

## Update

Ministry

Environment and Protected Areas

### Describe: Basic Job Details

#### Position

Position ID

Position Name

Senior Policy Advisor

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

0676

Cost Centre

00 491

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

### Organizational Structure

Division, Branch/Unit

Lands Division, LU&IRMS Secretariats

☐ Current organizational chart attached

Supervisor's Position ID

5001000

Supervisor's Position Name (30 characters)

Manager, IRMCoordination

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-04-10

Responsibilities Added:

Updated reporting relationship.

Responsibilities Removed:

n/a

## Job Purpose and Organizational Context

Why the job exists:

The Senior Policy Advisor is integral to the Integrated Resource Management System (IRMS) Secretariat, which fosters early and frequent engagement, integration, policy alignment, and management of trade-offs to achieve responsible land and resource development in Alberta. This position is accountable for coordinating policy initiatives, managing projects, and facilitating collaboration among government ministries and agencies. The role exists to support the implementation of IRMS objectives and to ensure that environmental, economic, and social outcomes are achieved effectively in Alberta.

## Responsibilities

- 1. Leadership and Coordination:** Ensure effective implementation and continuous improvement of key IRMS initiatives.
  - **Supporting Activities:**
    - Lead or support the implementation of assigned initiatives, including policy, programs, and operations.
    - Ensure periodic reporting and maintenance of relevant IRMS initiatives.
    - Identify and resolve conflicts using conflict resolution and facilitation skills.
    - Develop innovative strategies to address complex system-level issues.
    - Facilitate and advise project teams on processes to achieve desired outcomes.
    - Facilitate effective information exchange among specialists and decision-makers.
- 2. Program Development and Delivery:** Develop and deliver programs that support staff collaboration and consistent resource policies across the IRMS.
  - **Supporting Activities:**
    - Lead the development and delivery of collaborative programs.
    - Coordinate program implementation.
    - Market programs internally through presentations and meetings.
    - Foster partnerships throughout IRMS organizations.
    - Provide advice and information to the IRMS Secretariat management team.
    - Support the development and maintenance of tools to track and manage policy initiatives.
- 3. Stakeholder Engagement:** Build and maintain strong working relationships across multiple departments and stakeholders.
  - **Supporting Activities:**
    - Engage stakeholders to promote collaboration and innovation.
    - Facilitate workshops and stakeholder meetings.
    - Develop and implement stakeholder engagement strategies.
    - Develop, implement and/or update communications products such as articles and websites to promote IRMS across the GoA.
    - Develop presentations on the IRMS role and associated tool and products.
    - Communicate emerging issues and operational planning requirements.
- 4. Project Management:** Lead and manage specific projects to ensure successful execution and alignment with IRMS objectives.
  - **Supporting Activities:**
    - Develop detailed project plans, timelines, and milestones.
    - Coordinate cross-ministry project teams and ensure timely completion of project tasks.
    - Monitor and report on project progress, making adjustments as necessary.
    - Ensure project outcomes align with strategic goals and objectives of the IRMS.
    - Facilitate project team meetings and provide regular updates to stakeholders.
    - Support the development and maintenance of information management tools for projects.
- 5. Support to IRMS Secretariat:** Provide critical support to the IRMS Secretariat through briefings, planning, and policy implementation.
  - **Supporting Activities:**
    - Develop management and executive briefings.
    - Participate in business and operational planning.

- Support the implementation of policies and procedures.
- Lead or support other system-level programs or initiatives as directed.
- Ensure alignment with strategic objectives of the IRMS and government priorities.

**6. Support IRMS Priority Planning Processes:** Contribute to the planning and prioritization processes of the IRMS to ensure strategic alignment and effective resource management.

○ **Supporting Activities:**

- Assist in the development of strategic plans and priority setting for the IRMS.
- Participate in cross-ministry planning sessions to align departmental priorities with IRMS goals.
- Develop tools and processes to support priority planning and resource allocation.
- Monitor and evaluate the implementation of strategic plans, providing feedback and recommendations.
- Ensure the integration of stakeholder inputs into the planning processes.
- Facilitate the exchange of information related to priority planning and strategic initiatives.

The position will also be required to provide surge capacity and other supports to the Land Use Secretariat as directed.

## Problem Solving

Typical problems solved:

- Addressing and resolving emerging issues within the IRMS.
- Developing innovative strategies for complex, multi-sector challenges.
- Facilitating conflict resolution among IRMS organizations.
- Managing project-related issues and ensuring alignment with strategic objectives.

Types of guidance available for problem solving:

○ **Manager's Guidance:**

- Strategic direction on policy initiatives and project priorities.
- High-level advice on resolving complex issues and conflicts.
- Feedback and support for innovative strategy development.
- Guidance on aligning project outcomes with IRMS goals.

○ **Established Protocols and Frameworks:**

- IRMS protocols for policy implementation and project management.
- Government guidelines and procedures for resource management.

○ **Collaborative Inputs:**

- Regular consultation with cross-ministry peers and stakeholders.
- Feedback from project teams and departmental staff.

Direct or indirect impacts of decisions:

- Direct impact on the effectiveness of policy management and project outcomes.
- Indirect impact on environmental, economic, and social outcomes for Albertans.
- Influence on the efficiency and effectiveness of cross-ministry collaborations.

## Key Relationships

Major stakeholders and purpose of interactions:

**1. Internal Contacts:**

○ **IRM System Organization Division Management and Staff:**

- Frequency: Regular
- Purpose: Information sharing, problem resolution, coordination of updates, and responses to feedback.

○ **Executive Directors Across IRMS Organizations:**

- Frequency: Regular
- Purpose: Provide information for decision-making and capacity allocation.

**2. External Contacts:**

○ **Stakeholders (including other government agencies and Indigenous groups):**

- Frequency: As needed
- Purpose: Facilitate engagement, address policy issues, and promote collaborative solutions.

**3. Committees and Task Forces:**

- o **Participation:**

- Serve on project teams and working groups focused on integrated resource management and policy development.
- Provide facilitation and leadership to advance IRMS objectives.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

University degree in environmental science, political science, communications, business, or related field.

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

**Job-Specific Experience:****1. Professional Experience:**

- o Minimum of four years of experience in policy development or project management within government or similar contexts.
- o Familiarity with Alberta's resource development environment, including Treaty Rights and Environmental Management Frameworks, is highly desirable.

**2. Policy Development and Analysis:**

- o Experience in developing, analyzing, and implementing policies in government or similar settings.
- o Proven contribution to policy frameworks and strategic initiatives.

**3. Project Management:**

- o Experience managing complex projects from planning to evaluation.
- o Ability to coordinate cross-functional teams and ensure timely task completion.

**4. Stakeholder Engagement:**

- o Experience engaging with diverse stakeholders, including government agencies and Indigenous groups.
- o Proven ability to build strong relationships to facilitate collaboration.

**5. Strategic Planning and Implementation:**

- o Experience in developing and implementing strategic plans, particularly in resource management or sustainability.
- o Ability to align initiatives with organizational objectives.

**6. Problem Solving and Decision Making:**

- o Experience in identifying and resolving complex issues involving multiple stakeholders.
- o Ability to think critically and develop innovative solutions.

**Technical Competencies:****1. Data Analysis and Management:**

- o Proficiency in data analysis to inform policy decisions and project outcomes.
- o Experience developing and maintaining tools to track policy initiatives.

**2. Legislation and Regulatory Knowledge:**

- o Knowledge of legislation and regulations related to resource and environmental management.
- o Ability to apply regulatory requirements to policy and projects.

**3. Communication and Facilitation:**

- o Strong written and verbal communication skills for reports, briefings, and presentations.
- o Facilitation skills to lead workshops and stakeholder consultations.

**4. Technology Proficiency:**

- o Proficiency in Microsoft Office Suite and project management software.
- o Familiarity with data analysis tools relevant to policy and project management.

**Behavioral Competencies**

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Systems Thinking	○ ○ ○ ● ○	<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>	The Senior Policy Advisor considers how changes in policies and processes impact various departments and future projects. They consistently plan for short, medium, and long-term effects of their decisions across the organization.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	The role engages different perspectives to identify root causes and explores various methods to achieve efficient and effective outcomes. For example, they analyze data from multiple sources to develop innovative solutions to policy challenges.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	The role anticipates changes, adapts to new priorities, and maintains resilience, ensuring actions align with evolving goals and organizational needs. They quickly adjust project plans in response to new information or shifting government priorities.
Build Collaborative Environments	○ ○ ○ ● ○	<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</li> </ul>	The role brings diverse perspectives together, facilitates open communication, and addresses conflicts to create a collaborative and productive work

		and facilitated discussion <ul style="list-style-type: none"> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	environment. They organize regular meetings to discuss project progress and resolve any emerging issues.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	The Senior Policy Advisor builds relationships with internal and external stakeholders to facilitate collaboration and information sharing. They engage stakeholders early in the planning process to ensure their needs and perspectives are considered.

### 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.

#### Vacant

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature