New

Ministry

Executive Council

Describe: Basic Job Details

Position

Position ID

50086701

Position Name (200 character maximum)

Director, Intergovernmental Policy & Strategic Initiatives

Requested Class

Senior Manager (Zone 1)

Job Focus	Supervisory Level
Policy	01 - Yes Supervisory

Agency (ministry) code	Cost Centre	Program Code: (enter if required)
Executive Council	███████████	

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Federal Provincial Relations and Social Policy, IGR

☑ Current organizational chart attached?

Supervisor's Position ID	Supervisor's Position Name (30 characters)	Supervisor's Current Class
███████████	**Executive Director**	**Executive Manager 1**

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

1. Leading the development and implementation of IGR related legislation, regulations and policies;
2. Overseeing compliance with IGR-related legislated requirements (Provincial Priorities Act, International Agreements Act, *Government Organization Act* - including maintaining agreements inventory);
3. Leading the development and coordination of GoA-wide IGR strategies, action plans and other programs', including working with PCO, CCO, and OMG as required;
4. Leading AI strategy to modernize intergovernmental policy analysis, drive actionable insights, and enhance decision-making; and
5. Working with other Government of Alberta ministries on their special IGR-related policy initiatives and projects and the full Intergovernmental Relations Division to advance a consistent and coordinated approach.

Reporting to the Executive Director, Federal-Provincial Relations and Social Policy, the Director is responsible for areas integral to the policy and strategic priorities for the department, including cross-divisional, cross-departmental and cross-jurisdictional priority files.

This position is accountable for delivering from inception to completion strategic initiatives, mandate items and special projects for IGR. It involves overseeing project integration, facilitating strategic decision-making, advising senior leadership on AI opportunities, and collaborating across various organizations to drive successful implementation of IGR priorities.

Responsible for providing strategic leadership and direction for the unit, overseeing the full policy lifecycle --from development and implementation to monitoring and evaluation. Drives research and identifies opportunities to strengthen policies, while fostering collaborative relationships with internal and external stakeholders. Provides leadership to program services staff supporting the branch's strategic and intergovernmental policy initiatives.

Will be required to monitor and assess the political, administrative, and legislative environments in order to identify and analyze how decisions made by other orders of government may impact the GoA; to synthesize information and provide advice and expertise to support departmental initiatives; and to lead strategy development projects and report on business unit strategies and goals.

This position assists the Executive Director in responding to specific projects that are considered beyond regular operations as necessary.

Responsibilities

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

Policy
The Director is at the forefront of IGR's policy processes, performing key duties that include:
- Developing policy recommendations and strategies with regards to policy and other related issues as they emerge, including monitoring federal/provincial/territorial policy issues, programs, and services.

- Initiating and facilitating strategic conversations and policy advancement across the department, government and FPT jurisdictions as appropriate, including gauging the necessary level of involvement in accordance with shifting priorities within our department and government.

- Lead the provision of policy advice and research support to ministry and cross-departmental initiatives as required, including participation in working and steering committees.

- Coordinating legislative changes: working closely with legislative counsel, and all relevant branches to propose and implement amendments.
- Establishing and leading cross divisional and cross departmental subcommittees, drafting documents, liaising with intergovernmental relations and constitutional law, ensuring this work moves successfully through working within the government's policy coordination process.

- Lead the drafting of government decision documents and navigating this work through the government decision-making processes.

Strategic Initiatives
- The Strategic Implementation Director is accountable for the delivery of strategic initiatives and mandate items for IGR. This includes taking the lead on emergent priorities not captured in existing processes and procedures (e.g., pilot programs, bringing novel, one-of-a-kind, or exploratory concepts into operations).

- Identifying issues of strategic importance to the Division, including the identification of proactive responses or options where appropriate, gaps and new opportunities. and communicating these to the Director and Executive Director with option or recommendations
- Identifying and strategically promoting linkages between department and government initiatives and FPT work, to better integrate policy, reduce potential for conflicts, gaps and duplication and achieve common outcomes.
- Leading the development, updating, and reporting on their team's portion of the branch's yearly operational plan to ensure alignment with ministry and government business plans, goals and outcomes.
- Moving initiatives through the GoA's decision-making process; heading the province's intergovernmental initiatives and participation at the federal, provincial, territorial table; and leading a team of policy professionals.

- Leadership at a senior level on collaborative initiatives or projects with other departments, agencies and other

external stakeholders, including the federal government and F/P/T tables.

Problem Solving

- Policy and regulatory misalignment – Ensures GoA legislation, regulations, and policies comply with federal-provincial and international frameworks.

- Fragmented or siloed initiatives – Coordinates across divisions, departments, and governments to maintain a unified, strategic approach.

- Project delays or inefficiencies – Oversees strategic initiatives and special projects to ensure timely, integrated, and successful delivery.

- Limited evidence-based decision-making – Uses AI-enabled analysis to provide actionable insights for policy and strategic decisions.

- Unanticipated impacts from other governments – Monitors political, legislative, and administrative environments to anticipate and manage risks.

- Lack of strategic guidance – Provides senior leadership with expert advice to shape departmental and intergovernmental initiatives.

- Weak stakeholder collaboration – Builds strong relationships with internal and external partners to enable coordinated action.

- Limited team capacity or capability – Leads and develops staff to strengthen organizational capacity and effective delivery of priorities.

Types of guidance available for problem solving:

- Legislative and Regulatory Frameworks - Access to GoA policy coordination processes, legislative counsel, and intergovernmental relations protocols to ensure compliance and alignment with federal-provincial and international frameworks.

- Strategic Decision-Making Processes - Established government decision-making channels (Cabinet Policy Committee, Legislative Review Committee, Policy Coordination Office) for advancing policy recommendations and legislative changes.

- Cross-Government Coordination Mechanisms - Formal interdepartmental committees, FPT tables, and subcommittees to facilitate integrated approaches and reduce siloed initiatives.

- AI-Enabled Policy Analysis Tools - Advanced analytics platforms and AI-driven insights to support evidence-based decisions and anticipate emerging trends or risks.

- Risk Monitoring and Environmental Scanning - Structured processes for monitoring political, legislative, and administrative environments to identify unanticipated impacts and inform proactive strategies.

- Executive-Level Advisory Structures -Direct access to senior leadership (ED, ADM, DM, Premier's Office) for strategic guidance, escalation of complex issues, and alignment with government priorities.

- Stakeholder Engagement FrameworksEstablished consultation protocols and negotiation strategies for building strong partnerships with internal and external stakeholders.

- Organizational Capacity Development ResourcesLeadership development programs, team-building strategies, and performance management tools to strengthen staff capability and ensure effective delivery of priorities.

Direct or indirect impacts of decisions:

Direct Impacts

- Regulatory Alignment and Compliance - Immediate changes to GoA legislation, regulations, and policies to align with federal-provincial and international frameworks; reduced legal exposure and clearer authority pathways.

- Project Delivery and Timelines - Acceleration (or de-risking) of strategic initiatives and special projects through integrated planning, gating, and decision escalation.

- Resource Allocation and Capacity - Reassignment of staff, budget, and analytics capacity to priority files; targeted capability building (e.g., AI literacy, policy methods) within the unit.

- Intergovernmental Positions and Negotiations - Formalized GoA positions at FPT tables; direct influence on agreements, MOUs, and joint action plans.

- Policy Direction and Implementation - Adoption of new or amended policies, guidance notes, and operating procedures across ministries and programs.

- Evidence Base for Decisions - Deployment of AI-enabled analysis that changes what data is used, how options are framed, and the confidence levels in recommendations.

Indirect Impacts

- Service Quality and Public Outcomes - Downstream improvements (or unintended pressures) on program delivery, equity of access, and client experience across sectors.

- Cross-Government Cohesion - Reduced duplication and conflict across ministries; stronger integration of initiatives leading to cumulative impact on government priorities.

- Stakeholder Trust and Collaboration - Enhanced confidence among partners (municipalities, NGOs, industry, other orders of government) and greater willingness to co-invest or co-design.

- Reputational and Political Risk - Perceptions of the GoA's leadership, reliability, and readiness in intergovernmental forums; media and public narrative stability.

- Fiscal Sustainability and Economic Signals - Indirect effects on investment certainty, cost avoidance, and long-term budget pressures through better policy coherence.

- Legal and Governance Resilience - Fewer future challenges or compliance gaps due to clearer legislative intent, improved oversight, and auditable decision trails.

- Organizational Learning and Innovation - Uptake of modern policy tools (AI, scenario planning) increasing adaptive capacity and continuous improvement across the enterprise.

- Risk Anticipation and Preparedness - Earlier detection of emerging issues from other jurisdictions, enabling preemptive adjustments and smoother implementation.

Key Relationships

Major stakeholders and purpose of interactions:

- Liaising with government bodies: Cabinet Policy Committee, Legislative Review Committee, and other meetings to present and support legislative changes. Establishing connection with the Policy Coordination Office to ensure strong communication and adherence to government priorities and processes.

- Stakeholder engagement: Lead consultations with internal and external stakeholders to gather input on legislative amendments and lead inter-jurisdictional negotiations.

- Acting as the liaison and key resource for strategic support, advice, and assistance to the ED, ADM, And DM as required.

- Networking and facilitating internal and external stakeholder relationships and working closely with the Deputy Minister's (DM) Office of Intergovernmental Relations, other ministry's, and the Premier's Office to support the government's priorities.

- Supporting cross-divisional, cross-departmental, and cross-jurisdictional priority files; providing advice and

recommendations to executive and senior management; and leading strategic intergovernmental projects.

- Supporting intergovernmental relationships and developing effective networks with a variety of stakeholders; and providing strategic advice on priority policies and directions.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

University graduation with a degree in Political Science or a related field, supplemented by six years of progressively responsible experience.

Thorough understanding of the Canadian federal system of government, including the Canadian political system,

operation of Canadian political institutions, and political processes (requiring preferably a degree in Political Science,

Canadian Studies, or a related discipline).

· Knowledge and understanding of Canadian federalism.

· Knowledge and understanding of the Canadian intergovernmental relations environment, and awareness of jurisdictional issues, emerging issues and current events impacting intergovernmental relations.

· Strong interpersonal skills focusing on effective communication skills (verbally and written) with individuals at different levels of government, in the private sector, and from the general public.

· Strong ability to work with and provide advice to other Ministries, including the ability to work on cross-Ministry intergovernmental initiatives.

· Knowledge and understanding of academic research techniques.

· Ability to undertake multi-disciplinary research and analysis activities concerning public policy, using a variety of resources and analytical tools.

· Ability to analyze current events and discern trends that will have intergovernmental implications for Alberta.

· Capacity to provide original analysis and creative thought in the development of strategic options and policy advice.

· Excellent writing skills and the ability to present information in a clear, concise, and accurate manner.

· Well-developed facilitation, influencing, and team-building skills.

· Well-developed organizational, prioritization and time management skills.

· Ability to work both individually and in a team environment.

· Ability to meet tight deadlines.

· Ability to take initiative.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level B C D E	Level Definition	Examples of how this level best represents the job
Agility	○ ○ ○ ○ ○		
Drive for Results	○ ○ ○ ○ ○		
Develop Self and Others	○ ○ ○ ○ ○		
Systems Thinking	○ ○ ○ ○ ○		
Creative Problem Solving	○ ○ ○ ○ ○		

Benchmarks

List 1-2 potential comparable Government of Alberta Benchmark

Director, Economic and Resource Policy, IGR

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

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