

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Executive Advisor

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Police Review Commission



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Exec Director, Corporate Servi

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The *Police Act* was amended in December 2022 to create the legislative authority to establish a new arm's-length agency to manage complaints against the police and conduct disciplinary proceedings. The Police Review Commission will be established upon proclamation of relevant sections of the Police Amendment Act (2022) in 2025.

The Police Review Commission will be responsible for overseeing the police complaints process for all police services in Alberta and will have approximately 150 staff. It is anticipated the Police Review Commission will receive approximately 5,000 unique contacts per year. At implementation, the Police Review Commission will be at the forefront of leading and supporting police services through a significant change in process and philosophy.

Reporting to the Executive Director, Corporate Services, the executive advisor is responsible for providing strategic issues management and coordination for the Police Review Commission. This includes developing, coordinating and evaluating operational and strategic management information and reports, briefings, correspondences and processes to support the business requirements of the agency, while ensuring compliance with relevant legislation and government policies.

A key component of the role is to work with the agency's executive directors to coordinate briefings for the CEO on all issues and emerging items and ensuring that issue management is provided in a fully integrated and coordinated

manner. Additionally, the executive advisor supports the building and maintenance of stakeholder relationships for the chief executive officer and provides strategic advice on a range of topics impacting the Police Review Commission.

Responsibilities

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

- 1. Issues management** - The mandate of the Police Review Commission is advanced through the excellent issues and relationship management.
 - Establishes and maintains effective working relationships and communication linkages with the Premier's Office, Minister's Office, Deputy Minister's Office, staff and leaders across the Police Review Commission and ministry, and key stakeholders.
 - Anticipates and identifies emerging and potentially sensitive issues that have an impact on the Police Review Commission and raises those issues to the chief executive officer and the agency's executive team.
 - Systematically tracks issues to identify themes and keeps the chief executive officer and branches aware of issues impacting the Police Review Commission.
 - Assesses, prioritizes, and researches issues and inquiries that impact the Police Review Commission, including determining which matters require chief executive officer's attention and directing issues to the appropriate areas.
- 2. Information management and coordination** - The Police Review Commission operates smoothly at the strategic level through the effective flow of information within the agency.
 - Drafts, reviews and manages briefings and background materials for the chief executive officer. This includes coordinating with branches across the Police Review Commission, and delegating activities to senior/ executive leaders in the agency.
 - Manages executive correspondences by tracking all incoming correspondences to the office of the chief executive officer, assigning responses to relevant branches, reviewing responses for completeness, format and tone, and seeking approval from the chief executive officer on responses.
 - Works with the agency's communications advisors and senior leadership to develop and maintain key messages and templates for use by other units across the agency and maintains a repository of those materials.
 - Works in collaboration with the agency's executive directors to prepare and coordinate briefings, reports and other materials for the chief executive officer.
 - Develops and communicates processes to leadership and staff across the agency, such as for requesting decisions or meetings with the chief executive officer, ARTS, and coordination between branches or with the ministry.
 - Develops and implements processes and systems to track major branch initiatives to inform branch leaders of significant developments, progress, emerging issues or concerns in the day-to-day operations of the Police Review Commission.
 - Coordinates action requests from the Minister's office using the Action Request Tracking System (ARTS), emails and other platforms.
- 3. Research, analysis and advice** - The chief executive officer is supported in their duties through strategic and timely advice on operations, coordination and issues management.
 - Provides ongoing strategic advice and recommendations to the chief executive officer in relation to the implementation and ongoing operations of the Police Review Commission.
 - Provides cross-coverage for areas of emergent priority within the agency's branches.
 - Assesses, prioritizes and researches issues that may impact the strategy or operations of the Police Review Commission, and raises issues and potential solutions to the chief executive officer, when appropriate.
 - Keeps abreast of political and technological change that may impact the organization and prepares the chief executive officer accordingly.
 - Advises the chief executive officer on government processes, policies and legislation that may impact the agency's operations (e.g., staff recruitment, government budgeting, travel approvals, procurement, election cycle and other matters).

4. Leadership - Strategic priorities are advanced through leadership at all levels of the Police Review Commission.

- Promotes the principles of equity, diversity and inclusion, and integrates those principles into issues management and other practices.
- Contributes to a workplace environment that inspires innovative approaches to creatively solve problems, obtain relevant information, prepare materials to respond to inquiries, and to support understanding of complex issues arising from internal and external stakeholders.
- Represents the chief executive officer as requested at meetings, briefings or events and reports back to the chief executive officer on outcomes.
- Travels and attends meetings with or for the chief executive officer with the intent of taking notes, measuring stakeholder reaction, and tracking action items.
- Participates on the agency's leadership team, contributes to the determination of strategic directions for the agency, helps identify and prioritize items for discussion by the team, provides information to determine and clarify actions required, and follows-up on action items that are assigned.
- Coordinates and contributes to special projects and initiatives as directed by the chief executive officer.

Problem Solving

Typical problems solved:

The executive advisor balances needs and requirements at various levels of the organization. Information and content are diverse, and strategic thinking is required to understand the information provided by department officials and elected officials. The position works with diverse stakeholders and must present information in a way that minimizes controversy and maximizes potential impact for Alberta.

Issues can be complex, highly political and public due to the nature of the Police Review Commission, and the involvement of multiple stakeholders with diverse and potentially conflicting perspectives. Multiple issues may emerge concurrently, and the executive advisor must assess each situation to determine potential impact, establish initial priority and identify who needs to be involved in the solution.

Problem solving involves creative thinking, seeking clarity and engaging different perspectives in finding root causes and other problems related to the issue being discussed. Problems usually involve the interpretation of complex and sometimes oblique information.

Finding solutions requires a very high degree of analytical, interpretive, evaluative and strategic thinking. In some situations, there may be few established solutions or processes, and the position must provide leadership and space to develop new approaches to address emerging issues. Challenges may include knowing who to talk to and the sequencing of conversations needed to produce effective action. The executive advisor may also need to bring clarity to changing and evolving processes so issues can be resolved.

Types of guidance available for problem solving:

The position works within a variety of acts, regulations, standards, and police service operational policies and procedures that govern police misconduct, as well as government human resource, issues management, project management, engagement, agency governance, policy development, finance, IT, and procurement policies and processes.

The executive advisor needs to continuously engage others to scope issues and find the best solutions. Guidance is available from the chief executive officer, and executive directors and directors in the agency. Professional knowledge and experience are also drawn upon to inform problem-solving and related decision-making.

Analytical and evaluative skills are required to assess issues and inquiries to determine their urgency, impact, and influence. Strong collaboration and coordination skills are required to ensure that each of the internal and external parties impacted by a specific issue or request is linked to the solution. Considerable influence is also applied to solicit input and content from relevant parties so that responses are complete, accurate and delivered within expected timeframes.

Direct or indirect impacts of decisions:

This position is responsible for all issues management activities for a new public agency responsible for police complaints, investigations, and coordination of disciplinary hearings. This is a highly complex, high-profile initiative and is a "first" for Alberta.

The executive advisor makes direct contributions to the development and implementation of the agency's strategic, business and operational plans. The position works collaboratively with executive leaders in the organization to remove barriers to achieving the agency's mandate. The impact of these contributions is substantial, with the goal of improving and maintaining public trust in police. Any failure to manage significant issues will undermine public and police perception of the police complaints process and will ultimately lead to diminished trust in policing across Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Chief executive officer: to receive direction, provide comprehensive and integrated advice on emerging issues, and provide comprehensive reporting and advice on a range of activities and initiatives ongoing within the agency.
- Executive support to the chief executive officer: share information, schedule briefings and meetings for the chief executive officer, coordinate office logistics, and assign tasks.
- Executive directors and directors across the Police Review Commission: to share information, collaborate, assign tasks, monitor progress of projects or issues resolution strategies, and provide support to address emerging issues and operational barriers.
- Ministry and cross-ministry partners: share information, collaborate, and share and seek advice.

External

- Police services and associations, other law enforcement organizations and police commissions: work collaboratively with external partners and organizations to identify issues, mitigation strategies and potential solutions.
- Federal government (e.g., Public Safety Canada): under the direction of the chief executive officer, represent Alberta's perspective, consult and inquire about police review procedures, and collaborate where possible.
- Municipal governments: Convey information about the Police Review Commission and seek advice on select issues or topics.
- First Nations: Convey information about the Police Review Commission, and seek advice on select issues or topics, and seek to understand the perspective of First Nations as it relates to the development of the Police Review Commission.

Required Education, Experience and Technical Competencies

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

If other, specify:

Any relevant education

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

Education

- Related degree, along with four years of progressively responsible experience in public administration, communications, policy or similar.

Experience

- Experience preparing materials for senior/executive audiences.
- Experience with government business, human resources, procurement and other processes.
- Experience developing successful working relationships across a wide array of stakeholders.

Technical competencies

- Strong understanding of government policies and procedures concerning issues management, communications, engagement, procurement, human resources, finance and business planning.
- Political acumen, professionalism, tact, and diplomacy to manage sensitive issues and situations.
- Ability to analyze and resolve issues and develop recommendations promptly.
- Advanced understanding of the *Police Act* and a working knowledge of other relevant legislation (e.g., *Government Organization Act*, *Freedom of Information and Protection of Privacy Act*, *Alberta Public Agencies*

Governance Act, etc.).

- Demonstrated interpersonal, negotiation, facilitation and consulting skills, including ability to establish and maintain effective working relationships with diverse stakeholders in government, sector and community.
- Highly developed writing and editing skills to develop and edit key messages, briefing notes, and presentations for a wide variety of audiences (e.g., government officials, business leaders, police personnel, community groups and public).
- Ability to lead through influence and motivate action that reflects the needs and perspectives of the Police Review Commission.
- Able to provide accurate status of issues and to provide advice on prioritization and next steps.
- Ability to manage change positively.
- Exceptional attention to detail.
- Advanced knowledge of a variety of software applications (e.g., ARTS, Microsoft Office Suite, etc.), and ability to learn how to use new and proprietary software.
- Ability to work effectively under pressure and to manage urgent matters.
- Organizational skills to track a variety of ongoing projects and initiatives across the agency.
- Ability to remain self-motivated and resourceful and work with minimal supervision.
- Class 5 driver's license and clear driver's abstract.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>The incumbent must understand how policing trends and standards inform changes in planning and projects because these changes can have very large impacts on key stakeholders across the policing system.</p> <p>As such, a high degree of strategic thinking is required.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Given the sensitive, high-profile nature of this role, direction may be adjusted from time to time in order to address issues.</p> <p>Incumbent must be able to anticipate and plan for changes, and reset existing plans to meet the new direction.</p>

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Develops and monitors plans to track progress of deliverables. In some case the position may be responsible for deliverables produced by stakeholder committees, technical working groups, or cross-divisional teams where the position has influence but not direct control over the results.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Works with a variety of internal stakeholders across the department and government.</p> <p>Must facilitate communication and collaboration across program areas and sometimes across many different external stakeholders.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>It is critical that the incumbent understands various perspectives and can pull together the right people to solve complex system problems.</p> <p>It is important to balance a variety of needs, assess the implications of various alternatives and provide meaningful advice for consideration.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Issues Manager - common job description