

Lactanet Canada is the leading dairy herd improvement organization responsible for milk recording, genetic evaluations, knowledge transfer and herd management software solutions. In June 2020, Lactanet was officially recognized by the Canadian Food Inspection Agency (CFIA) as the responsible administrator for dairy cattle traceability across Canada. To fulfill this national responsibility, the DairyTrace Program was launched in October 2020.

### DAIRYTRACE PROGRAM MANAGER – Guelph ON or Montreal QC

Reporting to the Chief Services Officer, and located in Guelph or Montreal, the DairyTrace Program Manager is responsible for organizing, managing and coordinating the governance, development and administration of the DairyTrace Program as Canada's national dairy cattle traceability system.

#### Responsibilities

- Lead in the development of work plans, budgets, audits and reporting for all of the DairyTrace Program activities, including the development of an annual DairyTrace Program work plan and budget.
- Act as the coordinator and secretary of the DairyTrace Advisory Committee. Drive the strategic direction for the DairyTrace Program activities. Coordinate logistics.
- Work closely with all partners contracted to administer the day-to-day operations of the dairy cattle traceability system. Facilitate communications between service providers, provincial dairy organizations and producers. Oversee and evaluate the performance of service providers.
- Coordinate, control and monitor user access and security to the DairyTrace software. Monitor, test and suggest improvements to the system.
- Act as a resource for information on animal traceability systems and technology within Canada and internationally.
- Continuously evaluate the design and effectiveness of the Canadian dairy cattle traceability system.
- Assist in developing the communications program for the dairy cattle traceability system. Manage the development of articles, factsheets, manuals, website information, and other communication means.
- Act as a trainer and spokesperson for the DairyTrace Program.

#### Requirements

- Minimum three years experience in managing and/or coordinating program activities in the agricultural sector, ideally related to the dairy cattle industry.
- Bachelor's degree in agriculture, business or natural resources management complemented by relevant experience.
- Demonstrated familiarity with database concepts and conceptual designs of databases; technological advances along with proficiency with MS Office.
- Knowledge of the dairy cattle industry is a significant asset.
- Basic knowledge of budgeting processes and accounting principles.
- Excellent communication and presentation skills;
- Leadership, good team worker and eager to learn.
- English-French bilingualism is an asset.

An individual with relevant knowledge, skills, and passion for quality service combined with strength in problem solving is our ideal candidate.

#### Working Conditions

The position can be based in Guelph or in the Montreal region and a degree of remote work may also be possible. Some travel within Canada is to be expected.

#### Why Work at Lactanet

We are a dynamic organisation and value the well-being of our employees. We offer health and wellness programs, competitive salary, group benefits, pension plan, training and professional development opportunities, a stimulating, progressive and collaborative work environment and many other benefits.

#### Apply

If you are interested and meet the above qualifications, please send your resumé with an email subject line « **DairyTrace Program Manager** » to [careers@lactanet.ca](mailto:careers@lactanet.ca)