

Working Title	Name
Senior Intergovernmental Officer	

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
		Intergovernmental Relations/ Economic and Resource Policy	Executive Council

Present Classification	Requested Classification
Program Services 4	Program Services 4

Dept ID	Program Code	Project Code (if applicable)

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

In order to give senior level support to the Ministry's core business of providing strategic advice and policy analysis, analyzing and disseminating information, coordinating Alberta's policies and activities, and advancing Alberta's interests, this position monitors intergovernmental developments in Economic and Resource policy, and reports to an Associate Director of the Economic and Resource Policy team.

Also within the framework of the Ministry Business Plan, the Senior Intergovernmental Officer works with the entire Intergovernmental Relations Section to pursue a consistent and coordinated approach to the province's intergovernmental agenda. This includes pursuing effective participation by Alberta in the federation, working to achieve a federal system that better serves Albertans' needs, and attaining effective leadership by Alberta that supports a strong and united Canada.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Provides intergovernmental monitoring and liaison, in support of the core business areas of strategic advice, policy analysis, and information analysis and dissemination, as identified in Executive Council's Business Plan. Particular attention is paid to labour market and immigration issues. Activities include:
 - Monitors media sources, federal and provincial government announcements, Ministerial speeches, and legislative proceedings for knowledge of events that shape the intergovernmental environment. Discerns trends and their political implications for Alberta.
 - Ensures that the department is aware of and therefore in a position to respond to intergovernmental developments.
 - Updates the Economic and Resource Policy team, as well as other interested members of the Intergovernmental Relations Section, on recent developments in economic and resource policy issues.
 - Monitors and evaluates the ongoing activities and positions of the Canadian governments and political parties at the provincial and federal levels, with respect to economic and resource policy.
 - Maintains relationships with Alberta Ministries involved in economic and resource policy issues. Assumes key contact role for specified Ministries and/or issues.
 - Represents the Department's views at interdepartmental and/or external meetings, and provides input into the formation of policies and strategies.
 - Makes presentations as required.
2. Provides support to senior officials within Executive Council. Activities include:
 - Prepares draft responses to correspondence received from the public by the Premier of Alberta, with a view to ensuring that a response is sent within a reasonable limit of time, and to maintaining positive government-citizen relations.
 - Provides government information and communicates Government of Alberta positions in response to public

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- inquiries.
 - Provides support as requested to other members of the Economic and Resource Policy and other Intergovernmental Relations teams. Provides input as to trends and their implications.
 - Disseminates information both through oral briefing and using a variety of writing structures, including briefing notes, letters, memos, e-mail messages, summaries, speaking notes, tables, and visual diagrams.
 - Reviews intergovernmental agreements to ensure their terms align with Alberta's legislated obligations, e.g. the *Government Organization Act*, and Alberta's intergovernmental objectives. Tracks and works with Federal/Provincial Relations and Records staff to ensure agreements are catalogued and properly placed in inventory.
3. Assist the Division with its role in coordinating Alberta's participation in intergovernmental meetings and conferences, including Council of the Federation meetings, the Western Premiers' Conference, First Ministers' Meetings, meetings of the New West Partnership, and other intergovernmental meetings. This helps to ensure effective participation by Alberta in the Canadian federation, in keeping with the Ministry's Business Plan goals of securing benefits for Alberta as an equal partner in a revitalized, united federation and ensuring that Alberta's priorities and interests are advanced at intergovernmental meetings of Ministers and officials. Activities include:
- Prepares draft issue updates and briefing materials.
 - Drafts related speaking notes for the Minister and other members of government.
 - Coordinates and organizes briefing materials.
 - Gathers and organizes information from line Ministries concerning Alberta's priorities on sectoral issues.
 - Seeks input from other governments on their objectives and priorities for upcoming conferences and meetings.
 - Conducts follow-up to conferences/meetings (i.e. informs line Ministries and other governments of outcomes, status of follow-up activities, and directions for future work).
4. Participates in Executive Council's Business Plan strategy of developing policy recommendations and strategies with regards to Economic and Resource policy and other related issues as they emerge. Ensures that accurate and up-to-date background information is readily available if requested by other staff members or government, and also helps to provide a broader understanding of economic and resource policy issues. Activities include:
- Initiates, undertakes, and assists with related research projects.
 - Keeps abreast of relevant academic proposals and commentaries and, if necessary, provides summaries and analysis of these materials to support the development of Alberta's response and position.
 - Follows issues and trends which may be of concern to the government in the present and future.
 - Summarizes books, academic articles, government releases, and other documents.
 - Analyzes federal and provincial initiatives for their implications on Alberta.
 - Drafts briefing materials.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Works directly with Intergovernmental Relations staff, providing requested advice and support to advance Alberta's intergovernmental objectives.
- Assists with interdepartmental work resulting in better coordination of overall provincial initiatives through cross-ministerial information exchange, environmental scanning, and strategic planning.
- Contacts other officials in Alberta Ministries as required to coordinate an Alberta response to any number of public policy issues (e.g. coordinating responses on Action Requests).
- Interacts with federal and provincial counterparts to exchange information and coordinate activities, with the aim of advancing Alberta's intergovernmental interests.
- Contacts members of the academic community to arrange meetings on issues relating to Canadian public policy.
- Occasional contact with the general public to discuss and provide information on intergovernmental issues.

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KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Thorough understanding and/or experience in the Canadian federal system of government, including the Canadian political system, operation of Canadian political institutions, and political processes (generally requiring at least an undergraduate degree in Political Science, Canadian Studies, Law, or a related discipline plus four (4) years progressively responsible related experience; or Masters degree in a related field plus two (2) years related experience.
- Significant knowledge of the Canadian Constitution (particularly as it relates to division of powers).
- Knowledge and experience in a Canadian intergovernmental relations environment, and awareness of jurisdictional issues, emerging issues and current events impacting intergovernmental relations.
- Experience in related research techniques.
- Knowledge and/or relevant experience in committee work and project management.
- Ability to undertake multi-disciplinary research and analysis of public policy, using a variety of resources and analytical tools.
- Ability to analyze current events and discern trends that will have implications for Alberta.
- Capacity to provide original analysis and creative thought in the development of strategic options and policy recommendations.
- Excellent writing skills and the ability to present information in a clear, concise, and accurate manner.
- Strong interpersonal skills focusing on the ability to communicate effectively (verbally and in writing) with individuals at different levels of government, in the private sector, and from the general public.
- Well-developed facilitation, influencing, and team-building skills.
- Well-developed organizational, prioritization and time management skills.
- Ability to work both independently and in a team environment.
- Ability to meet tight deadlines.
- Ability to take initiative.
- Knowledge and/or experience in program and policy development.
- Communication, interpersonal and presentation skills.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

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