

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

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:

Resource Access is the primary team that delivers Alberta Energy's contribution to planning initiatives associated with the Government of Alberta's Integrated Resource Management System. These accountabilities are delivered in support of the management and stewardship of Ministry energy and mineral resource systems.

Resource Access provides leadership and adopts a strategic perspective as it delivers on its policy and planning functions. Resource Access' core work is focused on supporting:

- the development, implementation, monitoring and review of Land-use Framework regional plans;
- associated policy and planning initiatives, and
- intergovernmental agreements that govern access to Crown-owned minerals.

The Senior Policy Advisor is the Alberta Energy subject matter expert (SME) on access to resources, which includes diverse and challenging land, resource and environmental policy and planning initiatives, projects and issues. The primary purpose of this position is ensuring the department's mandated interests relating to management of the Crown's energy and mineral resources are integrated into policy and project development processes. This role requires superior knowledge, collaboration and influence with cross-ministry and multi-stakeholder teams and committees to ensure Alberta Energy's perspectives and interests are integrated into natural resource and environmental policy.

Responsibilities

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

1. Represent the Ministry on Government of Alberta policy and planning initiatives, projects and issues and is a

definitive source of information ensuring clarity and certainty in regards to resource development in Alberta (e.g. resource access, operating requirements).

- Leads the Ministry's participation on cross-ministry policy and planning initiatives and collaborates with cross-ministry and industry representatives, including facilitation of and participation in multi-stakeholder teams
- This includes initiatives, projects and issues such as Land-use Framework regional plan development and implementation, species at risk planning, and other regional, sub-regional and local level planning and policy initiatives.
- Participates as the department expert on multiple cross-ministry tables, speaking to the Ministry's positions for highly complex programs.
- Advises industry representatives in relation to Department of Energy mandate, status of government plans, policy and programs and associated implications for Crown energy, mines and minerals interests, including mineral agreements and activities; responds to diverse mineral access-related enquiries from industry and other stakeholders.
- Is skilled in the areas of relationship building and creating collaborative work to ensure expert insight and analysis are effectively conveyed in multi-stakeholder environments.

2. Conducts high quality analysis and research to support development of Ministry and cross-ministry proposals and recommendations. This includes:

- Developing a shared understanding among cross-ministry partners and multi-stakeholders about Alberta Energy's obligations regarding access to resources, including impacts on aboriginal and treaty rights and Indigenous traditional uses.
- Identifying and analysing impacts for initiatives, projects and issues of varying complexity and scope.
- Customizing and developing new approaches and methods of analysis and research.
- Applying knowledge of Ministry and Government of Alberta business and priorities, including understanding of the interrelationships between the Department, its clients and relevant legislation, to policy analysis and development.
- Developing advice and recommendations as to Ministry positions in relation to Ministry and cross-ministry initiatives for consideration by Government Committees and/or the Branch Management Team, Department of Energy Executive Team, the Minister of Energy or Cabinet, as appropriate.

3. Leads the development of project management plans, monitors implementation of project plans, and Government policies and decisions in relation to key policy and planning initiatives, including ensuring deliverables and milestones are appropriately met and risks are identified and resolved efficiently. This includes:

- Identifying and analysing issues, opportunities, challenges, findings and information to provide associated advice and recommendations to Ministry representatives, as appropriate, includes soliciting feedback from Ministry, cross-ministry and industry stakeholders in relation to potential recommendations and facilitating and negotiating win-win solutions.
- Providing regular and timely updates to the Manager or Branch Management Team or Executive Team as appropriate.
- Communicating clearly to affected department branches, other ministries and stakeholders, as appropriate, to ensure shared understanding and alignment in messaging related to policy and planning initiatives and decisions.
- Project leadership, leading and directing project management, planning, consultation/engagement, communication, and advisory services are provided to execute policy implementation.

4. Leads Alberta Energy's administration and operations under the Mineral Rights Compensation Regulation (MRCR). Responsibilities include:

- Leading evaluation of MRCR compensation applications and calculating compensation owing to any Crown

mineral interest holder whose agreement is cancelled for public interest reasons.

- Developing and implementing the compensation process, including the verification of any claimed expenditures, and records management.
- Coordinating the review of historical/archived records and customizing review processes when this information is unavailable.
- Organizing and leading meetings with departmental subject matter experts in law, compliance and assurance, geographic information services, and Crown mineral agreement administration.
- Drafting written materials, including memoranda, decision documents, correspondence and briefings.
- Serving as the department expert on all matters related to MRCR policy and application.

5. Verbally briefing and providing ongoing informal advice to senior and executive management as the definitive source of knowledge on the risks and opportunities posed by IRMS surface planning to Crown minerals interests. Provides leadership and coordination for policy and project implementation activities associated with key initiatives. This includes:

- Providing expert advice through the identification of potential impacts to Energy's mandate that could be triggered by the implementation of surface planning initiatives.
- Demonstrating expertise in Land-use Framework regional plan development and implementation.
- Leading and participating in meetings and committees of a Ministry and cross-ministry nature pertaining to IRMS policy and planning initiatives to ensure reasonableness of processes and content throughout all phases of the policy cycle.
- Developing position papers, presentations, reports, information letters, correspondence, briefings and other key documents pertaining to policy initiatives, projects and issues.
- Collaborating with Ministry and cross-ministry colleagues to support coordination and integration of activities, identification of options and recommendations, and negotiation of solutions.

6. Direct supervision of junior staff, including the provision of mentoring services to develop their knowledge, experience and skills. The mentorship role includes consistent knowledge transfer in the Senior Policy Analyst's areas of expertise to ensure continual capacity and knowledge building within the department. This mentorship role is with junior staff as well as peers and management across the department, which allows for well informed decision making at senior and executive levels. Supervisory responsibilities include:

- Providing day-to-day supervision, including identification of work priorities and performance management.
- Ensuring staff meet performance expectations and providing support to team members.

Problem Solving

Typical problems solved:

Although focused on issues related to land use and resource and environmental management, the Senior Policy Advisor interacts extensively with stakeholders and partners with varied backgrounds, interests and perspectives. The Senior Policy Analyst must be able to influence others and lead and participate in discussions on challenging issues and policy questions towards achieving strategic objectives. This position is expected to anticipate the potential effects of proposals, ask the appropriate questions, and bring issues and options forward for consideration by senior department staff and Executive as appropriate.

Examples of difficult and challenging situations faced by the Senior Policy Advisor:

- The Senior Policy Advisory will lead or be an active contributor in complex, controversial, politically-sensitive, multi-ministry projects with significant implications for the GOA, industry, other stakeholders, and Indigenous communities;
- For most issues there are few established solutions, therefore, innovative approaches and solutions to address the emerging issues must be developed;
- The work environment contains many unknown and constantly changing elements as opportunities and decisions are shaped by high-level political situations involving multiple ministries and stakeholders;

- The politically sensitive nature of the work requires mental agility, integrative thinking, often having to change strategies and approaches at-speed to promote desired outcomes.

Deliverables will be challenged to be accurate, balanced, and delivered on often tight timelines and often without prior template or precedent.

Types of guidance available for problem solving:

This position is expected to maintain a broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource systems.

The Director provides general guidance and performance oversight, reviewing work for alignment with government goals and strategic outcomes, while the Senior Policy Advisor is accountable for their own quality of analysis, recommendations and solutions provided and professional judgment. The director is responsible for linking policy complexities across files that are beyond the scope of the Senior Policy Analyst's role.

Direct or indirect impacts of decisions:

The impact of decisions and recommendations made by the Senior Policy Analyst are considerable - province-wide, with national economic and environmental impacts. Decisions made and decisions recommended by the position have the potential for significant implications for the energy and minerals industries and the environment, including regional and community level socio-economic and environmental outcomes. Decisions and recommendations affecting the ability of industry to access mineral resources can also have implications for the Ministry of Energy and Crown revenue, including the sale of Crown mineral rights and potential for mineral rights compensation. Issues are complex and often politically sensitive. This position is expected to maintain a broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource systems.

Although focused on issues related to land use and resource and environmental management, the Senior Policy Advisor interacts extensively with stakeholders and partners with varied backgrounds, interests and perspectives. The Senior Policy Analyst must be able to influence others and lead and participate in discussions on challenging issues and policy questions towards achieving strategic objectives. This position is expected to anticipate the potential effects of proposals, ask the appropriate questions, and bring issues and options forward for consideration by senior department staff and Executive as appropriate.

The Senior Policy Advisor works within the parameters of established legislation, regulations and the IRMS framework, with significant discretion in determining how responsibilities are performed. The Manager provides general guidance and performance oversight, reviewing work for alignment with government goals and strategic outcomes, while the Senior Policy Advisor is accountable for their own quality of analysis, recommendations and solutions provided and professional judgment. The Manager is responsible for linking policy complexities across files that are beyond the scope of the Senior Policy Analyst's role. The comprehensiveness of engagement, consultation and advice provided to clients and stakeholders is critical, with the work of the Senior Policy Advisor also evaluated based on the effectiveness of partnerships and working relationships established with the wide variety of stakeholders and clients. The position is tasked with ensuring appropriate technical staff are contacted on various files, requiring significant organizational awareness and strong relationships. The work of several units (e.g. Resources Mapping and Analysis, Engineering, Geoscience, Tenure Operations, Coal and Mineral Development, Finance, Justice Legal Services) is regularly impacted by the decisions and analysis of the Senior Policy Advisor.

This position is delegated considerable independence to exercise judgment when presenting results of research and analysis and associated recommendations to senior representatives and cross-ministry colleagues, developing policy options and recommendations, and prioritizing responsibilities. As a member of cross-ministry teams the role of which is to undertake complex and real-time analysis of planning files, the Senior Policy Advisor is empowered to speak on behalf of the department and make in-meeting decisions to advance solutions. Matters with the potential to significantly impact Ministry operations, resource allocation, or client and stakeholder relations are referred to and discussed with the Manager, and Branch management team. Matters with significant precedent-setting possibility are referred to the Manager.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Advisor has regular and ongoing contact with:

- Branch and Ministry representatives to exchange information, resolve issues, ensure Ministry priorities are appropriately considered, and provide consultation, advice and recommendations;
- Representatives of other municipal, provincial and federal departments and agencies to exchange information; resolve issues; and represent Ministry interests in relation to plan and policy development and implementation and other related initiatives and issues; and
- Stakeholders, including industry associations and energy and mining companies, and other diverse stakeholders to exchange information, provide consultation and advocacy, represent Ministry interests, and coordinate activities in relation to policy-related initiatives.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Public Administration	Other	

If other, specify:

Public Policy, Environmental and Resource Management, economics, other related

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

Approximately five-years experience in land use policy and planning or equivalent is recommended.

The Senior Policy Advisor requires comprehensive, expert level knowledge of:

- Alberta's Integrated Resource Management System, as well as policy development processes within the Ministry and government;
- Energy's tenure systems and associated procedures;
- The Land Use Framework and associated regional plans;
- The Mineral Rights Compensation Regulation;
- Clients and stakeholders affected by the Ministry mandate, including relevant governments, organizations, committees, advisory groups, and representatives;
- The political environment within which the Ministry operates and government decision-making processes;
- Aboriginal and treaty rights and traditional land uses;
- Relevant legislation, regulations and policies, including Alberta's non renewable resource regulatory systems;
- Federal government processes that impact Ministry initiatives, such as familiarity with federal environmental requirements, land use management and planning processes and their application to local through provincial policy issues;
- The Ministry business plan, organizational structure and strategic priorities; and
- Government strategic and policy directions and priorities as they relate to the Ministry mandate and priorities.

The Senior Policy Advisor requires strong and demonstrated:

- Leadership skills;
- Project management skills, including ability to coordinate, support and/or lead diverse, multi-stakeholder initiatives;
- Superior stakeholder and Indigenous community relations skills and demonstrated successful approaches in managing difficult issues and conflict resolution;
- Time-priority management and organizational skills;
- Written and verbal communication skills;
- Consultation, engagement, interpersonal and facilitation skills, including ability to develop solutions and recommendations for challenging issues involving a variety of interests, perspectives and implications;
- Negotiation and conflict resolution skills, including ability to work with others with diverse interests that results in insightful options to present to decision-makers;
- Analytical, research, and problem-solving skills, including ability to synthesize and analyze complex information obtained from broad and varied sources, and develop options and recommendations for the consideration of senior decision-makers;
- Ability to use innovation and continuous improvement to achieve effective outcomes;
- Commitment to respecting the contributions and opinions of others, and conducting themselves professionally and with integrity at all times; and
- Computer skills using business productivity software and programs used to carry out job responsibilities, including Microsoft Outlook, Word, Powerpoint, and Excel, Alberta Mineral Information, and GeoDiscover.

The Senior Policy Advisor must be able to:

- Consistently demonstrate initiative and professional judgement;

- Provide high quality deliverables and operate effectively within a complex organization and continually changing business environment;
- Quickly become familiar with new or newly relevant pieces of legislation, including those outside the mandate of the Department of Energy (e.g. *Public Lands Act*, *Provincial Parks Act*);
- Quickly review, understand, and administer formal agreements and contracts;
- Understand the social, economic, political and environmental implications associated with environmental and sustainable resource development policies and projects;
- Pro-actively anticipate and plan for requirements of Ministry, Government of Alberta departments, diverse clients and stakeholders;
- Prioritize actions effectively in order to respond to numerous, diverse challenges and demands in a timely manner, including being adaptable and flexible when faced with changing situations and priorities;
- Identify and monitor sensitive issues and develop appropriate responses and recommendations;
- Identify emerging trends, issues and opportunities relating to project management and policy analysis functions;
- Develop and maintain collaborative working relationships with colleagues, clients, stakeholders and other affected parties;
- Maintain a strategic focus while delivering results at both the strategic and operational level; and
- Function successfully independently as well as lead and contribute effectively within team environments.

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	☐	☐	☐	☒	☐	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	Nearly all aspects of the Senior Policy Advisor's role will require advanced systems thinking skills. For example, land use planning may require consideration of environmental impacts and objectives, Indigenous rights, treaties, federal-provincial relations, existing Crown mineral agreements, GOA strategy and policy for new Crown mineral agreements, economics, species at risk, etc. As an expert in all these areas, the Senior Policy Advisor will be required to recognize the nuances and interconnections, and ensure options and impacts are effectively communicated to decision-makers within Energy.
Creative Problem Solving	☐	☐	☐	☒	☐	Works in open teams to share ideas and process issues: • Uses wide range of	The Senior Policy Advisor consistently operates in a complex, multi-stakeholder environment where the core

		techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	issues and problems may not be known or well understood. Problems are likely to be multifaceted, and often involve are the result of cumulative impacts. Solving these problems requires in depth knowledge of Alberta's subsurface and surface policy systems, the willingness and ability to think about problems in new ways, bring in the right people, and develop new solutions with no known precedent.
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Surface access and land use planning issues are complex. While some files, such as regional plans, can take years to complete, there are also times when a new or changing issue may become a priority on extremely short notice. A good example would be new litigation. The Senior Policy Advisor will need to approach such circumstances with a positive attitude and be capable of successfully managing competing demands on their time and for their expertise.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: • 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	This role requires superior knowledge, collaboration and influence with cross-ministry and multi-stakeholder teams and committees to ensure Alberta Energy's perspectives and interests are integrated into natural resource and environmental policy. Both internally and externally, the Senior Policy Advisor will need to build environments where open and respectful

			dialogue dealing with complex and sensitive issues are supported. They will also need to speak confidently about Alberta Energy's mandate, management systems and positions in such forms.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signatur

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature