

Working Title

Associate Director, Social Policy

Reports to Position No.,  
Class & Level

Division, Branch/Unit

Ministry  
Executive Council

Present Class

Requested Class

Levels to Deputy Minister (Not  
including incumbent level)

Dept ID

Program Code

Project Code (if applicable)

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See PP Slides 27-31).

This position supports the Ministry's core business in the areas of intergovernmental relations by providing strategic advice and policy analysis, analyzing and disseminating information, coordinating Alberta's policy approach and activities, and advancing Alberta's interests (as outlined in the Government of Alberta and Ministry Business Plans). This position reports to the Director of Social Policy and directly supervises one senior intergovernmental officer and directly supports an additional two intergovernmental officers in the completion of their duties.

The Associate Director monitors political, program and service developments in the context of intergovernmental policy, and works with other Alberta government Ministries and the entire Intergovernmental Relations Division team to advance 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. This Associate Director position manages high priority, complex and politically sensitive intergovernmental files, including Justice and Solicitor General, Municipal Affairs, Service Alberta, Jobs, Economy and Innovation, Culture, Multiculturalism and Status of Women, Community and Social Services and Children's Services.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP Slides 19-26).

1. Provides intergovernmental liaison in support of the areas of strategic advice, policy analysis, and information analysis and dissemination, as identified in the Ministry's Business Plan. Activities include:
  - Maintains relationships with senior level staff across Alberta ministries and FPT governments across Canada.
  - Works with senior level staff across Alberta Ministries in leading, developing and negotiating intergovernmental agreements (some worth hundreds of millions of dollars). This includes reviewing agreements, identifying intergovernmental strengths and weaknesses, making recommendations, developing strategic approaches as needed and providing advice to the Ministry Executive to ensure that the agreements reflect Alberta's intergovernmental objectives and priorities.
  - Ensures that the government is aware of, and therefore in a position to respond to, intergovernmental policy developments. Discerns trends and their policy implications for Alberta; provides analysis and recommendations.
  - Updates the Intergovernmental Relations Division on recent developments within intergovernmental policy issues.
  - Monitors the ongoing activities and positions of Canadian governments and political parties at the provincial and federal levels, with respect to intergovernmental policy.
2. Provides support to various members of the Ministry. Activities include:
  - Provides government information and communicates Government of Alberta policy positions in response to public

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inquiries.

- Provides support as requested to other members of the Intergovernmental Relations Division. Provides input as to trends and their implications. Provides updates on intergovernmental initiatives in assigned policy fields.
  - Disseminates information both through oral briefing and using a variety of writing structures, including briefing notes, letters, electronic mail correspondence, memoranda, summaries, speaking notes, charts and tables, and diagrams.
3. Assists 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, New West Partnership meetings, First Ministers' Meetings and other intergovernmental meetings as required. This helps to ensure effective collaboration by Alberta in the Canadian federation, in keeping with the Ministry's Business Plan strategies 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 for senior management and executive management.
  - Represents the Ministry at intergovernmental meetings in support of the program area lead Ministry. This includes traveling to Ministerial level meetings and providing advice to Ministers
  - Reviews and negotiates intergovernmental communique with federal and other provincial governments, including on-site at Ministerial level meetings.
  - Coordinates and organizes briefing materials for Premier.
  - Reviews and contributes to the preparation of briefing material for other Ministers.
  - 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).
  - Updates Ministry information as required.
4. Participates in the Ministry's business planning activities to develop policy recommendations and strategies with regard to intergovernmental policy and other related issues as they emerge. This includes monitoring federal/provincial/territorial policy issues, programs and services. Ensures that accurate and up-to-date information is readily available if requested by other Ministry or government officials, and also helps to provide a broader understanding of intergovernmental policy issues as the Ministry delivers on Alberta's vision and principles for its role in the federation. Activities include:
- Initiating, developing, and delivering related research projects.
  - Keeping abreast of relevant academic proposals and commentaries and, if necessary, providing intergovernmental analysis of these materials to support the development of Alberta's response and position.
  - Following issues and trends which may be of concern to the government in the immediate and longer term.
  - Analyzing federal and provincial initiatives for their intergovernmental implications for Alberta.
  - Providing presentations to international delegations on a variety of government policy related topics.
  - Drafting briefing materials.

**KNOWLEDGE/EXPERIENCE:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 32-36](#)).

- 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 of Canadian federalism.
- Knowledge of the Canadian intergovernmental relations environment, and awareness of jurisdictional issues, emerging

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issues and current events impacting intergovernmental relations.

- Strong interpersonal skills focusing on the ability to communicate effectively (verbal and written) with officials at different levels of government, those in the private sector, as well as the general public.
- Strong ability to work with, and provide advice to, other Ministries, including the ability to work on a variety of cross-Ministry intergovernmental initiatives.
- Ability to undertake multi-disciplinary research and analysis of public policy, using a variety of resources and analytical tools, drawing on knowledge of academic research techniques.
- 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 recommendations.
- Excellent written 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 collaboratively in a team environment.
- Ability to meet tight deadlines.
- Ability to take initiative.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP **Slides 37-39**).

- Alberta Ministry officials are key contacts. The position must maintain strong, collegial working relationships with colleague Ministries in order to advance Alberta's intergovernmental interests.
- The Associate Director participates as Alberta's representative or in support of Alberta's representatives in interprovincial and federal-provincial groups. This includes traveling to intergovernmental meetings, negotiating communiqué on-site with other FPT representatives, and providing intergovernmental advice to Ministers during meetings. This can include representing Alberta Intergovernmental Relations on behalf of the Executive Director and Assistant Deputy Minister at meetings as required,
- The Ministry's intergovernmental objectives, and strategies to achieve them, are shaped by business need and the broader intergovernmental positions of the Government of Alberta. While Alberta's intergovernmental orientation rests on clearly defined principles (such as respect for the *Constitution Act, 1867* and reporting by the province to its citizens rather than to other governments), the specifics of Alberta's intergovernmental priorities are subject to change. *Based on general direction from the Associate Deputy Minister/Executive Team, the Associate Director integrates desired outcomes with the broader Government of Alberta intergovernmental position, helping to shape the Ministry's actions in a wide array of intergovernmental fora.*

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 40-42](#)).

- Problem solving is consistent with established policies, under direction as needed. Guidance provided by Executive Managers is broad, and consideration of policy interests and departmental requirements is necessary. For many issues, there are few intergovernmental “template” solutions; therefore the Associate Director must develop new approaches and solutions to address emerging issues as they unfold.
- The Associate Director operates in an environment where broad objectives and governmental policy positions exist, often with a variety of means to meet desired objectives. The environment contains many unknown elements, as opportunities and decisions are shaped by high-level policy considerations in 13 other federal/provincial/territorial jurisdictions.
- Developing and representing Alberta’s position in intergovernmental fora: Given Alberta’s leadership role in the Canadian federation, there is often a significant degree of sensitivity in developing Alberta’s intergovernmental positions, and ensuring their accurate representation to other governments as well as the general public is critical

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 43-45](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
• Alberta Ministries	Daily/As Required	Policy/issue identification and resolution
• Department’s Minister, Deputy Minister; Executive Team	As Required	Issue identification/resolution, briefing, consultation and advice
• Division colleagues	Daily	Direction, advice, support
External		
• Federal/Provincial/Territorial governments: all counterpart Ministries (dealing with intergovernmental policy issues) in all F/P/T jurisdictions.	As Required	Policy/issue identification and resolution
• Broader, secondary impact on all Ministry clients, where federal-provincial initiatives and funding arrangements impact Ministries’ programs and services.	As Required	Information and advice

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 46-48](#)).

- Works directly with Ministry colleagues, providing requested advice and support to advance Alberta’s intergovernmental policy goals and objectives.
- Assists with interdepartmental activity that results in better coordination of overall provincial initiatives through collaborative and cross-ministerial information exchange, environmental scanning, and strategic planning.
- Directly supervises one senior intergovernmental officer.
- Contacts other officials in Alberta Ministries as required to coordinate an Alberta response to a variety of public policy



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issues.

- Interacts with federal and provincial counterparts to exchange information and coordinate activities, with the aim of effectively advancing Alberta's intergovernmental interests.
- Interacts with members of the academic community on issues relating to Canadian public policy.
- Occasional contact with the general public to discuss and provide information on intergovernmental issues.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Director/ADM: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature of Job Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor**

Name

Signature

Date

**Division**

**Director/ADM**

Name

Signature

Date

*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 Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*