

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Indigenous Policing Coordinator

Current 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

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Indigenous Policing Services Unit was established to collaborate with Indigenous policing stakeholders and ensure that Indigenous communities receive adequate and effective policing services. Reporting directly to the Director of Indigenous Policing, the Indigenous Policing Coordinator provides strategic leadership and operational support across a range of initiatives central to the Unit's mandate.

This role requires the development and maintenance of open, respectful communication with a broad network of partners, including departments within the Government of Alberta and Government of Canada, Indigenous governments, police services, and governing bodies. The Coordinator plays a key role in advancing the Government of Alberta's priorities—working to ensure that all Albertans, including those in Indigenous communities, can live and raise their families in safe, secure environments.

## Responsibilities

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

Working in close collaboration with the Director of Indigenous Policing, the Indigenous Policing Coordinator is responsible for ensuring the delivery of effective, efficient, and culturally sensitive policing services that align with the terms and conditions of various Indigenous policing agreements.

Community Support & Agreement Oversight:

- Provide direct support to First Nation communities and Métis Settlements engaged in First Nation Self-Administered, RCMP Community Tripartite, and Enhanced Policing Agreements.
- Offer strategic guidance to police commissions, community consultative groups, and Métis Settlements to identify, prioritize, and monitor policing needs.
- Collaborate with designated representatives to develop and implement action plans aligned with the Government of Alberta's Business Plan.
- Deliver sound, accurate advice to support the negotiation and renewal of Indigenous policing agreements.

Financial & Compliance Monitoring:

- Design and implement performance measures to monitor the use of budgeted funds across First Nation policing agreements, ensuring compliance with agreement terms.
- Develop needs assessments for Indigenous communities seeking enhanced or alternative policing models, supporting leadership, governance bodies, and Public Safety Canada in implementing identified priorities.

Conflict Resolution & Relationship Management:

- Provide assistance in managing and resolving conflicts among First Nation police services, police commissions, Band Councils, RCMP, and community members.
- Maintain open, respectful communication with stakeholders across the Government of Alberta, Government of Canada, Indigenous governments, police services, public groups, and governing bodies.

Communication & Independence:

- Demonstrate strong oral, written, and presentation skills to effectively advance departmental objectives.
- Operate independently when required, while maintaining consistent communication with management and stakeholders.

Travel Requirements:

- Travel to various locations within Alberta, including to remote or isolated communities, will be required 

## Problem Solving

Typical problems solved:

Balancing the competing priorities and perspectives from within the department, other GoA ministries and external stakeholders.

Types of guidance available for problem solving:

- Colleagues and senior leadership within the Branch
- Aligning and leveraging the intersecting efforts in the GoA (i.e. Public Security Advisory Committee, PSES

Direct or indirect impacts of decisions:

The Indigenous Policing Coordinator influences managerial and executive levels of the department, other GoA Ministries, law enforcement agencies and other stakeholders. This role provides expert advice and integrates insights from diverse sources to address complex issues related to community safety in Indigenous communities. Decisions made in this role carry significant weight, with outcomes that directly affect a broad spectrum of stakeholders—both internal and external. The Coordinator must exercise sound judgment, cultural awareness, and strategic foresight to ensure that initiatives are responsive, inclusive, and aligned with provincial priorities.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders - the Indigenous Policing Coordinator works collaboratively across the GoA to support strategic alignment and issue resolution:

- PSES Senior Leadership: Provide expert advice on policy development, project oversight, and resolution of emerging issues;
- Branch Members: Facilitate information sharing and support collaborative problem-solving;
- Other Divisions and Ministries: Engage in consultation, gather relevant data, and offer subject matter expertise on Indigenous policing portfolios.

External Stakeholders - the role requires strong relationship-building and coordination with a wide range of external partners:

- Law Enforcement Agencies: Share information, foster collaborative relationships, provide secretarial and project management support, promote best practices, and serve as a liaison between law enforcement and government ministries;
- Indigenous Governments, Federal Government, and Other Provinces/Territories: Facilitate open communication, strengthen partnerships, and promote long-term visioning and increased attention to community safety in Indigenous communities.

Required Education, Experience and Technical Competencies

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

If other, specify:

Directly related education or experience considered on the basis of: 1 year for 1 year

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

Possess a good working knowledge of the following would be an asset:

- First Nation Treaties and associated traditional laws
- Alberta Police Act, Peace Officer Act and Indian Act
- Metis Settlement and General Council structure
- First Nations and Inuit Policing Program
- First Nation and RCMP policing models
- Provincial Police Service Agreement

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"><li>• Engages perspective to seek root causes</li><li>• Finds ways to improve complex systems</li></ul>	This role operates within a rapidly shifting landscape, demanding agile thinking and inventive solutions to complex challenges. Success requires a deep and wide-ranging

		<ul style="list-style-type: none"> <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>	understanding of public safety, law enforcement practices, and the legal frameworks surrounding Indigenous laws and Treaties. Candidates must demonstrate the ability to navigate ambiguity, apply innovative approaches, and craft thoughtful strategies that reflect both technical expertise and cultural awareness.
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>	This portfolio demands a high degree of agility, as emerging issues often require swift recalibration and the courage to champion innovative approaches. This role calls for a sharp ability to identify systemic barriers, interpret complex information, and clearly articulate gaps that inform responsive and effective strategies. Success hinges on a mindset that embraces change, fosters collaboration, and drives continuous improvement in dynamic environments.
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <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 Indigenous Policing Coordinator plays a pivotal role in cultivating meaningful relationships across communities, agencies, and jurisdictions. This position demands a conscious, collaborative approach to managing work within politically and culturally sensitive contexts. Success hinges on the ability to build trust, foster inclusive dialogue, and navigate nuanced environments with respect, diplomacy, and strategic clarity.