

Working Title

Name

Consultation Advisor

Position Number	Reports to Position No., Class & Level Region Lead, M2	Division, Branch/Unit Aboriginal Consultation Office	Ministry Aboriginal Relations
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Present Class PS4	Requested Class PS4
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Dept ID	Program Code	Project Code (if applicable)
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**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 [Section 2.3](#)).

The Aboriginal Consultation Office (ACO) provides strategic and regulatory consultation processes that balance the needs and competing interests of a diverse stakeholder group including the Alberta Energy Regulator (AER); Environment and Protected Areas Protection (EPA); Forestry and Parks (FP); Municipal Affairs; Infrastructure; Transportation and Economic Corridors; Federal Government; regulatory bodies and agencies (i.e. Alberta Utilities Commission, Natural Resources Conservation Board); industry; the public; Aboriginal communities/groups; First Nations; Métis communities; Credibly Asserted Metis Communities; and interest groups in a way that is efficient, integrated and collaborative. Common service delivery with unique client needs to meet the needs of the AER, and GoA Ministries in a way that is efficient, collaborative, coordinated and consistent and more focused on strategic-level Aboriginal consultation services. The ACO works collaboratively to provide a common integrated and aligned position relative to the AER, and GoA's Ministries' strategic goals and objectives in consultative and engagement initiatives with aboriginal organizations.

**ACO Vision:** The ACO is a unit that provides engagement and consultation services that meets the needs of the AER, and GoA Ministries in a way that is efficient, collaborative, coordinated and consistent; and increasingly more focused on strategic-level Aboriginal engagement.

Reporting to the Region Lead, the Consultation Advisor functions within the parameters, and is required to have knowledge of applicable AER and GoA Ministries' legislation, regulations, policies, directives, and procedures. The position is responsible for implementing *Alberta's First Nations Consultation Policy and Guidelines on Land Management and Resource Development* in support of AER, EPA, and Energy Ministry mandates.

Operating in a highly political, litigious, and technically demanding environment, the Consultation Advisor must exercise a high degree of mediation skills in order to de-escalate situations and resolve conflicts. The position focuses significant effort on building relationships, mediating, gaining consensus, negotiating with, and influencing multiple stakeholders, including representatives of First Nations, Tribal Councils, Métis communities, industry, and different levels of government where interpretation and understanding of technical, cultural, and traditional information is required to facilitate a common understanding. Solving complex problems, for which there are often few or no prior solutions, the Consultation Advisor must integrate experience and knowledge of past and present relationships, initiatives, stakeholders, and legal responsibilities to implement and manage consultative initiatives. The position provides input into policy development and initiatives as well as leading and/or participating on various internal and external committees.

2013/11/05

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The ACO's Regional Operational Structure aligns with the seven Land Use Framework (LUF) Corporate boundaries. The two ACO Regions (Northern Region and Southern Region) are divided into four subregions (Peace Subregion, Lower Athabasca Subregion, Upper Athabasca Subregion, and South Subregion). The subregions align with the LUF boundaries as follows: Lower Athabasca (or northeast) Subregion consists of the Lower Athabasca LUF Region; the Peace (or northwest) Subregion consists of the Lower Peace, and Upper Peace LUF Regions; the Upper Athabasca Subregion consists of the Upper Athabasca LUF Region; and the South Subregion consists of the North Saskatchewan, Red Deer, and South Saskatchewan LUF Regions.

Reporting to one of the ACO Region Leads within one of the four subregions, the Consultation Advisor is assigned a specific geographic area(s) within the Province, for which they are responsible for advancing the AER and GoA Ministries' mandates and business plans through effective and coordinated engagement and consultative processes and initiatives. Operating with minimal supervision, this position collaborates with the AER and GoA Ministries' staff to plan, deliver, and assess specific programs to ensure effective consultation with First Nations and Metis occurs on land management and natural resource development. This position plays a key role in providing direction, guidance, and advice at the regional, sub-regional and local levels, to AER, GoA Ministries staff, industry, stakeholders, Metis and First Nations.

**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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. The Consultation Advisor is responsible for providing comprehensive consultation services relating to the mandates of the AER and GoA Ministries to ensure the GoA's duty to consult has been met. This is accomplished through:
  - Identifying and initiating any consultation activities required on Crown or proponent led proposed projects.
  - Determining if a consultation plan is required for consultation projects and communicating requirements to the proponent.
  - Providing direction, advice, and participate in Crown consultation initiatives.
  - Providing advice and support throughout the consultation process including project planning, stakeholder involvement, legal/legislative requirements, etc.
  - Providing direction and/or advice to proponents, the AER and GoA Ministries on the interpretation and implementation of consultation policy, guidelines, and procedures, including whether consultation is required, and to what degree.
  - Provide clarity, advice and guidance to First Nations and Metis regarding consultation policy, guidelines, and procedures.
  - Monitoring and assessing proponent and Crown led consultation initiatives and evaluating record of consultation logs and summaries in order to determine consultation completeness, including adequacy of consultation.
  - Identifying and participating in strategic consultation activities as deemed appropriate.
2. The position is responsible for advancing strategic engagement and consultation at the regional, sub-regional and local levels. This involves:
  - Effectively delegating procedural aspects of First Nations and Metis consultation to industry proponents, municipalities (e.g.: landfill sites, gravel pits, roads, etc.) and other stakeholders (e.g.: agricultural leaseholders) where/when appropriate.
  - Leading and evaluating risk and identifying issues regarding First Nations and Metis consultation.
  - Providing direction, advice and information to industry, organizations, and consultants in developing consultation plans and initiatives to ensure success.
  - Supporting the effective and consistent implementation of the GoA and ACO consultation/engagement frameworks, guidelines, policies, and procedures.
  - Ensuring the maintenance and storage of consultation records and documents in accordance with established procedures.
  - Facilitating and mediating disputes or issues that may arise during the consultation process.
  - Provide advice and direction to the AER and GoA Ministry staff to ensure delegation of consultation is appropriate.

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- Support the Strategic Engagement and Policy Innovation Branch on provincial initiatives as required, such as the Land Use Framework, Consultation Policy development, Bilateral Water Management Tables, Caribou Management Plans, etc.
- When the focus shifts to the sub-regional or local level, support the Strategic Engagement and Policy Innovation Branch in the delivery of Crown-led initiatives/projects requiring consultation with individual First Nations / Métis Settlements (e.g.: Land Use Framework sub regional plans, water licences with a specific First Nation or Métis community, individual caribou range plans, regional access development plans, etc.)

3. The Consultation Advisor is responsible for providing an ACO point of contact and for developing and maintaining effective working relationships at the regional, sub regional and local levels, with individual First Nations, Métis communities, provincial ministries, federal agencies, industry, and other stakeholders to ensure effective communication on GoA Ministry initiatives, public and private sector land use, and resource development projects, and information sharing and advice. This involves:

- Creating and maintaining strategic and meaningful relationships with First Nations, Métis communities, the AER, GoA Ministries, federal agencies, municipalities, industrial stakeholders, and the public to prevent or mitigate emerging issues.
- Providing information and training session/workshops improve the awareness of the GoA's and the ACO's consultation policies, guidelines, and operating procedures and to advance GoA and ACO consultation mandates and direction.
- Providing information, advice, and recommendations to champion understanding of perspectives, culture, issues, and protocols.
- Championing the ACO's shift to Strategic-based consultation at a regional, sub-regional and local level.
- Participating in a variety of committees and working groups to promote the ACO's and/or GoA Ministries' perspective on consultation issues, programs, and policies.
- Maintaining a collaborative relationship with the Strategic Engagement and Policy Innovation Branch to enable the effective delivery of ACO goals and initiatives.

4. The position is responsible for identifying consultation issues to collaborate on improving the consultation/engagement processes, frameworks, and guidelines between First Nations, Métis, GoA Ministries, the AER, and other stakeholders. This involves:

- Reviewing information regarding land use and resource development and providing issues assessment and potential solutions to prevent or mitigate legal and political risk and resulting impact on Aboriginal Community and stakeholder relationships.
- Understanding and monitoring policies, programs/initiatives, and projects to recommend improvements.
- Assessing issues and trends to provide information to decision-makers.
- Actively seeking input on consultation matters from AER staff, GoA Ministry staff, ACO staff, Strategic Engagement and Policy Innovation Branch staff, First Nations, Métis Communities, industry, other levels of government and agencies.

5. As a member of the Regional Team, the Consultation Advisor is responsible for contributing to the effective and efficient delivery of the ACO mandate. This is accomplished by:

- Contributing to the ACO's information databases (GIS, traditional land use, ACIS, ERKS-Livelink) and project tracking systems.
- Sharing lessons learned and information gained from interaction with Aboriginal Communities, stakeholders, the AER, and GoA Ministries.
- Providing briefing material, analysis, and responses for information and to action requests pertaining to Aboriginal consultation matters.
- Provides advice to the Region Lead in relation to opportunities, challenges, and issues within the assigned Region; develops recommendations regarding prevention or mitigation strategies and approaches.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

The Consultation Advisor provides direction to Industry proponents on AER-regulated projects and advice and recommendations to proponents on projects that are regulated by a Crown Ministry. This position also develops and maintains strategic relationships with a wide variety of clients and stakeholders, as the advice and direction provided has immediate impacts on the potential approval of projects and programs in the region. Land use and natural resource development and management issues are complex and often politically sensitive. Therefore, the position must maintain a broad understanding and perspective of potential project impacts on the region and province in order to strike a balance on Alberta's economic growth, environmental quality and social needs.

The Consultation Advisor's understanding and awareness of AER and GoA Ministries' issues, consultation trends and best practices, as well as industry, stakeholder, First Nation and Metis views and concerns, enables effective analysis of diverse viewpoints and the development of valid and realistic direction and/or recommendations for the AER and GoA Ministries to deliver upon their mandates.

The Consultation Advisor has direct and significant influence on GoA Ministries' approach to consultation through identifying issues, and clarifying legal and political impacts. The Consultation Advisor is required to demonstrate initiative and creativity in providing results-based solutions and outcomes for management consideration for resolving sensitive or complex Aboriginal consultation issues. The position also influences industry-led consultation initiatives by providing direction, advice, and information, as well as operationalizing the GoA's consultation policy, guidelines, and procedures.

The Consultation Advisor is responsible for working within a highly complex and legally sensitive environment of land use and resource development consultation projects that are the focus of provincial, national, and international attention, possibly impacting the Alberta Government's reputation and relationships with Aboriginal Communities and industry. This position is delegated considerable independence to determine priorities and areas of focus, exercise judgment when presenting results of analysis, consultation-related advice and results-based recommendations to senior staff and executive within the GoA, industry, federal government, municipalities, First Nations and Metis Communities.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

The position requires a post secondary degree or equivalent in natural resource or environmental management with a minimum of 4 years of directly related experience.

The position requires knowledge in the following areas:

- Aboriginal issues in the natural resources sector.
- Crown treaty rights and obligations, provincially and federally
- Government of Alberta's First Nations Consultation Policy on Land Management and Resource Development and associated Guidelines.
- Alberta First Nations and Métis communities, Aboriginal history, culture, rights, case law and legal issues
- Natural resource development and economics in Alberta
- Resource management legislation and consultation policies in Alberta and at the federal government level, including but not limited to: Alberta's *Environmental Protection and Enhancement Act*, *Water Act*, *Forests Act*, *Public Lands Act*, Alberta's *Fisheries Act*, and *Mines Minerals Act*, Canada's *Constitution Act*, *Indian Act*, *Federal Fisheries Act*, *Canadian Environmental Protection Act*, and *Navigable Waters Act*.
- EPA's Environmental Assessment & Approvals Process.
- EPA's program areas that include Land Use, Rangelands, Forest Management, Forest Protection, and Fish & Wildlife.
- Land Sales and Tenure process and Aboriginal Community Link.
- Alberta's Land Use Framework, the Cumulative Effects Management approach, Alberta's Energy Strategy and Alberta's Clean Energy Initiatives.
- AER approval processes and legislation (Public Lands Act, EPEA, Water Act)

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The position requires the following skills and abilities (cont'd):

- Ministry mandates, strategic business, and operational plans.
- Excellent leadership skills to effectively lead and support consultation initiatives.
- Ability to assess, understand and work with the different, competing, or conflicting interests of many and different stakeholders to facilitate an acceptable solution.
- Ability to identify, assess and analyze complex issues from a strategic perspective.
- Ability to understand and provide direction, advice, and recommendations on policy implications in the context of evolving case law in regard to Aboriginal rights.
- Ability to understand complex material, identify key issues and exercise sound judgment to develop responses and recommendations in order to manage risk.
- Ability to lead and collaborate with a variety of stakeholders and project teams to deliver results within limited timelines.
- Ability to work effectively in a highly challenging, politically sensitive, and litigious environment.
- Excellent conceptual, analytical, and problem-solving skills.
- Excellent written and verbal communications skills to communicate complex issues to a broad audience.
- Excellent dispute resolution and mediation skills.
- Ability to identify risks and think strategically to minimize potential issues and to manage emerging issues.
- Strong organizational and project management skills.
- Proficient computer skills in Microsoft Office software, SharePoint sites, information management systems.
- Commitment to client service, confidentiality, discretion, and tact.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

INTERNAL		
Regional Consultation Director	As required	To provide advice, recommendations & updates. To discuss issues, trends and action plans.
Region Lead	Daily/Regular	To provide advice, recommendations & updates. To discuss issues, trends & action plans. To seek considered advice or direction. To collaborate on initiatives.
Consultation Advisors	Daily/Regular	To provide advice, recommendations & updates. To discuss issues and collaborate on initiatives.
Strategic Engagement and Policy Innovation Branch	As required	To provide advice, recommendations & updates. To discuss issues and collaborate on initiatives.
Alberta Energy Regulator	As required	To provide advice, recommendations & updates. To discuss issues and collaborate on initiatives.
Aboriginal Consultation Office staff	Daily/Regular	To provide advice, recommendations & updates. To discuss issues and collaborate on projects.
Other GOA Ministries (e.g. Justice, Culture, EPA, FPT)	As required	To discuss issues, trends & action plans. To exchange information. To seek considered advice.
EXTERNAL		
First Nations leadership and representatives	Regular	To develop & maintain collaborative relationships, engage in meaningful & productive consultation/mediation, and exchange information.
Industry	Daily/regular	To develop & maintain productive relationships, collaborate on initiatives (pilot projects), and exchange information. Provide advice and recommendations.
Other levels of government, communities and stakeholders	As required	To collaborate and exchange information.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

Position does not supervise

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** List the significant changes that have occurred in your job since the last review.

Prior to the creation of the ACO, Regional Consultation Advisors existed within Alberta Environment and Sustainable Resource Development, SREM Aboriginal Affairs Branch where they supported ESRD and Energy Ministry staff. Under the ACO, there are additional complexities, roles and responsibilities. For instance, the ACO now supports all GOA consultation ministries (i.e. Transportation, Culture, Parks) and the Alberta Energy Regulator in addition to ESRD and Energy.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

\_\_\_\_\_

Name

Signature

Date

**Manager**

\_\_\_\_\_

Name

Signature

Date

**Division Director/ADM**

\_\_\_\_\_

Name

Signature

Date