



MINISTRY INFORMATION		
GoA Placement	Supervisor	HRC
Ministry: Advanced Education Department: Programs, Engagement, and Innovation Branch: Partner Engagement and Student Supports		
<b>Job Title:</b> Indigenous Adult Education Policy Intern		<b>Program Stream:</b> Program Services 2
<b>PURPOSE</b>	The Policy Intern, a Program Services Level 2, assists in the development and implementation of government programs and policies, which includes applying theoretical and program knowledge, policy evaluation, research, analysis, interpretation, quality assurance, etc. The position carries out short-term projects or is responsible for a component of a large project or initiative that may impact the branch or division. The position may be required to support other projects as needed, based on strategic priorities. Therefore, agility and demonstrated ability to apply systems thinking, problem-solving, and business communications to a broad scope of complex issues is key.	
<b>RESPONSIBILITIES &amp; ACTIVITIES - 1</b>	Provide support to senior decision makers, including the Minister, throughout the policy development process to ensure policies and associated programs align with government and department strategic goals, directions, and established policies and legislation; reflect partner requirements; and address issues and trends pertaining to the adult learning system. <ul style="list-style-type: none"> <li>• Provide support using a systems-thinking approach, throughout the entire policy development process, including:                             <ul style="list-style-type: none"> <li>○ Issues identification: through environmental/jurisdictional scanning, and identification of effects of other policy decisions within the department, across government, and in other provinces/territories and countries;</li> <li>○ Research and analysis: conduct research, and assist the Senior Policy Analyst in coordinating with other branches in the department and across government to inform policy development, and explain issues identified;</li> <li>○ Engagement: support activities related to partner engagement, including support with development of background information, discussion guides and/or any needed research to inform discussions;</li> <li>○ Options development: support the development of documents that frame issues within the policy and political context to identify options for addressing issues, based on research and a broad understanding of government and department priorities and goals;</li> <li>○ Decision making: assist with developing appropriate materials (briefing notes, business cases, position papers, Memorandums to Cabinet, etc.) for senior department officers to identify potential issues, options, advice, and recommendations as part of the process of informing strategic decision making and planning;</li> <li>○ Implementation: assist the Senior Policy Analyst and Manager in working with department colleagues, partners, and other departments concerning the implementation of strategic policy frameworks and other policy initiatives, both during the</li> </ul> </li> </ul>	

	<p>development of options, and during implementation, in order to inform the strategies developed as well as ensure implementation is in line with the policy direction.</p> <ul style="list-style-type: none"> <li>• Assist in development of presentations to external and internal groups to support policy development, issues identification, and policy implementation and determining impacts.</li> <li>• Participate on policy teams and/or committees within the department to support policy coordination and implementation.</li> <li>• Support other units in the department with respect to the implementation of operational policies.</li> </ul>
<b>RESPONSIBILITIES &amp; ACTIVITIES - 2</b>	<p>Provide support to strategic and priority policy initiatives and projects that contribute to the advancement of Alberta's adult learning system.</p> <ul style="list-style-type: none"> <li>• Support other Units in delivering on key policy priorities. <ul style="list-style-type: none"> <li>○ Assist the Indigenous Education Policy Advisor and Senior Indigenous Engagement Specialist, and Manager in consulting with other department officials, other government departments, and external partners on policy changes.</li> <li>○ Support development of materials that give the Minister, senior decision makers and officials within the department timely, relevant and accurate information on policy issues.</li> <li>○ Assist in the development of discussion papers, decision-making documents, issue briefings, consultation documents and other policy documents, which includes framing issues within the context of department and government priorities.</li> </ul> </li> </ul>
<b>RESPONSIBILITIES &amp; ACTIVITIES - 3</b>	<p>Provide a dedicated window to Advanced Education for Indigenous education providers through targeted and intentional relationship building.</p> <ul style="list-style-type: none"> <li>• Build and maintain relationships to achieve departmental goals by strengthening linkages between the ministry and First Nations Colleges, community leaders, Indigenous rights holders, and Elders.</li> <li>• Regularly communicate with Indigenous communities and Indigenous education partners at appropriate levels of seniority, and facilitate regular meetings with senior Ministry officials as required.</li> <li>• Design innovative, culturally sensitive tools to facilitate Indigenous post-secondary engagement in multiple platforms and venues.</li> <li>• Provide advice and recommendations to senior Ministry representatives related to strategic decisions regarding Indigenous education partners and the post-secondary learning system, as a result of this dedicated engagement.</li> <li>• Raise awareness within the department about opportunities and emerging issues relating to best practices in Indigenous education and policy, using a cross-jurisdictional and best-practices perspective.</li> </ul>
<b>RESPONSIBILITIES &amp; ACTIVITIES - 4</b>	<p>Ensure the Manager is supported in achieving the mandate, goals, and operations of the branch.</p> <ul style="list-style-type: none"> <li>• Provide subject matter expertise to the branch and ministry on Indigenous learning, and related challenges and opportunities.</li> <li>• Support the development of briefing papers, action request responses and draft correspondence for the Minister and other senior Ministry representatives in a timely and appropriate manner.</li> <li>• Establish, maintain, and model strong communication and working relationships with internal and external clients, collaborators, and partners to ensure timely and accurate flow of information between the Ministry, Indigenous education partners, and Indigenous communities.</li> <li>• Monitor and analyses briefings, reports, news releases, newspaper articles, media coverage, and other publications and information sources to identify emerging issues with potential to impact the branch.</li> </ul>
<b>RESPONSIBILITIES &amp; ACTIVITIES - 5</b>	<p>Update, track, and analyze grants to report on adult Indigenous learning and literacy outcomes.</p> <ul style="list-style-type: none"> <li>• Support information flow of relevant grant programs through updating grant program trackers.</li> <li>• Support the tracking and evaluation of the First Nations College Grant, the Indigenous Post-secondary Mental Health Grant, the Indigenous Initiatives Grant, and other grant programs.</li> <li>• Work with Indigenous education partners to build capacity on completion of the administrative requirements of grant programs.</li> <li>• Support the Manager in reviewing reported outcomes and prepare recommendations for funding to the Director.</li> <li>• Analyze materials related to funding and grant programs.</li> </ul>
<b>SCOPE</b>	<p>The Policy Intern supports problem solving activities that facilitate continual improvement for the process of policy development in the department.</p> <p>In the field of Indigenous adult learning policy, there are not many established precedents available to guide efforts. The Intern position assists in establishing this precedent by supporting the Indigenous Education Policy Advisor, Senior Indigenous Engagement Specialist,</p>

	<p>Manager and senior department and government officials with advice and support relating to strategies, policies, legislation and approaches that affect the system. To accomplish this, a wide variety of skills are required including research, analysis, strategic problem solving, and collaboration.</p> <p>The position requires the ability to think analytically, including posing important questions about policy initiatives, and understanding how those questions may apply to similar initiatives and to the broader strategic intent expressed by government. The position must have the ability to draw on and analyze information from a variety of sources and perspectives to support the development of policy stances that may be adopted by the department. This position will also assist the Indigenous Education Policy Advisor, Senior Indigenous Engagement Specialist, Manager in conveying information and advice to a broad audience including senior and executive level management from across the department and government.</p> <p>Challenging situations typically handled by Policy Intern include:</p> <ul style="list-style-type: none"> <li>• Possibly working with colleagues from all four divisions in the department, and colleagues from other departments, in the development of policy;</li> <li>• Assisting with the development of research and analysis activities to support long-term decision making;</li> <li>• Identifying and recommending solutions and/or recommended options to the Manager, with the intention of informing senior department representatives and officials about emerging issues and policies for the adult learning system;</li> <li>• Helping to ensure policy directions consider and integrate stakeholder input, department direction, political and fiscal realities, and operational feasibility, to arrive at options that reflect government direction for adult learning; and</li> <li>• Identifying opportunities for improved outcomes in the department.</li> </ul>
<p><b>KNOWLEDGE, SKILLS, &amp; ABILITIES - PRACTICAL</b></p>	<ul style="list-style-type: none"> <li>• Familiarity with the government policy development cycle.</li> <li>• Foundational understanding of relevant government/division/branch policies, programs, legislation, initiatives, business plans, and strategic direction.</li> <li>• Experience collecting, processing, and synthesizing complex data for information reporting and sharing.</li> <li>• Experience analyzing and evaluating programs, policies, and legislation.</li> <li>• Experience working with databases and manipulating data.</li> <li>• Ability to present information in a clear and concise manner.</li> <li>• Demonstrates diplomacy in written/oral communication.</li> <li>• Demonstrates the ability to work effectively with diverse groups, fostering open communication, mutual respect, and shared goals.</li> <li>• Capable of contributing to a positive team environment by building strong relationships, resolving conflicts constructively, and supporting team members to achieve collective success.</li> </ul>
<p><b>KNOWLEDGE, SKILLS, &amp; ABILITIES - THEORETICAL</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of research methodologies, techniques, processes, and analysis concepts to identify relevant information and summarize key findings.</li> <li>• Deep understanding of Indigenous histories, cultures, languages, and perspectives in Alberta, including an appreciation for the unique traditions, beliefs, worldviews, and lived experiences, as well as the impact of historical policies.</li> <li>• Comprehensive knowledge of First Nations and Métis rights and governance, including a familiarity with concepts such as Treaty Rights, including their legal and historical significance, as well as Nation-to-Nation relationship building and principles of Sovereignty, Indigenous self-determination, the importance of reconciliation, and the obligations of governments and organizations under the Truth and Reconciliation Commission's Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).</li> <li>• Knowledge of data manipulation practices using in-house software applications and Microsoft Office programs to provide findings to a diverse audience.</li> <li>• Understanding of policy, programs, and legislation development theories and processes in order to relay information regarding management principles, approaches, and methods.</li> </ul>

**DESCRIPTION OF INTERN MINISTRY PLACEMENT**

Reporting to the Manager, Indigenous Initiatives in the Partner Engagement and Student Supports Branch, the Indigenous Adult Education Policy Intern supports in developing plans for agreements, policies and programs directed at ensuring the Indigenous adult learner community is supported. The role presents recommendations and options to support the community, focusing on integration and prioritization of programs, policies and initiatives that support Indigenous adult learner needs. The position fosters and champions a collaborative approach with the Indigenous community to improve education outcomes and increase capacity to participate in developing long-term solutions and approaches. This position is responsible for undertaking qualitative and quantitative research that supports the department's programs and policies relating to Indigenous student success; this includes application of assurance methods to ensure performance metrics are met. Responsibilities also include supporting on community engagement, development of operational guidelines and drafting communication in regards to educational material, correspondence, ministry briefings and reporting.

This role acts as a focused policy consultant for the department, Indigenous education providers, and other Government of Alberta departments related to the Indigenous post-secondary education community. This role ensures that Advanced Education is actively furthering vital work with the Indigenous education community and provides dedicated support for Indigenous education providers.

**MINISTRY APPROVAL**

<b>Ministry</b>	Advanced Education	<b>Branch or Division</b>	Programs, Engagement, and Innovation – Stakeholder Engagement and Student Supports Branch
<b>Supervisor Name &amp; Signature</b>		<b>Date</b>	
<b>Expenditure Officer Name &amp; Signature</b>		<b>Date</b>	