamwork & Collaboration

### **Why Dairy Farmers of Canada?**

- A flexible work environment that allows individuals to maximize professional and personal development.
- Defined contribution pension plan.
- Comprehensive benefits to ensure the health and well-being of our employees.
- Generous vacation and personal days.
- Training and career advancement opportunities.
- A dynamic environment of teamwork and collaboration.
- Regular engagement with employees to participate in working groups and to seek their feedback in the development of staff activities and programs across the organization. Fun virtual events, ergonomic training, fitness challenges and various wellness initiatives are only a few of the comprehensive programs we offer.
- Do you love dairy products? If so, you will be happy to know that we offer our staff free cheese, yogurt, and a variety of dairy products on a regular basis!

These are just a few reasons that make DFC a great place to work!

### **DFC Mission, Vision & Values**



- Mission** We work together to leverage our unique skills, talents, and experience to promote and protect Canadian dairy.
- Vision** Better & stronger together!
- Values** We are collaborative, respectful, and accountable. We communicate transparently and challenge the status quo. We proudly celebrate our achievements.

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If this opportunity interests you, please submit your resume and cover letter via e-mail to [hr@dfc-plc.ca](mailto:hr@dfc-plc.ca).

*DFC is a proud equal opportunities employer that allows all of our people to reach their full potential. A diverse and inclusive workforce is key to our success as diverse teams bring different perspectives and creative ideas that benefit the communities we serve. We encourage all qualified candidates from all walks of life to apply to join our team. We are committed to providing all employees with a workplace experience that is free from barriers, discrimination, and harassment regardless of age, sex, gender, sexual orientation, faith identity, nationality and/or disability status. If you have questions about accessible employment at DFC, or to begin a confidential conversation about your individual accessibility or accommodation needs through the recruitment process (including obtaining our communications in more accessible formats), we encourage you to contact us at [hr@dfc-plc.ca](mailto:hr@dfc-plc.ca). If you are selected to proceed to the selection process, please advise us if you require any accommodation. Persons with disabilities preventing them from applying online are asked to contact (613) 236-9997.*