

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

First Nations Relations builds government-to-government relationships with First Nations, many of which are formalized through Protocol Agreements that provide a framework for continued collaboration between the Government of Alberta (GOA) and First Nations. The branch also provides advice and specialized knowledge to provincial departments, federal and municipal governments and industry, and participates in cross-ministry strategies affecting First Nations people.

The branch builds partnerships between Indigenous communities, organizations, industry, other levels of government and non-Indigenous organizations, and is responsible for leading initiatives that promote the participation of Indigenous Peoples in the economy through the administration of programs in economic development, such as the Aboriginal Business Investment Fund (ABIF) and oversight of the Alberta Indigenous Opportunities Corporation (AIOC).

First Nations Relations also works with its partner-ministries, like Alberta Infrastructure, to assist First Nations with Canada's Investing in Canada Infrastructure Program (ICIP) projects.

The scope of this position is very broad and is regularly called on for advice and support from other GOA and GOC departments, and senior leaders within Indigenous Relations on a variety of topics, including: governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration with relationship agreements and engagement with Indigenous communities.

The Manager is responsible for a team of staff of up to 5 people to support the following:

- Manages the team's community assignments and facilitates and coordinates the Ministerial community visits and ensures the Ministry has current community information. This position also monitors the implementation of solutions to ensure measures and deliverables are achieved from the Minister's visits. Works with the governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration, relationship agreements and engagement with Indigenous communities.
- Provide strategic advice and analysis on First Nations communities and their issues to both internal and external clients and stakeholders, which assist the Alberta government in meeting its Indigenous goals and objectives. The Manager also synthesizes and provides advice on the development and implementation of policy with respect to First Nations and Indigenous issues in accordance with the ministry's goals and objectives.
- Facilitate collaborative working relationships and partnerships with key stakeholders and establishes linkages to maintain optimal awareness of emerging issues, trends, and opportunities; facilitate improved relationships between the GOA, department and Indigenous communities and organizations; ensure the department's programs are positioned optimally within the broader context of federal and provincial funding.

The position may also support the Director with other branch initiatives such as:

- The delivery client service oriented programs, such as the ABIF, and the oversight function and ensuring alignment between the roles of the AIOC and the Ministry.
- Support the administration and implementation of Protocol Agreement(s) between First Nations and the provincial government to participate in mutually agreed sector specific tables: for example, education; health; environment and land use; women and children; and consultation on resource development.

As a member of the management team, the Manager works closely with the Director and Executive Director and to optimize divisional capacity and lay the foundation for an improved relationship between the GOA and First Nations and Metis communities and organizations. The Manager fosters increased information sharing and collaboration between ministry branches to enhance decision making and progress towards ministry goals.

In developing partnerships, the Manager will be required to balance competing interests in a politically sensitive environment and often resolving situations that have not been resolved at a lower level. The Manager is responsible for developing a productive, efficient and client centered work environment and coaching staff on how to provide advice, advocate for and develop and maintain stakeholder relationships.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Supports the development, implementation, and monitoring of grant programs, operational policies, communication strategies, ensuring strategies, plans, decisions, and initiatives reflect stakeholder, partner, and client perspectives, expectations, and requirements, as well as Ministry and Government strategic directions and business plans.

- Manage and support the staff to perform the ministry secretariat functions to support the Community and Policy Liason roles for the Ministry with First Nations.
- Ensure an integrated approach is implemented for the development and delivery of all programs and services in the branch.
- Ensure staff engage with Indigenous communities to support enhanced capacity, projects, initiatives and action plans.
- Foster an environment where staff work collaboratively and effectively to deliver on projects, action plans and initiatives.
- Provide coaching and mentorship to professional staff on program development and operation of the grant programs.
- Leads and coaches others to take on emerging special projects based on departmental priorities on issues where there is no precedent.

Facilitates collaborative working relationships and partnerships with key stakeholders and establishes linkages to

maintain optimal awareness of emerging issues, trends, and opportunities; facilitate improved relationships between the GOA, department and Indigenous communities and organizations; ensure the department's programs are positioned optimally within the broader contest of federal and provincial funding.

- encourages collaboration and cooperation to achieve results through the development of the team's understanding of current issues.
- Employ mediation and negotiating skills to resolve complex issues, manage emerging issues and mitigate risk.
- Leads, participates and coaches others on multi-stakeholder projects or committees with provincial impact, representing the Division and Ministry on cross-ministry, cross-jurisdictional, task forces, and working groups to facilitate coordinated approaches to decision-making.
- Ensure Indigenous issues are addressed, Ministry interests are considered by remaining aware of shareholder and partner perspectives.
- Leads and coaches others to take on emerging special projects based on departmental priorities on issues where there is no precedent or road map.

Monitor department resources and assist with staffing:

- Foster an environment that promotes transparency and accountability in all branch programs and services.
- Assist with ensuring appropriate financial reporting and accountability systems are in place
- Assist with ensuring that operating results established in the annual budget are achieved
- Lead, coach and mentor program staff to achieve operational and business plan goals and link program activities within the department and across the GOA.
- Leads or coaches others to take on emerging projects related to grant management and financial accountability
- Support the Director in the hiring, training and development of branch staff in collaboration with senior management team.

Relationships and partnerships are developed and maintained with internal and external stakeholders to enable implementation and support for the branch mandate:

- Monitor and ensure staff are maintaining relationships with Indigenous communities and organizations to anticipate and prepare for issues in a proactive manner.
- Build relationships with other GOA departments, Government of Canada departments and municipal governments to provide a strategic perspective related to program, policy and delivery.
- Demonstrates a strong commitment for First Nations and Metis communities and organizations and their involvement/inclusion in Alberta's economy.

Provide strategic options, comprehensive policy advice, briefing papers, recommendations and perspectives to the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister on functions, activities and issues.

- Provide reports regularly to the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister to ensure that senior leaders are fully informed of branch activities.
- Contribute to the development of policies and procedures within the division to support results and goals articulated in the department business plans.
- Communicate with other departments to proactively identify opportunities to address policy and program concerns impacting Indigenous people.
- Identify trends, opportunities and engage in long range planning to ensure the department is prepared for future challenges.

Look forward to identify future opportunities and issues, and position current developments to support, merge or respond to them.

Problem Solving

Typical problems solved:

The Manager supports the vision and guidance for provincial grant programs, client services internally and externally and for the achievement of multiple Indigenous strategies, action plans and initiatives and outcomes. The Manager has a supporting role in the development and evolution of Ministry initiatives, integrating the various programs, and adjusting their focus and scope as needed to advance ministry and GOA priorities to improve Indigenous socio-economic

outcomes.

- Knowledge of Alberta and federal government priorities, policies, operations, and initiatives with respect to Indigenous people.
- Strong leadership, management and organizational abilities to manage a number of complex and competing issues while still delivering results.
- Proven success in leadership and ability to manage a diverse scope of subject matter (First Nation community engagement, First Nation Governance, capital funding for business development, governance structures, economic development and building industry partnerships with Indigenous communities).
- Proven ability to lead with a commitment to create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future.
- Develop and enhance partnerships to address the needs of Indigenous people in Alberta. This regularly requires advocacy, coaching and supports provided to other government departments at the senior level.
- Knowledge of the Aboriginal Relations Grant Regulation, Alberta Accountability Act, Financial Administration Act, and best practices in grant and contract management and how they relate to the delivery of the economic development programs and services.
- Proven knowledge of management best practices in performance management, project management, staff development and the collective agreement.
- A key purpose of this position is to engage and lead others to identifying unique solutions to complex issues; problem solving on a broad and holistic scale, long term view, and implications. The position must identify and act on opportunities for innovation supporting creative solutions.
- Incidents of a politically sensitive nature must be dealt with on an ongoing basis.
- Indigenous organizations and communities may seek assistance from Manager and staff to help resolve complaints and concerns with other GOA departments or other levels of government. The Manager must be able to facilitate conflict resolution and negotiation between parties.
- The Manager supports the Director to ensure resources are allocated in the budget to ensure that the department goals are being met.

Types of guidance available for problem solving:

Senior leadership in the branch, including the Executive Director and Directors. Also, other ministry experts in Human Resources, Communications, and Finance.

Direct or indirect impacts of decisions:

This position leads the First Nations Relations Community and Policy Liaison team and coordinates the Ministerial community visits and ensures the Ministry has current community information. This position also monitors the implementation of solutions to ensure measures and deliverables are achieved from the Minister's visits. The Manager with the governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration, relationship agreements and engagement with Indigenous communities. These decisions impact the reputation of the department, the Minister and the Government of Alberta as a whole. This position has the authority to manage staff and stakeholders and make decisions impacting our relationship between other orders of government.

Key Relationships

Major stakeholders and purpose of interactions:

Minister and Deputy Minister: Provide strategic advice and information on economic development issues related to Indigenous people
ADM, First Nations and Metis Relations: Provide strategic advice and information on economic development issues related to Indigenous people
Executive Director: Provide strategic advice and information on economic development issues related to Indigenous people
Director: Participate as a member in division planning and reporting and problem solve issues as they arise
Branch Staff: Manage direct reports and oversee the operations of the branch, support the professional development of branch staff, link the work of the branch to other branches and divisions in the ministry and with other relevant units in other ministries.
Other Ministry Senior Managers: Collaborate on initiatives; coordinate ministry work; provide advice and guidance; establish ad hoc committees to coordinate and leverage shared information and facilitate decision making regarding a

variety of issues.

Other GOA departments including Deputy Ministers, Assistant Deputy Ministers and senior executives: Provide advice on working with Indigenous organizations, advocate on behalf of Indigenous organizations, negotiate joint funding arrangements encourage and support other departments to engage and support Indigenous organizations.; represent the ministry's perspectives; plan and participate in cross- ministry projects.

External stakeholders: Indigenous leaders and staff: Establish and sustain strong working relationships to facilitate forward movement on multiple and constantly emerging issues such as workforce participation; represent the ministry's perspectives; intervene when required.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

--

Job-specific experience, technical competencies, certification and/or training:

- Minimum Post Secondary Education in Business Administration, or a Social Science or Natural Resources Discipline.
- Proven experience to lead a team of staff with diverse levels of education, culture and work experience.
- Knowledge of and sensitivity to Indigenous history and culture and political structures, which strongly influence First Nations and Metis perceptions and the ministry's working relationship, is essential to develop positive working relationships.
- Knowledge of available provincial and federal government priorities, policies relevant to Indigenous Communities
- Proven analytical and synthesis skills to make sound judgment and recommendations on courses of action.
- Proven communication skills, both verbal and written and ability to adapt style to different audiences and the ability to coach others.
- Proven ability to exercise discretion and diplomacy in a highly sensitive political environment

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>The scope of this position is very broad and is regularly called on for advice and support from other GOA and GOC departments, and senior leaders within Indigenous Relations on a variety of topics, including: governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration with relationship agreements and engagement with Indigenous communities.</p> <p>In developing partnerships, the Manager will be required to balance competing interests in a politically</p>

			sensitive environment and often resolving situations that have not been resolved at a lower level.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	The position builds partnerships between Indigenous communities, organizations, industry, other levels of government and non-Indigenous organizations, and is responsible for leading initiatives that promote the participation of Indigenous Peoples in the economy through the administration of programs in economic development, such as the Aboriginal Business Investment Fund and oversight of the Alberta Indigenous Opportunities Corporation.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Facilitate collaborative working relationships and partnerships with key stakeholders and establishes linkages to maintain optimal awareness of emerging issues, trends, and opportunities; facilitate improved relationships between the GOA, department and Indigenous communities and organizations; ensure the department's programs are positioned optimally within the broader contest of federal and provincial funding.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	This position monitors the implementation of solutions to ensure measures and deliverables are achieved from the Minister's visits. Works with the governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration, relationship agreements and engagement with Indigenous communities Supports the development,

			implementation, and monitoring of grant programs, operational policies, communication strategies, ensuring strategies, plans, decisions, and initiatives reflect stakeholder, partner, and client perspectives, expectations, and requirements, as well as Ministry and Government strategic directions and business plans.
--	--	--	---

