

Working Title Director, Policy Innovation & Intergovernmental Relations	Name
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Position Number [REDACTED]	Reports to Position No., Class & Level ED	Division, Branch/Unit Consultation and Land Claims, Strategic Engagement and Policy Innovation Branch	Ministry Indigenous Relations
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Present Class SM2	Requested Class SM2	Levels to Deputy Minister (Not including incumbent level) 3
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Dept ID	Program Code [REDACTED]	Project Code (if applicable)
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POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide, [Page 7](#)).

The *Strategic Engagement and Policy Innovation* (SEPI) branch is a Centre of Excellence within the Consultation and Land Claims (CLC) division. SEPI provides a strong foundation of policy development, strategic engagement, expert advice and relationship building through education, training, and capacity funding to ensure Alberta fulfills its duty to consult in matters related to land and natural resource development and management while considering the needs of all parties; including Indigenous communities, industry, municipalities and regulators. The Branch also leads the development of ministry strategic policy and intergovernmental relations.

The SEPI branch is comprised of complimentary and interconnected business teams that focus on:

- *Strategic Engagement*
- *Education and Capacity Building*
- *Land Policy and Strategic Policy Innovation, and*
- *Knowledge Management.*

Together the SEPI units work in concert to develop strategic policy positions and province-wide consultation policies, guidelines and best practices; develop tools and education resources to support effective and efficient engagement and consultation; and, provide capacity funding to support Indigenous communities’ participation in meaningful consultation and engagement.

SEPI supports government priorities by working closely with the Integrated Resource Management System (IRMS) departments and providing expert advice to facilitate the inclusion of Indigenous perspectives in the development and implementation of regional plans under Alberta’s Land Use Framework and contributing to various government initiatives which support reconciliation.

Reporting to Executive Director, the Director Policy Innovation and Intergovernmental Relations is responsible for:

- Developing and integrating the ministry’s strategic policy and land policy in alignment with overarching ministry and GoA frameworks, approaches, priorities and relevant case law;
- Liaising with federal/provincial/territorial counterparts across Canada and with other Ministries in the GoA, including Executive Council;
- Leading the development of strategic policy documents and materials, and provides expert advice to support Executive Team, Assistant Deputy Ministers, the Deputy Minister and the Minister of Indigenous Relations, as well as officials in other Ministries;
- Collaborating, and leading cross-ministry groups in development of government-wide Indigenous policy frameworks (Indigenous Self Government Policy Framework, Cumulative Effects Framework, etc.) and

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

responsible for maintenance and dissemination of existing cross-government policies (Aboriginal Policy Framework, etc.) to inform and guide department officials' responses to specific initiatives;

- Tracking and identifying emerging trends and developments in relevant policy initiatives across the GoA, in other jurisdictions, at the federal level and in national Indigenous organizations;
- Identifying policy challenges and opportunities, as well as developing policy solutions to advance the Indigenous perspective across government and other policy sectors;
- Leading foresight analysis and development by directing focused e-scanning, synthesized analysis, reporting and recommendations to inform and facilitate responses to emerging issues of import for the Ministry and Indigenous peoples;
- Supporting SEPI to create and sustain SEPI as a Centre of Excellence regarding Indigenous strategic policy advice, engagement and consultation policy on land and natural resource development; and
- Sustaining strong internal and external relationships that facilitate policy development that other areas of the Ministry may implement efficiently.

The Director is accountable for representing the Ministry of Indigenous Relations and the Government of Alberta in cross ministry and federal/provincial/territorial policy forums and discussions; and for advancing Alberta's priorities and interests at a pan-Canadian and national level in the absence of clearly defined objectives and directions. The Director manages the unit, and is accountable for deliverables that align with the Ministries annual business plan.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

Strategic policy is developed with the full engagement of the relevant Divisions and Branches across the Ministry in support of ministry goals and priorities.

- Support and inform Executive Team's identification of ministry priorities through research, analysis, issues identification and the provision of strategic advice.
- Direct innovation and strategic policy development from research and analysis through approvals process, and final approval by Cabinet.
- Engage to ensure government-wide support for Ministry's policy proposals from the Policy Coordination Office, Intergovernmental Relations, Justice & Solicitor General, and relevant ministries.
- Ensure deliverables reflect a rigorous analysis and meet the quality and standards required to obtain Minister and Cabinet approval for the Ministry's priorities.
- Lead the analysis of federal, provincial and territorial policy and initiatives and provide strategic advice to enable Assistant Deputy Ministers, the Deputy Minister and Minister to make evidence-informed decisions.
- Champion collaboration, information sharing and shared knowledge across the Ministry to enhance the overall understanding of the quality and value of strategic policy development.

Land policy relating to Indigenous communities in Alberta is developed from a strategic perspective to meet the ministry's goals and priorities.

- Lead the analysis of external impacts on Alberta's existing land policies, particularly in relation to the GoA's First Nations and Metis Settlements consultation policy and guidelines relating to land and natural resource development.
 - Direct strategic land policy development from research and analysis through the appropriate approvals process, and final approval by Cabinet.
 - Collaborate with Aboriginal Consultation Office and with SEPI engagement unit to support their efforts to identify, prioritize, resolve consultation and land management issues with strategic policy advice.
- Support the Ministry by identifying emerging trends and initiatives in Alberta, across Canada and in Indigenous organizations that require strategic analysis and land policy development.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- Identify and obtain support for options to address federal or cross-jurisdictional land policy developments (Free, Prior and Informed Consent, Resource Revenue Sharing, environmental assessments, cumulative impacts) that relate to Alberta's natural resource sector and land management.

Direct the identification and response to complex emerging issues that impact the Ministry's strategic or land policy.

- Develop the appropriate internal systems for identifying, addressing, and tracking emerging issues to mitigate risk.
- Support the development of annual strategic plans by the department by providing information and strategic advice on emerging issues that have potential opportunities or possible risks for Indigenous Relations and GoA.
- Conceptualize proactive initiatives, to be led by Indigenous Relations, to address emerging issues and opportunities in Alberta that support efforts by staff in SEPI, ACO and FNMR.

Influence the inclusion of Indigenous perspectives in GoA land and natural resource decisions, policies and strategies, Acts and regulations.

- Participate, advise or lead cross-ministry working groups to support and facilitate strategic approaches to land policy development relating to Indigenous Peoples in Alberta (*Impact Assessment Act*)
- Promote collaboration and open working relationships; foster collaboration and integration of strategic policy across the GoA.

Develop and sustain relationships and partnerships with internal and external stakeholders to advance Ministry priorities effectively.

- Maintain positive relations with other government ministries and other levels of government.
- Liaise with senior officials in federal, provincial and territorial governments and Indigenous organizations
- Engage other members of the Ministry and other Ministries where appropriate, in the development of strategic policy documents.
- Foster knowledge and integration of GoA mandates and priorities with Indigenous perspectives.
- Liaise with stakeholders and other government ministries on a regular basis to identify and evaluate strategic policy issues or opportunities
- Represent the perspectives of the branch, division, or ministry on cross-ministry committees.
- Identify contacts and linkages for unit staff to engage in their work.

Provide advice and recommendations to the ED and other division and ministry leaders to guide short-and long-term planning.

- Provide the ED, ADM, Deputy Minister and Minister with sound, timely policy and strategic advice on innovative, corporate and land policy.
- Work collaboratively with other division senior leaders to support a coherent and consistent position on Indigenous policy that affects all Ministry efforts and activities.
- Support contributions to broader division planning and reporting.
- Provide input into the Branch operational plan, Ministry work plan, and ED, ADM and DM performance contract development as needed.
- Provide input into the Ministry business planning and reporting.
- Foster communication and collaboration across branch units to advance branch priorities.
- Serve as acting Executive Director as needed.

Lead the unit to achieve its goals through sound leadership.

- Create and implement the Unit's Operational Plan with staff.
- Manage direct report staff through performance management and coaching, to meet their goals and expectations and those of the operational and business plans.
- Ensure rigor and alignment with ministry and GOA frameworks in all unit activities.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- Foster a culture of innovative and strategic thinking about unit functions and how they impact current and future ministry priorities and operations.
- Account for unit financial and human resources.

Review and approve various reports and responses (e.g., Action Requests, Briefing Notes) prior to submission to the ED's Office.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- The position manages complex, broad issues that are political in nature. Extensive knowledge is required to provide strategic advice to Minister, Deputy Minister, Executive Team and other officials.
- This position is the Ministry's authority on intergovernmental and national Indigenous issues, and an in-depth knowledge is required of the *Constitution Act, 1985*, the federal *Indian Act*, treaties, Canadian federalism and Alberta government processes and priorities, including intergovernmental parameters.
- This position develops broad strategic policy on specific Indigenous issues and in doing so is required to bring together diverse positions and views across government to ensure that their goals and priorities are met through the policy being developed.
- Significant experience in issues identification and resolution, policy development, strategic planning and change initiatives is essential as policy work and intergovernmental relations is constantly shifting based on external political and social developments.
- Significant experience in developing solutions through creativity, innovation, negotiation and influence in order to find and reach common ground from diverse interests and view from multiple stakeholders (both internal and external).
- Able to respond to new challenges on issues where there has been relatively little or no prior engagement or expertise and must be confident in providing clear analysis and strategic direction on deliverables.
- Comprehensive awareness and knowledge of federal, provincial and territorial as well as national Indigenous organizations' policy initiatives, trends and current positions is required along with an understanding of how they impact and inform Alberta's Indigenous policy priorities. This includes extensive knowledge of federal, provincial and territorial relationships and jurisdictional responsibilities with respect to historic treaties and social, economic and land policy.
- Knowledge of land policy as well as natural resource development issues as they relate to Indigenous people is required.
- Knowledge of the importance of legal and constitutional advice in developing Indigenous strategic policy is required.
- Working knowledge of Indigenous communities and organizations in Alberta, including political and administrative structures.
- Knowledge of government operations and the policy development and approval cycle from concept to final approval.
- Experience and sound knowledge of leading the work of as well as motivating professional staff.
- Flexible and able to flourish in an environment that is driven by urgency, is ambiguous, unstructured and with limited guidance and direction from existing or established policies or advice.
- Operational planning and reporting approaches and the specific requirements of the GOA and ministry.
- Comprehensive knowledge of business, operational, financial, contract, and human resource planning and accountability processes as well as related GoA frameworks to effectively lead the unit.
- Comprehensive knowledge of applicable legislation and regulations, including FOIP requirements.

Education and Experience:

- Exceptional research, analytical, interpretive, creative, strategic, evaluative and written and verbal communications skills.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- Exceptional relationship-building and influencing skills.
- Strong leadership in a politically sensitive and diverse environment.
- Strong innovative solutions-finding skills to address complex issues
- Strong influencing, organizational and planning skills
- Highly adaptable with superior judgement and political awareness skills in order to “read” the political environment in Alberta and rest of Canada.
- Ability to manage and motivate staff to achieve potential
- A minimum of a Masters degree. A doctorate or a law degree would be an asset.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

There is a high requirement for relationship building, influencing and communications required for this position in order to build collaboration, coordination and development of effective relationships across a diverse range of internal and external stakeholders. The Director is often working in an environment characterized by a high degree of urgency and ambiguity, and problem solving occurs without direction from established policies as the potential and social environment of Indigenous issues is constantly shifting.

Due to the highly political nature of the intergovernmental work, the Director must have exception negotiation and communication skills, well-developed political acumen, sensitive and judgement to deal with complex and sometimes highly charged issues with multiple jurisdictions during intergovernmental for a and conference calls.

The Director must quickly identify issues, track emerging changes, prioritize interests and engage appropriate divisions, Ministries and governments to facilitate a collaborative approach to addressing issues in a timely manner. The Director leads the development of policy solutions that are innovative, strategic, forward-thinking yet also integrates and responds to the interests of IR, partner Ministries and Alberta.

The Director also evaluates broad impacts within the context of short, medium and long-term policy objectives and uses this information to inform the unit’s efforts, identify progress and helps advance the Ministry’s objectives.

The Director represents the Ministry at relevant cross-ministry committees, intergovernmental meetings, and is an expert resource for the ADM, DM and Minister of federal Indigenous matters. The position initiates and sustains networks and partnerships with representatives from other ministries and other levels of government. The Director must be able to understand and anticipate the needs of cross-ministry partners and stakeholders in order to incorporate divergent perspectives into consistent, coherent and robust strategic policies.

Strong leadership, team building, communication and facilitation skills are required. The Director leads to the unit in facilitating consensus, providing advice and influencing officials in other branches, divisions and Ministries in order to resolve complex issues, build relationships, and increase awareness and recognition of the value of the Indigenous perspective across the GoA.

Competencies:

- Building Collaborative Environments: creates opportunities for people to connect, communicate and share ideas and perspectives in the identification of innovative, practical policies and solutions; acknowledges diverse perspectives and helps people to work together; involves key stakeholders in identification of the problems and in developing possible solutions; promotes positive and proactive sharing of resources and expertise with others; uses enthusiasm and commitment to motivate and guide others to deliver results; builds effective linkages and alliances

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

- **Systems Thinking:** considers and plans for how current strategic policies, approval processes and research methods might be affected in the short, medium and long-term by broad trends as well as recognizing the links with the Ministry's priorities and business plans; keeps the big picture in mind to create innovative and practical solutions; able to set goals within the context of short, medium and long-term outcomes and perspectives; able to evaluate broad reaching impacts and use this knowledge to inform efforts of the unit; and proactively manages issues to mitigate legal, financial or political risk
- **Develop Self & Others:** Approaches experiences as learning opportunities, consulting with others to gather feedback and create environments where people develop professionally. Stays ahead of the curve to identify emerging approaches and/or technologies to meet the future needs of Albertans.
- **Agility:** able to anticipate and adapt quickly to take advantage of opportunities or to identify risks; to Ministry's long-term goals; creates opportunities for improvement, while recognizing the importance of timing and being prepared to act when appropriate; consistently takes action and remains objective under pressure and supports others in managing their emotions; proactively supports other through anticipated changes, and integrates the change clearly within existing work; fosters agility in others, creates processes and opportunities that encourage proactive and flexible practices across the ministry; anticipates impacts of change on individual roles, and readily adapts the team's activities to achieve results while maintaining critical information flow.
- **Creative Problem Solving:** Uses innovation and creativity in complex problem solving that is grounded in sound understanding and a balanced, informed approach to risks; creates a safe environment for the unit to voice and try out new ideas and/or methods as part of the creative process in addressing complex problems; encourages debate and idea generation from across the Ministry, and provides guidance to move new ideas forward; involves the appropriate people at the right time to address issues and adopt innovative approaches that achieve results; combine different approaches and perspectives; identify barriers to creativity and propose viable solutions; reframe situations to facilitate positive change in the face of resistance; and actively encourages a culture of innovation and creative thinking.
- **Drive for Results:** forecasts potential challenges with implementation and negotiates major issues in advance. Aligns decisions and plans based on values, outcome and broader organization needs. Ensures work is integrated with other initiatives and takes a long-term focus on outcomes. Addresses problems directly by taking steps to resolve problem situations, and aligns decisions with organizational values and outcomes. Removes barriers to collaboration and achievement of outcomes.
- **Develop Networks:** Identifies people with potential for significant contribution to efforts through professional and personal connections; consistently connects with colleagues and stakeholders to ensure their needs are reflected in decisions or policies; provides service beyond colleague and stakeholder expectations by ensuring their needs are heard and reflected in the policy being developed; makes every effort to understand needs and facilitates a shared understanding of contexts; quickly establishes credibility in relationships and nurtures these relationships to build trust

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

The decision-making environment for this position is ambiguous, unstructured and impacted by unanticipated political redirection. The Director must be highly adaptable with superior judgement and systems thinking, relationship building and facilitation skills in order to "read" the political environment; and to collaborate across Ministries to develop practical solutions for complex and challenging problems and jurisdictional issues that are of interest to senior and political leaders. The Director integrates in-depth knowledge of underlying issues, the political environment and potential risks to create strategies that deliver practical policy solutions to support the government's vision and the Ministry's goals.

Problem solving can be required without direction from established policy and procedures, and entails a high level of creativity, innovation and ability to influence diverse interests and stakeholders from across government. Working in an environment with no delegated authority, the Director relies on persuasion, influence, arguments, education, relationship building, trust and personal credibility to deliver results within a timely manner. Common challenges include:

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

- Ensuring policy recommendations are supported by relevant government ministries and officials, as well as align with legal advice and reflect the perspective of Indigenous Peoples and the Ministry;
- Considering the effect of precedence that direction for one ministry policy may have on other programs and ministries,
- Ensuring a coordinated and comprehensive approach is used to identify, analyze and recommend a response to emerging issues;
- Instilling an innovative, creative and comprehensive evidence-informed approach to strategic and land policy development that involves multiple perspectives, complex challenges, history and multiple political interests; and,
- Assessing issues, influences and trends that may adversely impact the Ministry’s policies, programs and initiatives and recommending credible options to mitigate possible negative outcomes.

The unit is expected to maintain existing policy directions, however is also called upon to create innovative proposals for renewing or for emerging policy solutions. Some policy solutions are precedent setting. Broad direction is available from the Executive Director, the Assistant Deputy Minister and the Deputy Minister as well as from Ministry staff and GoA colleagues. However, direction by these sources is broad and the Director must be able to conceptualize, identify, evaluate and synthesize information, data and analysis in order to lead the unit in producing innovative solutions and recommendations. The Director must be able to communicate these recommendations with ministry executive, staff, and diverse stakeholders.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
<u>Internal</u> Executive Director	Daily	Provide advice on or respond to issues; provide updates; raise awareness to strategic opportunities and threats of significance; support the EDs work on broader initiatives.
Unit staff	Daily	Lead and provide direction to unit members; provide direction on deliverables required; motivate team to think innovatively; support and coach team members in terms of their professional development; foster collaboration and knowledge exchange; review and approve deliverables before advancing to Executive Team.
Senior leaders in other divisions or in other ministries such as ACO, CCO, PCO, IGR, JSG, Energy, AEP, CS, and Health	Varies (daily-weekly-bi-weekly)	Exchange information; integrate; collaborate or advise on initiatives; represent Indigenous perspectives; advance government and ministry priorities in existing and new policies; negotiate complex and sensitive issues related to including Indigenous perspectives in policy development.
Branch Management Team	Daily-weekly or as needed	Participate on the team to shape and implement branch plans; foster information sharing and collaboration across branch units

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide Pages 11-12).		
Offices of the Assistant Deputy Minister, Deputy Minister, and the Minister	weekly or as needed	Brief and seek direction from Deputy Minister and Assistant Deputy Ministers of the two divisions on policy and intergovernmental matters; respond to requests for slide decks for Deputy Minister and Assistant Deputy Ministers when required for their presentations to relevant committees or for a; participate when required in Minister briefings; key contact for Ministry's scheduling and documentation production for the Policy Coordination Office; coordinate Deputy Minister's bi-weekly reports to Executive Council.
Executive Council	Daily-weekly	Engage with Cabinet Coordination Office on scheduling items for Committees and Cabinet; work closely with Policy Coordination Office on the ITS and development of Cabinet Reports, Memorandums, cross-jurisdictional scans and briefing notes; collaborate with Intergovernmental Relations on all federal/provincial/territorial initiatives and policy developments.
Corporate services (e.g., HR, Finance, Legal Services)	As required	Engage when required.
Service Alberta (e.g., Sector IMT Service Delivery)	As required	Engage when required.
Integrated Resource Management System	As needed	Lead Indigenous initiatives and participate in working groups as required; support ADM at IRMS and Deputy Minister at RRDL.
<u>External</u> First Nations and Metis community leaders and Indigenous organizations	As required	Maintain collaborative relationships, engage in meaningful policy development and exchange information.
Representatives from other provincial and territorial governments or federal government	As required	Liaise and share information; collaborate on initiatives; work to align and advance consultation policy across Canada
Academic and think tank institutions	As required	Liaise and share information on emerging Indigenous policy developments.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide Pages 13-14).
The work of the Director supports the actions of the Ministry in leading, developing and coordinating a government-wide approach to Indigenous strategic policy development and intergovernmental relations. The position also directly impacts the ministry's land policy that informs and guides consultation and engagement with First Nations and Metis people in Alberta on land use and resource development initiatives. Much of this work impacts other ministries and specific project consultations led by the Aboriginal Consultation Office. This work includes the development of Cabinet Reports, Memorandums to Cabinet, slide deck presentations, briefing notes and verbal briefings on key files.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

The Director co-leads cross—government working groups at the Director and Executive Director level to develop coordinated and comprehensive responses to federal initiatives and legislation which impacts provincial jurisdiction in relation to First Nations and Metis communities, including section 35 rights recognition.

The Director collaborates with other branch Directors to support all branch units and to raise the profile of SEPI and CLPS as a Centre of Excellence. The Director is accountable for the operational direction and results achieved by the unit and is part of the branch management team. The position supports the long-term vision as well as day to day operations of the Unit. The Director has authority to approve operational, human and financial resource decisions.

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

This description reflects the revised responsibilities of this position as part of the branch reorganization as well as the increased complexity and growth of the coordination role assumed by the Unit.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff **MUST** be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date

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, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.