

### Update

Ministry

Arts, Culture and Status of Women

#### Describe: Basic Job Details

##### Position

Position ID

Position Name (30 characters)

Community Development Officer

Current Class

Program Services 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

##### Employee

Employee Name (or Vacant)

##### Organizational Structure

Division, Branch/Unit

CCD, ComEngagement, Community Development

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Sr. Manager Ecosystem and P2

Supervisor's Current Class

Senior Manager (Zone 1)

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

2022-04-01

Responsibilities Added:

none

Responsibilities Removed:

none

##### Job Purpose and Organizational Context

Why the job exists:

JOB PURPOSE AND ORGANIZATIONAL CONTEXT  
Alberta Arts, Culture and Status of Women celebrates diversity, gender equality, and supports the development and sustainability of Alberta's cultural industries, the arts, heritage and the non-profit and voluntary sector.

The Community Engagement Branch supports the broader non-profit and voluntary sector to build and strengthen their human and financial capacity by:

- providing financial assistance;
- building the management, leadership, operational and adaptive capacity of organizations through facilitation and training on governance, leadership, and skill development;
- identifying and addressing broader non-profit sector issues and initiatives through gathering and analyzing meaningful data on the sector, and undertaking research on key sector trends to inform and set policy direction;
- building cross-sector partnerships and collaborations to achieve shared goals; and
- building awareness of the critical role of the non-profit sector in building a strong Alberta economy and healthy and vibrant communities.

The Community Development Unit (CDU) supports the Branch by delivering a dual mandate to build the human and social capacity of the non-profit sector, and to support the Government of Alberta with strategic decision making and public participation. The Unit delivers these dual mandates through expertise in non-profit management and governance, expert facilitation, process design, group decision making, and adult learning. Services are targeted at community leaders, organizations, networks, Civil Society and the Government of Alberta. Taking a capacity building approach, the CDU works at the individual, organizational, government, and ecosystem level to meet non-profit sector needs, address complex community issues and make positive contributions to the lives of Albertans. The CDU's long-term outcome is a strong, engaged, and collaborative nonprofit sector, that creates resilient communities.

The Community Development Unit (CDU) supports the broader non-profit and voluntary sector (NPVS) and community organizations by:

- Building the management, leadership, operational and adaptive capacity of organizations through facilitation and training on governance, leadership, planning, and decision making;
- Building the human and social capital of the NPVS and community organizations.
- Building the capacity for strategic dialogue, decision-making, and citizen informed policy by Executive Leaders in the Government of Alberta.

This is a senior staff position. The Community Development Officer (CDO) is the front-line delivery staff for capacity building services provided to the non-profit/voluntary sector, community-based organizations, and government. The CDO uses expert knowledge of facilitation theory and practice, strategic planning, public engagement, consultation theory, group dynamics, adult learning, systems thinking and systemic design, non-profit governance and applied best practices to deliver successful projects. The CDO will use their unique understanding to design and deliver customized projects that respond to the organizational needs of non-profits and government. This position is a highly independent one with considerable autonomy in schedule, resource allocation, approach, and reporting, all with broad leeway to deliver on projects and assignments. This position will often interact and work closely with government executives, community leaders and elected officials. High level of professionalism, communication and judgement are required.

Reporting to their Senior Manager, the CDO works with:

1. External stakeholders to build the capacity of the non-profit sector and Civil Society by:

- Conducting jurisdictional and environmental scans identifying issues, opportunities, and interventions for the broad non-profit sector.
- Leading and managing a full project lifecycle, from issue identification, solution design, implementation, and reporting.
- Enhancing non-profit sector resilience using expert knowledge of systems thinking, research, project management, facilitation, social innovation, public engagement, non-profit governance, strategic planning, and capacity building theories and techniques to deliver successful projects.

- Building cross-sector partnerships to identify shared goals and address wicked system issues.
- Providing leadership and working collaboratively with internal and external stakeholders to identify and evaluate opportunities and/or issues, co-create design and develop strategies including evaluation and coordination of collaborative cross sector/cross government initiatives for sector/system level change.

## 2. Government of Alberta Ministries to:

- Provide consultation services and specialized and expert advice in the areas of the non-profit sector, social innovation, and public/stakeholder engagement.
- Designing and delivering strategic dialogue and public engagement projects for Government of Alberta Ministries.

## Responsibilities

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

### **Strengthen the resilience and systemic conditions of the non-profit sector through strategic analysis, innovation, and capacity-building initiatives.**

- Conduct strategic scans - perform jurisdictional and environmental analyses to identify systemic challenges, leverage points, and opportunities for sector enhancement.
- Apply innovative frameworks - use systems thinking, research, and social innovation methodologies to design impactful, sector-wide initiatives tailored to address complex challenges.
- Project and initiative development - collaborate with sector representatives to create and refine project and initiatives that address emerging trends and challenges.
- Lifecycle project management - lead projects from problem identification to solution implementation and evaluation, ensuring alignment with sector and stakeholder needs.
- Stakeholder engagement - foster trust and collaboration with clients and stakeholders by clarifying roles, responsibilities, and commitments to achieve shared goals.
- Partnerships for impact - establish and sustain strategic partnerships that address complex, systemic issues and drive collective impact within the sector.

### **Effective design and delivery of government public engagement and strategic dialogue projects**

- Expert consultation and capacity building support - serve as a trusted expert in public engagement by providing evidence-based guidance, tools, and templates to clients and stakeholders. Offer coaching and capacity-building support to empower government colleagues to independently manage public engagement projects while clarifying issues, assessing needs, and addressing risks.
- Designing, planning and implementation - design, implement, and oversee tailored engagement and strategic dialogue projects, ensuring alignment with government priorities and the diverse needs of stakeholders.
- Risk and opportunity management - identify and address risks, barriers, and opportunities in engagement processes, ensuring integrity, focus, and diligence throughout planning and execution.
- Stakeholder-centric customization - adapt and customize engagement processes to meet the distinct needs and interests of various stakeholders, while upholding the International Association of Public Participation (IAP2) values of meaningful participation and informed decision-making.
- Influencing and negotiation - influence decision-makers and negotiate on behalf of the Ministry to achieve mutually beneficial outcomes that support public engagement goals without direct hierarchical authority.
- Insight development and knowledge transfer - produce detailed reports, actionable insights, and knowledge-sharing initiatives to inform policy decisions and enhance competency within the organization.

### **Deliver customized services and projects that build human and social capacity in the non-profit sector by leveraging**

**expertise in project management, facilitation, process design, and systemic design principles.**

- Project management - apply tailored project management processes and best practices, tools, and methodologies to define project scope, negotiate terms, and establish deliverables. Schedule, monitor, and adjust project performance using standard tools while adhering to tight deadlines and optimizing resource utilization. Produce clear status reports and address issues with clients and management to ensure transparency and alignment.
- Customized design and delivery - analyze organizations and their broader environments to appropriately diagnose needs and design appropriate processes to achieve intended outcomes. Translate client business goals into a clear and actionable project vision. Design and implement innovative services and projects using systems thinking and capacity-building approaches. Enhance organizational capacity through tailored interventions aligned with the specific needs of non-profit stakeholders.
- Facilitation - develop detailed processes designs and plans as well as facilitation guides to guide clients and participants towards their desired outcomes. This includes applying expert knowledge in process design (a series of deliberately sequenced activities intended to lead to projected outcomes) and expert knowledge and application of a wide range of facilitation methods. Creates and sustains participatory environment, demonstrates effective participatory and interpersonal skills, manages group conflict, and fosters group creativity.

**Advance the goals of the non-profit sector through collaborative partnerships, strategic coordination, and co-created solutions addressing cross-sector challenges.**

- Build and maintain collaborative relationships - foster partnerships between government, non-profits, community organizations, and civil society to advance sector goals.
- Co-create and implement strategic initiatives - design and execute strategies with stakeholders to address cross-sector priorities and drive systemic change.
- Facilitate multi-stakeholder consensus and coordination - lead processes to align diverse interests, build consensus on goals and deliverables, and ensure coordinated action.
- Manage cross-sector collaborative efforts - coordinate initiatives across government ministries and external sectors, aligning them with broader priorities and objectives.
- Monitor trends and adapt strategies - continuously analyze the non-profit and public service landscapes to identify emerging issues and adjust strategies to remain relevant and effective.
- Evaluate outcomes and drive impact - assess the effectiveness of partnerships and initiatives to ensure systemic impacts align with sector objectives and stakeholder expectations.

**Provide specialized coaching, consultation, and expert advice in non-profit governance, facilitation, and public/stakeholder engagement to strengthen organizational capacity and support policy development.**

- Capacity building - deliver expert advice on social innovation, social finance, business model development, non-profit governance, outcome measurement, and evaluation to enhance sector effectiveness.
- Provide advise to leadership - liaise with government and external stakeholders to advocate for the sector's needs and shape policy directions that support capacity building and network development.
- Promotion of best practices - guide government, community leaders, and elected officials on best practices in facilitation and stakeholder engagement to support informed decision-making.
- Cross-sector collaboration - partner with government bodies and community organizations to provide expert advice on behalf of the Government of Alberta, ensuring alignment with broader strategic goals.
- Policy contributions - collaborate with Ministry and Government of Alberta teams to contribute to policy development in areas of expertise, ensuring relevance and impact.
- Coaching and consultative support - develop and deliver coaching and capacity-building initiatives to empower Ministries in independently facilitating public engagement projects and managing stakeholder relations

effectively.

**Provide leadership and operational excellence within teams, units, branch and ministry to drive strategic goals, enhance capacity, and ensure successful execution of initiatives.**

- Oversee large-scale initiatives - coordinate efforts across internal and external teams to deliver impactful projects aligned with organizational objectives.
- Coach and mentor stakeholders - build capacity within the organization and sector by providing coaching and mentoring to colleagues and team members.
- Deliver situational leadership - address operational challenges with solutions-focused leadership and provide support to management teams as required.
- Lead and support teams - lead both internal and external teams/projects, ensuring alignment with strategic goals and effective collaboration.
- Maintain alignment with strategic and operational direction- understand, communicate, and uphold Unit, Branch, and Ministry expectations while actively participating in cross-Branch initiatives.
- Drive strategic collaboration - foster partnerships and influence decision-makers to align projects with broader organizational goals.

**Demonstrates a positive professional attitude while continuously advancing knowledge and expertise in facilitation, strategic planning, social innovation, and stakeholder engagement to enhance organizational effectiveness and sector-wide practices.**

- Regularly engages in self-assessment and reflection to ensure alignment between personal behavior and professional values, adapting style to meet the needs of clients and the CDU/Branch.
- Models neutrality by maintaining an objective, non-defensive, and non-judgmental stance in all interactions.
- Pursues ongoing research and professional development in relevant fields, staying informed on sector trends to provide timely, informed guidance.
- Shares knowledge and insights through workshops, reports, and presentations to promote sector-wide best practices and foster continuous improvement.

**Problem Solving**

Typical problems solved:

**Complex project and stakeholder management**

- **Coordination of high-profile projects** - contributes to and/or manages complex and politically sensitive projects (often with significant implications for government policies and legislation) ensuring successful facilitation and coordination with diverse stakeholders.
- **Facilitation in high-profile initiatives** - works on projects that have a provincial impact on policy, program reviews, and funding priorities, interacting with various stakeholders.
- **Influence without positional authority** - often interacts with key decision-makers, including executives and elected officials, without formal authority, requiring influence and negotiation.
- **Handling complex systemic issues** - deals with issues that exceed the scope of any one organization, often involving sensitive political, local, and regional matters. The manager needs to balance competing interests and develop solutions without clear precedents or guidance.

**Conflict resolution and facilitating complex interactions**

- **Balancing complex interactions** - must design and lead strategies for balancing competing interests, managing

politically sensitive matters, and resolving conflicts that involve multiple stakeholders with varied priorities.

- **Facilitating polarization and conflict** - **must** successfully facilitate polarization, conflict, and diversity issues with participants having varied educational, ethnic, economic, cultural, social, and emotional/physical ability capacities.
- **Emotional and value-based issues** - they work on initiatives that are morally and emotionally charged, requiring strong interpersonal skills to manage sensitive topics.

#### **Cross-sector collaboration and capacity building**

- **Designing and leading public engagement** - designing and implementing public engagement strategies, capacity-building offerings, and initiatives aimed at strengthening sector-wide practices, particularly for nonprofit organizations.
- **Collaboration on cross-sector projects** - work closely with colleagues on initiatives involving both government and community organizations, facilitating collaboration to improve outcomes.
- **Integrating community development and capacity principles** - participates in multidisciplinary teams that integrate principles of community and capacity development to ensure sustainable project outcomes.

#### **Professional development and sector knowledge**

- **Professional expertise** - responsible for maintaining expertise in facilitation, strategic planning, and sector trends to offer guidance, anticipate future challenges, and ensure the application of best practices.
- **Continuous learning and knowledge sharing** - engage in continuous learning to stay current with evolving processes, models, and research, ensuring their work remains relevant to the ministry's goals.
- **Sharing knowledge through engagement** - share their expertise by facilitating workshops, engaging in discussions, and promoting sector-wide best practices.
- **Sector-wide knowledge communication** - **must** communicate the complexity of the nonprofit sector and continually advocate for its importance in building healthy communities.

#### **Types of guidance available for problem solving:**

The guidance available for this position is primarily based on independent research, knowledge development, and the application of leading-edge methodologies. As there is no comparable combination of expertise and service in the province or any other government in North America, the position must continuously develop its own expertise by utilizing systems thinking, systemic design, and best practices from a variety of sources. These approaches are then adapted and applied to the provincial, regional, and local contexts as needed.

The role also involves a high degree of autonomy, with decision-making largely guided by the incumbent's expertise, judgment, and political acumen. There are no predefined solutions or step-by-step instructions for problem resolution, so the position requires the ability to strategically design and provide tailored solutions that meet sector-specific or governmental needs. While there is significant independence, the role also demands quick decision-making in high-pressure situations, where there is no time for consultation or research. The incumbent is expected to collaborate with colleagues, share knowledge, and leverage experiential learning, while maintaining a keen awareness of the government's organizational dynamics and political sensitivities. This requires sound judgment on when to involve senior leadership based on the sensitivity of the project.

#### **Direct or indirect impacts of decisions:**

**Direct**

The role has a direct impact on Albertans through its work with the non-profit and voluntary sector, which includes over 27,000 organizations contributing significantly to the province's economy, generating \$5.5 billion in GDP, and employing hundreds of thousands of individuals, including volunteers. By addressing systemic issues within the non-profit sector ecosystem, the position helps strengthen Alberta's social fabric and ensures that community needs are met. Additionally, the design and delivery of public participation and engagement projects for Government of Alberta (GoA) ministries directly influence critical areas such as legislative frameworks, funding models, and program development. Examples include shaping decisions on Safe Drug Injection Sites, Condominium Regulations, and Workers Compensation Board Panels.

**Indirect:**

The role also has an indirect impact by influencing the broader policy environment and shaping long-term strategies that affect the lives of all Albertans. Through strategic dialogue discussions and stakeholder engagement, decisions made in this position indirectly influence the direction of public policies and community initiatives that enhance the province's social, economic, and political landscape. The work conducted also helps foster collaboration and understanding across sectors, contributing to sustainable outcomes that benefit communities and individuals across Alberta.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal:

- Elected officials including Ministers and MLAs, Mayors and Reeves, task force and review committees - as required due to public engagement projects on behalf of the Government of Alberta.
- Government Executive Leaders, Deputy Ministers, Assistant Deputy Ministers, Executive Directors, Directors and Managers from across the government in the design and delivery of public engagement and strategic dialogue projects. Interactions include negotiation, information sharing, advice, relationship building and collaboration.
- Members of Agencies, Boards and Councils - as required to support strategic dialogue and public engagement projects on behalf of the Government of Alberta.
- Community Engagement Branch Executive Director -monthly interaction. Reporting, information sharing, providing advice, issues management and recommendations on Branch priorities.
- Community Development Unit Director - weekly to monthly interactions depending on projects. Reporting, information sharing, providing advice, issues management and recommendations on Branch priorities.
- Community Development Unit staff - Daily interaction. Collaboration on the design and delivery of projects and initiatives.
- Other GOA government contacts - interaction consists of information sharing and gathering, collaboration, negotiating services, consultation, relationship building.

### External

- Non-profit and voluntary sector leaders - interactions consists of consultation, relationship building, information sharing and building partnerships to deliver ecosystem level projects.
- Provincial networks - interaction consists of consultation, relationship building, information sharing.
- Private sector networks - interaction consists of information sharing, advice, and collaboration on projects.
- Post secondary institutions - interactions consist of information share, advice and collaboration on projects.
- National networks - quarterly, interactions consist of consultation, relationship building, information sharing.
- Other governments (provincial, Canadian and international) - Interaction consists of information gathering,

relationship building.

- Indigenous Peoples and all associated governance, formal and informal groups.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Business

Designation

If other, specify:

Non-Profit Management, Business Management, Public Administration, or related field,

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

### Post Secondary Education:

University Degree in Non-Profit Management, Business Management, Public Administration, or related field, plus 6 years progressively responsible related experience is required. Master's Degree is preferred. Equivalencies of directly related experience or education on a one-to-one basis may be considered.

### Job Specific Experience

- **Facilitation and public participation:** Expertise in facilitation theory, group dynamics, and public participation practices, including the design, planning, and delivery of both in-person and online engagement processes. In-depth knowledge of facilitation, stakeholder engagement, and strategic dialogue techniques. Proficient in managing group dynamics and fostering group development to ensure effective outcomes.
- **Sector knowledge:** Deep understanding of non-profit and voluntary sector operations, governance systems, and the unique challenges and opportunities within Alberta's sector, including its economic contributions and sector resilience. Extensive knowledge of the legislative and policy mechanisms within the Government of Alberta (GoA) and their impact on the non-profit sector. Strong grasp of the interests, sensitivities, and operations of Alberta's non-profit organizations, and the governance and financial practices involved.
- **Strategic and organizational expertise:** Advanced knowledge of strategic planning, systems thinking, and systemic design, including the ability to synthesize large volumes of information and distill key issues for decision-making. Extensive knowledge of policy and program development, including legislative processes, analysis, options development, and performance evaluation. In-depth understanding of ministry goals, policies, and priorities, as well as the impact of other GoA ministries' programs on the non-profit sector.
- **Leadership and management:** Expertise in leadership, organizational development, and team-building, including the ability to manage complex projects, priorities, and resources. Proficient in time management, project management, and coaching and mentoring practices. Strong knowledge of organizational behavior, governance, and situational leadership.
- **Research and analytical skills:** Advanced research skills to analyze and synthesize complex, multi-faceted issues, including social innovation, collective impact, and legislative frameworks. Knowledge of research methodologies, data collection, and statistical and financial analysis techniques. Ability to conduct situational analysis and assess group dynamics, intervening appropriately to facilitate resolution.

### Technical Competencies:

- **Facilitation techniques:** Skilled in facilitating discussions, designing process plans, and guiding groups to achieve shared goals, applying advanced facilitation methods. Expertise in facilitating contentious or emotionally charged discussions while maintaining neutrality, objectivity, and focus on outcomes.
- **Problem-solving and decision-making:** Strong problem-solving skills, with the ability to identify issues, develop solutions, and evaluate options under pressure. Proficient in decision-making processes, including evaluating competing priorities, analyzing complex issues, and implementing strategic solutions.



- **Communication and interpersonal skills:** Advanced written and verbal communication skills for clear and effective presentations, reports, briefing notes, and stakeholder engagement. Exceptional interpersonal skills for building relationships, influencing decisions without authority, and managing diverse, competing interests.
- **Project management:** Expertise in managing multiple, complex projects simultaneously, including setting priorities, managing resources, and overseeing team activities. Skilled in overseeing the design, implementation, and evaluation of projects and initiatives.
- **Adaptability and leadership:** Ability to adapt quickly to changing priorities, contexts, and environments, maintaining flexibility while leading teams and managing tasks. Capability to function effectively under pressure, using tact, diplomacy, and good judgment in complex and sensitive situations.
- **Relationship building and stakeholder engagement:** Proficient in managing relationships with internal and external stakeholders, including government officials, non-profit organizations, and community leaders. Expertise in handling sensitive issues, building trust, and managing conflicts within collaborative environments.
- **Analytical and strategic thinking:** Highly developed strategic thinking abilities, including systems thinking, to understand and manage complex social and organizational systems. Expertise in assessing and interpreting complex issues, agreements, and legislation, and influencing outcomes through effective communication and collaboration.

**Travel and geographic area:**

The CDO will be expected to deliver service across Alberta, be able to travel away from home and maintain a valid driver's license.

**Non-Standard work hours:**

This role requires non-standard work hours. Governed by the Master Agreement, frequent availability for early mornings, late evenings and weekends are common and required for this position.

**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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Builds trust to fairly represent every party: <ul style="list-style-type: none"> <li>• Uses network to identify opportunities</li> <li>• Establishes credibility and common purpose with a range of people</li> <li>• Actively represents needs and varying groups</li> <li>• Creates strategic impression by inspiring and connecting with values and beliefs</li> </ul>	Builds trust and rapport with internal and external stakeholders to share information and collaborate to achieve mutual goals.  Work with system stakeholders to identify systemic issues/ challenges and co-create solutions.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> <li>• Generates new ways of thinking; ensures right questions are being asked about a problem</li> </ul>	Design, develop and implement an innovative and co-created solution to systemic issues in the non-profit sector.  Provide advice and

		<ul style="list-style-type: none"> <li>• Eliminates barriers to creativity and innovation</li> <li>• Encourages a culture of innovation</li> </ul>	<p>recommendations to a variety of government officials on the non-profit and charitable sector.</p> <p>Identifies creative solutions to complex public/ stakeholder engagements and strategic dialogues and assessing and identifying new / different tools and techniques to achieve outcomes.</p>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>Working with clients (government and sector) to identify factors in a complex problem, analysis, explore options, and make decisions.</p> <p>Understand the connection and interplay between the capacity and issues at organizational and system sector</p> <p>Strong organizational awareness of the relationship between the provincial government and the nonprofit sector</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Builds trust and rapport with internal and external stakeholders to share information and collaborate to achieve mutual goals.</p> <p>Develop working partnerships, clarifying mutual commitment, developing consensus on tasks, deliverables, roles and responsibilities, demonstrate collaborative values, plan and design methods and processes that foster open participation with respect for client culture and participant diversity.</p> <p>Works with stakeholders with competing priorities to identify opportunities to collaborate. Facilitates</p>

<p>Drive for Results</p>	<p>○ ○ ○ ● ○</p>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>challenging conversations.</p> <p>Excellent professional judgement is essential given the politically sensitive nature of information dealt with and the often conflicting perspectives, expectations and priorities of stakeholder and partners.</p> <p>Challenges encountered often have little in the way of precedent, with the staff relied on to identify and develop unique solution to complex issues. This position is a leader in promoting constructive change and championing innovative course of action, with the goal of providing client focused resources to support community engagement, inclusiveness and capacity development.</p>
<p>Agility</p>	<p>○ ○ ○ ● ○</p>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>Is able to adapt to meet changing priorities while adhering to project timelines.</p> <p>Developing customized processes and resources to meet clients underlying needs and meet objectives.</p> <p>One size does not fit all. Making decisions on interventions based on situation and adapting to fit it</p> <p>Adjusting approach, sometimes on the spot in front of group, when changes in the group/ project warrant it.</p> <p>Open perspective on stakeholder's concerns and ideas</p> <p>Can perform effectively in stressful and difficult circumstances like a politically sensitive</p>

			stakeholder engagement
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**Benchmarks**

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

025PS49 Farmer's Market Specialist?  
025PS53 Senior Policy Advisor Health?

**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 Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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