

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Indigenous Relations Manager

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SIS Division/Strat Pol & Bus. Ser. Branch/EC

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta Transportation and Economic Corridors (TEC) supports Alberta's economic, social and environmental success by building and maintaining a safe and efficient transportation system.

Under the general direction of the Director, Economic Corridors, this position provides leadership, knowledge and strategic coordination to support the Indigenous relations work of TEC. This includes building relationships with Indigenous leadership, communities, organizations and advocacy groups, acting as a liaison between TEC and Indigenous stakeholders and providing strategic advice to Government of Alberta (GoA) leadership.

The scope of this position is very broad and is regularly called on for advice and support from various divisions within TEC and elsewhere in the GoA on a variety of topics, including: supporting Indigenous involvement and participation in specific TEC-led projects, knowledge of governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration and engagement with Indigenous leadership, communities, organizations and advocacy groups.

As a member of the Economic Corridors management team, the Manager works closely with the Director and Executive Director and to optimize divisional capacity and lay the foundation for an improved relationship between TEC and First Nations and Metis groups. The Manager fosters increased information sharing and collaboration between ministry divisions to enhance decision making and progress towards ministry goals.

In developing partnerships, the Manager will be required to balance competing interests in a politically sensitive environment and often resolving situations that have not been resolved at the Technician or Program Area level. The Manager is responsible for developing a productive, efficient and client centered work environment and coaching staff on how to provide advice, advocate for and develop and maintain stakeholder relationships.

Responsibilities

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

Responsibilities include:

- Lead the development of materials that provide strategic advice to TEC leadership.
- Facilitate collaborative working relationships and partnerships with key stakeholders and establishes linkages to maintain optimal awareness of emerging issues, trends, and opportunities; facilitate improved relationships between TEC and Indigenous communities and organizations; ensure the department's programs are positioned optimally within the broader context of federal and provincial funding.
- Manage direct engagement with Indigenous stakeholders like dialogue and discussion tables that provide a framework for continued collaboration between the TEC and Indigenous communities and organizations.
- Support the development, implementation, and monitoring of grant programs, operational policies, communication strategies, ensuring strategies, plans, decisions, and initiatives reflect stakeholder, partner, and client perspectives, expectations, and requirements, as well as Ministry and Government strategic directions and business plans.
- Ensure staff engage with Indigenous communities to support enhanced capacity, projects, initiatives and action plans.
- Foster an environment where staff work collaboratively and effectively to deliver on projects, action plans and initiatives.
- Employ mediation and negotiating skills to resolve complex issues, manage emerging issues and mitigate risk to the department.
- Leads, participates and coaches others on multi-stakeholder projects or committees with provincial impact, representing the Division and Ministry on cross-ministry, cross-jurisdictional, task forces, and working groups to facilitate coordinated approaches to decision-making.
- Ensure Indigenous issues are fulsomely considered, Ministry interests are conveyed whilst remaining aware of diverse Indigenous, stake/shareholder and partner perspectives.

Monitor department resources and assist with staffing:

- Foster an environment that promotes transparency and accountability in all branch programs and services.
- Assist with ensuring appropriate financial reporting and accountability systems are in place
- Assist with ensuring that operating results established in the annual budget are achieved
- Lead, coach and mentor program staff to achieve operational and business plan goals and link program activities within the department and across the GOA.
- Leads or coaches others to take on emerging projects related to grant management and financial

accountability

- Support the Director in the hiring, training and development of branch staff in collaboration with senior management team.

Relationships and partnerships are developed and maintained with internal and external stakeholders to enable implementation and support for the branch mandate:

- Monitor and ensure staff are maintaining effective relationships with Indigenous communities and organizations to anticipate and prepare for issues in a proactive manner.
- Build relationships with other GOA departments, Government of Canada departments and municipal governments to provide a strategic perspective related to program, policy and delivery.

Provide strategic options, comprehensive policy advice, briefing papers, recommendations and perspectives to the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister on functions, activities and issues.

- Provide reports regularly to the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister to ensure that senior leaders are fully informed of branch activities.
- Contribute to the development of policies and procedures within the division to support results and goals articulated in the department business plans.
- Communicate with other departments to proactively identify opportunities to address policy and program concerns impacting Indigenous people.
- Identify trends, opportunities and engage in long range planning to ensure the department is prepared for future challenges.

Proactively identify future opportunities and issues, and position current developments to support, merge or respond to them.

Problem Solving

Typical problems solved:

The Manager supports the vision and guidance for TEC's Indigenous relations. The Manager has a supporting role in the development and evolution of Ministry initiatives, integrating the various programs, and adjusting their focus and scope as needed to advance ministry and GOA priorities.

- Knowledge of Alberta and federal government priorities, policies, operations, and initiatives with respect to Indigenous peoples.
- Strong leadership, management and organizational abilities to manage a number of complex and competing issues while still delivering timely results.
- Proven success in leadership and ability to manage a diverse scope of subject matter related to Indigenous relations.
- Proven ability to lead with a commitment to create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future.
- Develop and enhance partnerships to address the needs of Indigenous people in Alberta. This regularly requires advocacy, coaching and supports provided to other government departments at both the program area and senior leadership level.
- Knowledge of management best practices in performance management, project management, staff development and the collective agreement.
- A key purpose of this position is to engage and lead others to identify unique solutions to complex issues; problem solving on a broad and holistic scale, long term view, and implications. The position must identify and act on opportunities for innovation supporting creative solutions.
- Incidents of a politically sensitive nature must be dealt with on an ongoing basis.
- Indigenous organizations and communities may seek assistance from Manager and staff to help resolve issues involving other TEC divisions or other departments. The Manager must be able to facilitate conflict resolution and negotiation between parties.

- The Manager supports the Director to ensure resources are allocated in the budget to ensure that the department goals are being met.

Types of guidance available for problem solving:

Senior leadership in the branch, including the Executive Director and Directors. Also, other ministry experts in Human Resources, Communications, and Finance.

Direct or indirect impacts of decisions:

This position leads TEC's Indigenous Relations team. This includes managing complex and potentially sensitive stakeholder relationships with both internal and external groups.

The decisions made in this role impact the overall reputation of the department, the Minister and the Government of Alberta as a whole. This position has the authority to manage staff and stakeholders and make decisions impacting TEC's relationship with Indigenous leadership, groups, communities and organizations, as well as other GoA departments and other orders of government.

Key Relationships

Major stakeholders and purpose of interactions:

Minister and Deputy Minister: Provide strategic advice and information on economic corridor priorities and other transportation related subjects as they relate to Indigenous people in Alberta.

ADM: Provide strategic advice and information on economic development issues related to Indigenous stakeholders

Executive Director: Provide strategic advice and information on economic corridor priorities and other transportation related subjects as they relate to Indigenous peoples in Alberta.

Director: Participate as a member in division planning and reporting and problem solve issues as they arise

Branch Staff: Manage direct reports and oversee the operations of the branch, support the professional development of branch staff, link the work of the branch to other branches and divisions in the ministry and with other relevant units in other ministries.

Other Ministry Senior Managers: Collaborate on initiatives; coordinate ministry work; provide advice and guidance; establish ad hoc committees to coordinate and leverage shared information and facilitate decision making regarding a variety of issues.

Other GOA departments including Deputy Ministers, Assistant Deputy Ministers and senior executives: Provide advice on working with Indigenous groups, ensure Indigenous perspectives are fulsomely considered, negotiate joint funding arrangements encourage and support other departments to engage and support Indigenous groups.; represent the ministry's perspectives; plan and participate in cross- ministry projects.

External stakeholders, Indigenous leaders and technicians: Establish and sustain strong working relationships to facilitate forward movement on multiple and constantly emerging issues such as workforce participation; represent the ministry's perspectives; intervene when required.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

If other, specify:

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

Minimum Post Secondary Education in Business Administration, or a Social Science or Natural Resources Discipline.

- Proven experience to lead a team of staff with diverse levels of education, culture and work experience.
- Knowledge of and sensitivity to Indigenous history and culture and political structures, which strongly influence stakeholder perceptions and the ministry's working relationship, is essential to develop positive working relationships.
- Knowledge of current provincial and federal government priorities, policies relevant to Indigenous Communities
- Proven analytical and synthesis skills to make sound judgment and recommendations on courses of action.

- Proven communication skills, both verbal and written and ability to adapt style to different audiences and the ability to coach others.
- Proven ability to exercise discretion and diplomacy in a highly sensitive political environment

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>The scope of this position is very broad and is regularly called on for advice and support from other areas of TEC on a variety of topics, including: governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration with relationship agreements and engagement with Indigenous communities.</p> <p>In developing partnerships, the Manager will be required to balance competing interests in a politically sensitive environment and often resolving situations that have not been resolved at the technician or program area level.</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>The position builds partnerships between Indigenous communities, organizations, industry, other levels of government and non-Indigenous organizations.</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 	<p>This position monitors the implementation of solutions to ensure measures and deliverables are achieved.</p> <p>Works with the governance of Indigenous communities and organizations, and supporting the Ministry and Minister's collaboration, relationship agreements and</p>

		not immediately accepted • Reaches goals consistent with APS direction	engagement with Indigenous communities.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: • 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	Facilitate collaborative working relationships and partnerships with key stakeholders and establishes linkages to maintain optimal awareness of emerging issues, trends, and opportunities; facilitate improved relationships between the GOA, department and Indigenous communities and organizations.

Benchmarks

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

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.