

Working Title Policy and Program Consultant	Name
--	------

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Alberta Human Rights Commission Communication, Education & Engagement	Ministry Alberta Justice & Solicitor General
-----------------	---	---	---

Present Class	Requested Class
---------------	-----------------

Dept ID	Program Code	Project Code (if applicable)
---------	--------------	------------------------------

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Policy and Program Consultant plays a key role in developing policies, programs, and initiatives that will increase awareness of human rights and strengthen capacity to affect organizational, community, and societal change, with the goal of building a society that is respectful of human rights and diversity and is free from racism and discrimination.

This position engages with organizations, communities, and sectors to develop policies and policy responses, formulate positions, and promote approaches that help diversity groups move along the continuum from cultural, social, economic and political exclusion to full civic participation. It requires working with historically marginalized and vulnerable groups to develop and implement effective strategies that increase diversity, equity and inclusion, remove barriers, and reduce hate, racism and discrimination.

The Policy and Program Consultant engages with stakeholders in the non-profit, business and public sectors to provide specialized policy development, consultative, and advisory services to assist the Alberta Human Rights Commission and its stakeholders with implementing strategies that promote respect for, as well as the benefits of, diversity, equity, and inclusion, and to prevent discrimination and racism throughout Alberta.

Acting as a change agent, the Policy and Program Consultant provides mentoring, coaching, consultation, and other similar assistance, where requested, to help build stakeholder capacity and competencies, including facilitating knowledge transfer at the community level. This position requires developing and maintaining a network of relationships with stakeholders to identify needs and emerging issues, as well as developing and implementing strategies and initiatives to address these issues. The Policy and Program Consultant works with all sectors of Alberta society to implement individual, organizational, community, and systemic change.

This position also provides consultation and advice to institutions, organizations, and communities across Alberta on human rights policies, funding proposals and projects.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- 1. Develop policies, programs, and initiatives that will increase awareness and promote organizational and societal change, with the goal of building a society that is respectful of human rights and diversity and free from racism and discrimination.**
  - Examine current issues and trends, research best practices, and use data and information to develop evidenced-based policies, policy responses, programs, and initiatives that increase diversity, equity, and

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

inclusion, and address racism and discrimination, including systemic discrimination

- Lead research, engagement and evaluation projects that help inform policy and program development, including internal Commission policies, programs, and services
- Promote organizational, community, and societal change to address anti-racism, discrimination, diversity, equity, and inclusion
- Consult with all sectors (non-profit, private, and public) to determine needs and identify gaps
- Collaborate with stakeholders to implement projects and initiatives that raise awareness, realign services, build public policy, create discrimination-free environments, and strengthen community action to address human rights and discrimination, including systemic discrimination
- Provide training and networking opportunities for professionals and practitioners who are involved with human rights and diversity
- Manage contracts for initiatives led by the Commission (includes financial accountability)
- Manage funding requests and agreements for human rights projects and initiatives

**2. Develop and maintain a network of relationships with stakeholders to identify needs and emerging issues, as well as influence the implementation of strategies that promote respect for, as well as the benefits of, diversity, equity, and inclusion, and prevent racism and discrimination in Alberta.**

- Develop a profile in the community, maintain visibility, and promote Commission programs, initiatives, and services
- Develop and maintain partnerships with key organizations and community groups to address critical human rights issues
- Actively participate on regional, provincial, and federal committees, working groups, and initiatives, providing consultation, linkages, and advice related to human rights, diversity, and anti-racism and collaborating on projects and initiatives
- Facilitate networking and collaboration between community partners to share information, successful approaches, and best practices, as well as to develop joint initiatives
- Collaborate with stakeholders and other jurisdictions to maximize impact and minimize duplicating services

**3. Provide consultation services to individuals, communities, and organizations throughout Alberta to increase their capacity and ability to build a society that is respectful of human rights and diversity, and free from discrimination.**

- Assist organizations and multi-stakeholder groups to identify issues (systemic, organizational, program, planning, evaluation, political, training, resources, diversity, etc.) and develop appropriate strategies to respond to these issues
- Work with key stakeholder groups and communities throughout Alberta to implement strategies that promote respect for diversity, equity, and inclusion and prevent racism and discrimination
- Provide mentoring, coaching, consultation and other similar assistance to help build stakeholder competencies and capacity
- Partner with organizations to avoid duplication, work collaboratively, develop consistent messages and approaches (where appropriate), and build on and complement mutual work
- Facilitate knowledge transfer

**4. Perform an advisory role to Commission management in order to assist with the implementation of human rights policies and programs, address systemic barriers, and issues management.**

- Provide evidence-based research and data in order to effectively respond to a variety of issues and needs

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Provide input into internal policy, process, and program changes to increase access and remove barriers for stakeholder groups
- Brief management, including the Chief of the Commission and Tribunals, on emerging issues, stakeholder relations, and previous partnerships and engagement; identify risks and opportunities; and provide recommendations
- Support all areas of the Commission, including the complaints management and Office of the Chief of the Commission and Tribunals, with engaging key stakeholders on Commission policies, procedures, programs, and services
- Identify and recommend new strategies and programs that respond to current issues and trends in the area of human rights and diversity
- Support internal staff training, particularly as it relates to issues relevant to stakeholder groups
- Represent the Commission on inter-departmental and ministerial committees
- Respond to Action Requests and prepare Ministerial correspondence, as assigned
- Participate in CEE strategic planning and reporting and provide input into the Commission's business planning

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision-making capacity of the position. Identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Scope of work is province-wide. This position works with different geographic communities, as well as with various communities of interest.
- Stakeholders impacted include public institutions (such as health, education, justice, social services, etc.), businesses and workplaces, all levels of government, the non-profit sector, professional associations, and issues groups (e.g., the Alberta Hate Crimes Committee). Stakeholder groups also include gender, disability, 2SLGBTQ+, religious, Indigenous, racialized and ethnic, immigrant and refugee, social justice groups, and others.
- Creative thinking is employed to develop policies and strategies to address human rights issues. The position must identify strategies and methodologies and engage key stakeholders, respond to pressures, and leverage social change techniques that are unique to the specific players, communities, and organizations involved. Each community is unique and the Consultant must determine where a particular community is at and then develop engagement approaches that will be appropriate to that organization at that point in time. The position also must use creative thinking to avoid duplication of work, work together towards delivering consistent messages and approaches (where appropriate), and build on and complement mutual work.
- Policy changes and community consultation is an ongoing challenge, as the job must apply knowledge of the legislation, emerging trends, policy changes, and best practices for achieving organizational and societal change that will respond to needs, capacity, and resource constraints at the local level. This job must work with community- and organizationally-based strategies to promote diversity and equity and prevent discrimination and racism throughout Alberta. Community consultation requires that the Consultant collaborate with organizations and community groups to develop initiatives that will promote more inclusive communities and workplaces. Community consultation involves an enormous emphasis on process development, brokering partnerships in the community, issue resolution, and facilitating meaningful knowledge exchange. Community development and human rights/diversity change initiatives are complicated and resource intensive, and organizations are not always in the position to design and deliver solutions to local problems. This job plays a key role in collaborating on the development and implementation of solutions to address these issues.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- A university degree in a relevant discipline supplemented by a minimum of 5–7 years of progressive experience in human rights, anti-racism, diversity, equity, multiculturalism, and/or women’s issues in a variety of sectors and/or capacities. Related experience or education equivalencies may be considered.
- Proven ability and experience in providing policy advice, development and implementation.
- Well-developed understanding of human rights, multiculturalism, diversity, citizenship, discrimination, systemic discrimination, organizational change, community development, and group facilitation, and the ability to use this knowledge to develop, and help others develop, strategies and initiatives.
- Well-developed knowledge of one or more of the stakeholder and issue areas engaged in human rights, diversity, equity, and multiculturalism.
- Ability to build relations, partnerships, and coalitions.
- Sound knowledge of relevant Government of Alberta legislation and policies, including the Alberta Human Rights Act and awareness of federal human rights legislation that impacts on the mandated area.
- Good working knowledge of grants administration processes, regulations and policies, and the ability to consult with potential and existing grant recipients on criteria, application processes, and developing and implementing projects.
- Progressive knowledge of developing strategies for achieving organizational and societal change.
- Well-developed and effective communication skills, (verbal, non-verbal and written), project management skills, and proven skills influencing and facilitating change.
- Strong consensus building and decision-making skills are required to mediate disputes and to resolve conflicts.
- Ability to serve as a role model for culturally sensitive and appropriate service and behaviour.
- Aptitude and skill sets to work independently as well as in a team situation.
- Strong organizational skills and the ability to prioritize and work on several tasks simultaneously
- Be adaptable and flexible in order to meet demanding time constraints.
- Creativity, innovative thinking and planning skills are key to assisting community organizations to design and deliver solutions to local issues.
- Travel across the province to attend events and meetings outside of regular work hours will be required from time to time.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Weekly contact with the Director, Communication, Education and Engagement to provide strategic advice, recommendations, status reports, and briefings on sensitive, controversial, or political issues.
- Daily contact with the Manager, Communication, Education and Engagement to have input into policy and program development, including the grant program.
- Weekly interactions with colleagues to support coordinating program and service delivery, participation in project development, business planning and reporting, and issues management.
- Interact daily with local, provincial, and national institutions, organizations, businesses, non-profits, governments, associations, and individuals to facilitate knowledge transfer and support project development, community partnerships, and issue resolution.
- Regularly convene and/or participate in collaborative networking groups to effectively address human rights-related issues.
- Interact daily with non-profits, institutions, governments, and community groups to provide consultation and advice with respect to grant funding.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

- Interns and summer students, as required.
- Contractors, as required

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).