

## New

Ministry

### Describe: Basic Job Details

**Position**

Position ID

Position Name

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit



Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

### Design: Identify Job Duties and Value

**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Director, Northern Indigenous Relations within the Engagement and Indigenous Initiatives Branch, the Indigenous Initiatives Coordinator is accountable for providing advice, expertise, and direct support to departmental Senior Officials and decision makers who are responsible for negotiating accommodation agreements with Indigenous communities and coordinating with other levels of government to enable timely resource development decisions, and further strategic relationships. This position works with the branch's senior leadership team to provide positions aligned with government direction and mandate and ensures that the Ministry's commitment to partner with Indigenous peoples in Alberta in pursuit of reconciliation, inclusion and opportunity is carried out.

**Responsibilities**

1. Develop and promote sustained, respectful and effective working relationships with Indigenous peoples, organizations/communities, partnering ministries, other jurisdictions, and industry stakeholders.
  - identifying opportunities for partnerships and collaboration.
  - identifying potential mutually beneficial goals of the partnership.
  - identifying potential partners and initiating preliminary contact.

- formally implementing partnerships where required .
- 2. Work collaboratively with Indigenous communities, other levels of government and industry proponents to ensure timely, comprehensive natural resource project approvals.
  - ensuring comprehensive responses to project proposals, review panel recommendations, and stakeholder concerns.
- 3. Ensure Branch leadership and departmental decision makers are provided with accurate, comprehensive information regarding influencing factors or issues that may potentially impact resource management planning or project approval decisions.
  - preparing briefing materials and correspondence for Branch leadership, ADM, DM and Minister.
  - facilitating meetings involving senior management and providing appropriate information.
- 4. Effectively manage or develop responses to emerging and systemic issues.
  - identifies emerging resource management issues
  - determining the most appropriate methods to address these issues through the use of stewardship programs, strategies, policies, guidelines, objectives or other approaches.
  - establishing appropriate partnerships to address the issue.
  - leading project teams to evaluate the issues and to develop recommended solutions.
  - presents recommended solutions to senior management for their review, input and approval.
- 5. Develop Memorandums of Understanding, bilateral, and other agreements for collaborative initiatives and represent Alberta in the implementation of such agreements.
  - leading project teams to determine the issues and to develop recommended solutions.
  - preparing briefing materials and reports for Alberta's negotiating teams or board members.
  - representing Alberta on inter-jurisdictional working groups.
  - communicating with other jurisdictions to gather and provide information.
  - preparing the agreement and background documents ensuring legal review where required.
  - presenting draft agreements to senior management, from Director to Minister, as required.
  - ensuring the required approval and signing takes place.

## Problem Solving

Typical problems solved:

The position participates in very complex and politically sensitive consultation/negotiating processes at the GoA level with a variety of stakeholders and through representing the interests of the Ministry can affect the credibility and reputation not only Alberta Environment and Protected Areas but also of the GoA.

Types of guidance available for problem solving:

The following guidance is available to the Indigenous Initiatives Coordinator:

- The position works under the direction and support of the Director of Northern Indigenous Relations, who provides leadership, advice, updates, and discusses issues, trends, and actions plans
- The Engagement and Indigenous Initiatives Branch leadership team and staff play a key role in providing support and advice to this position to effectively carry out their duties. Collaboration and teamwork is a key aspect of this role.
- Solicitation of advice from Alberta Indigenous Relations staff and legal advice from the Government of Alberta Justice Aboriginal law team is also key to supporting this position to ensure provide common, integrated, and aligned positions on indigenous initiatives and ensures the Crown's duty to consult on Crown land and resource development approvals, projects, policies and regulatory changes is discharged in an inclusive, meaningful, and adequate manner.
- Alberta's consultation policies and guidelines, business plans, relevant legislation, Protocol Agreements, and other influencing documents (e.g. *United Nations Declaration on the Rights of Indigenous Peoples, Truth and Reconciliation Commission Calls to Action*).

Direct or indirect impacts of decisions:

The work of the position affects industry/economic development, the public, Indigenous people and other

interest stakeholders as it relates to the use and access to water, public lands, natural resources, and fish and wildlife. This position is critical to the success of fulfilling the legislative mandate that requires the engagement and consultation of Indigenous peoples but also the GoA's direction to support Indigenous people to actively participate in the development of Alberta government policies, programs, initiatives resources and services. This position support and enables Alberta Environment and Protected Areas to advance reconciliation with Indigenous peoples, and to consider their rights, activities, and interest in the Ministries decisions, policies, and plans.

### Key Relationships

Major stakeholders and purpose of interactions:

- Engagement and Indigenous Initiatives Branch North/South Indigenous Relations Directors and Executive Director: Daily/regular meetings. To seek leadership, and direction, and to provide updates, discuss issues, trends, action plans.
- Engagement and Indigenous Initiatives Branch staff: Daily/regular meetings. To seek leadership and direction, to collaborate on initiatives, to provide updates, direction, and advice on Indigenous Consultation and Engagement initiatives.
- Alberta Environment and Protected Areas program area staff: Daily/Ongoing meetings. To collaborate on initiatives, to provide updates, direction, and advice on Indigenous Consultation and Engagement initiatives.
- Communications Staff: As required. To collaborate on initiatives and provide input, direction, and advice.
- Alberta Indigenous Relations staff: As required. To collaborate on initiatives and provide input, direction, and advice.
- Government of Alberta Justice Aboriginal law team: As required. To seek advice, and collaborate on initiatives and provide input, direction.
- Other Government of Alberta Ministries: As required/ongoing. To collaborate on initiatives and provide input, direction, and advice.
- Indigenous communities/organization representatives: As required/ongoing. To develop and maintain relationships and to engage in meaningful and productive consultations/negotiations and discussions to further understanding.
- Industry, communities, stakeholders: As required/ongoing. To develop and maintain relationships, provide direction and advice for and to engage in meaningful and productive consultations/ negotiations.



### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	

If other, specify:

Natural Resources, Environmental Sciences, Indigenous Studies.

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

Requires a minimum of six years of directly-related progressively responsible experience (negotiating for results, Indigenous consultation and engagement, community and stakeholder engagement).

This position requires sound knowledge, understanding and experience in the following areas:

- Indigenous, Stakeholders, Public and community issues in the natural resources sectors
- Public Participation and Engagement Strategies, Concepts, Processes and best practices
- Clear understanding of the Treaties including the Federal and Provincial and First Nations' perspective in

relation to interpretation and application of relevant treaties

- Constitutional matters, Indigenous case law and Crown treaty obligations, provincially and federally
- Alberta First Nations and Métis communities, Indigenous history and culture, Indigenous organizations as well as the cultural, geographic, environmental, economic and social differences of Indigenous people in Alberta
- Ministry legislation, regulations, policies, mandates and direction.
- Alberta's policies, guidelines, and procedures for consultation with First Nations and Metis Settlements.
- Initiatives aimed towards reconciliation with Indigenous Peoples (United Nations Declaration on the Rights of Indigenous Peoples, Truth and Reconciliation Commission Calls to Action, National Action Plan on MMIWG).
- Government of Alberta decision-making processes.

### Behavioral Competencies

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 checked="" type="radio"/>	<input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	The Indigenous Partnership Coordinator is responsible for developing and managing productive working relationships and strategic alliances with provincial, regional or treaty-level Indigenous organizations on behalf of the Ministry.
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>	The position has a key role in supporting the Government of Alberta to advance reconciliation with Indigenous peoples, and to consider their rights, activities, and interest in the Ministries decisions, policies, and plans. To do so, this position must oversee and implement Indigenous interfaces, and foster respectful relationships with Indigenous communities and organization. Collaboration with Ministry program areas, and other Government of Alberta

			Ministries is key to the success of this position.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>Conducting Indigenous consultation and engagement within a dynamic and ever-changing politically sensitive environment involves constant pivots, shifts and changes. This position must adapt to these shifts and changes all while ensuring a common, integrated, and aligned position on indigenous initiatives and ensuring the Crown's duty to consult on Crown land and resource development approvals, projects, policies and regulatory changes is discharged in an inclusive, meaningful, and adequate manner.</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>This position must have the ability to communicate complex ideas to a variety of audiences and to anticipate how ideas communicated will be received.</p> <p>The position must lead, coordinate and organize activities by providing advice and direction to ensure engagement/consultation initiatives and projects are developed consistently and to support maximum participation of Indigenous people while balancing costs and effectiveness.</p>