

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Dir. Integr. Just Initiatives

Requested Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

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

SSII, Integrated Justice Initiatives

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Teigan Lawton

Supervisor's Current Class

Executive Manager 2

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Justice Supports Branch, the Director of Integrated Justice Initiatives is responsible for the strategic development, implementation, and oversight of community-facing justice programs and supports a range of transformative justice initiatives designed to enhance services within Alberta's justice system. The role leads the establishment, delivery, and ongoing administration of programs including specialized courts, restorative justice initiatives, youth justice committees, diversion programs, and community justice centres. Through a team of one manager and program service staff, the Director leads the development of new programs and expansion of services across the province. This includes assessing community readiness, identifying new program locations, establishing partnerships, procuring contracts and grants with non-governmental organizations, supporting training and mentorship for service providers, and ensuring effective program administration and sustainability. The position also provides leadership and coordination for justice initiatives that advance more responsive justice services, particularly in areas such as gender-based violence, ministry granting programs, and cultural awareness. These initiatives involve cross-ministry collaboration and engagement with stakeholders across Justice, Public Safety and Emergency Services, Mental Health and Addiction, Assisted Living and Social Services, Children's Services, Education, the entities supporting Albertans health, Legal Aid Alberta, the judiciary, policing partners, and community organizations. The Director oversees a multidisciplinary team responsible for managing these initiatives and coordinating with partners across government and the justice system. This requires providing leadership and direction to multiple levels of staff and stakeholders, including managers, program staff, court clerks, police, Crown prosecutors, Legal Aid counsel, Government of Alberta leaders, and contracted service providers. The position also supports additional branch priorities

Responsibilities

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

Oversight of the administration of existing community justice programming

Specialized Courts

- Oversee the operations of Alberta's Drug Treatment Courts, Mental Health Courts, Domestic Violence Courts and Indigenous Courts, colloquially called "therapeutic, specialized, and Indigenous courts".
- Provide coordination support for these specialized courts and acts as a liaison between the different GOA departments, external stakeholders, and community organizations involved in these programs.
- Oversee the contracts of the community organizations that provide services to these specialized courts.
- Ensure that specialized courts are effectively governed and operate within the bounds of provincial standards and principles. This includes ensuring the Executive Director is appropriately briefed on program developments and able to respond to emerging issues.
- Lead the evaluations of specialized courts.

Restorative Justice

- Oversee the development and operation of a provincial RJ program.
- Develop and ensure that service providers adhere to the principles and policies set out in this RJ program.
- Lead the procurement and contract/grant management of organizations funded to deliver services for the provincial RJ program.
- Provide coordination support for justice stakeholders, RJ service providers, and community in the operation of this RJ program.
- Oversee the administration process for RJ referrals in the justice system.
- Ensure that the RJ program is effectively governed.
- Lead the evaluations of the provincial RJ program.

Youth Justice Committees

- Oversee the operations and support the development the province's Youth Justice Committees.
- Support volunteer networks that work with local YJCs and ensure they have the necessary resources for sustainable service.
- Lead the grant management the province's YJCs.
- Coordinate a provincial YJC strategy and support the integration of these services into the broader Community Justice sphere.
- Evaluate the provincial YJC program and ensure that best practices are followed in their operations.

Community Justice Programming Engagement

- Oversee community engagement related to the development and expansion of community justice programming and support the work necessary to guide program design and delivery.
- Lead justice system partners and community stakeholders in exploring and advancing opportunities to develop and enhance community justice programming across the province.
- Lead the procurement, contracting, and grant management of organizations funded to support the exploration, development, and delivery of community justice programming.

Lead Integrated Justice Initiatives that provide enhanced services within the justice system.

- Lead a team who provide supports to justice initiatives that involve mental health, addictions, gender-based violence, anti-racism, poverty, and other related awareness activities within the justice system.
- Represent the branch/division/ministry in these initiatives and provide communications back to the program areas and supervisor around these initiatives.
- Liaise with internal and external stakeholders to support justice initiatives assigned to the work unit.
- Provide financial supports to these initiatives when appropriate through formal procurement and grant processes.
- Identify suitable community agencies/groups to be involved in justice initiatives in new communities.
- Provide leadership to ensure the work unit has the necessary resources and organizational support to fulfill requirements of these programs on an ongoing basis.
- Provide oversight to ensure the unit's justice initiatives operate within the bounds of provincial standards and principles, and in compliance with the priorities of the government of the day.

Effective leadership of a team responsible for the development and administration of new community justice programming and integrated justice initiatives.

- Provide effective leadership, oversight and project management for the development of new community justice programs (e.g., new grants or restorative justice locations).
- Liaise with internal and external stakeholders, and lead planning sessions to support the work needed to support community justice programming.
- Through the work unit, identify communities ready for new community justice programming and assist in finding appropriate community resources to these projects.
- Oversee the comprehensive procurement of multi-year contracts/grants for new service providers.
- Supervise any contracted staff involved in the creation and administration of community justice programs and integrated justice initiatives.
- Liaise with provincial evaluation staff to ensure best practices and continual improvement of the work unit and funded initiatives.
- Provide effective leadership and oversight of the administration of new programming to communities.

- Oversee the training and development of the work unit and of funded-community programs to ensure they have the necessary resources for independent program operation.

Develop policy and strategy for existing and new community justice programs and initiatives.

- Oversee the development of legislation and policy that support the use community justice programming.
- Ensure that policy decisions have appropriate impacts assessed outside of the program areas, and effectively manage core changes faced by these programs.
- Lead the development of provincial strategies that allow for the creation of programs utilizing new and innovative justice processes in the area of community and transformative justice.
- Provide guidance to staff in the creation of new program frameworks, and ensure that new programs are developed responsibly with effective communication with other divisions and ministries.
- Seek to ensure that new programs, grants, and/or justice initiatives are designed in a manner that ensures that best practices are followed and programs are outcome driven.

Community Justice Programs and Justice Initiatives Financial Management

- Oversight of budget that funds Community Justice Programs and Transformative Justice Initiatives.
- Responsible for financial management and forecasting of the Community Justice Initiatives unit budget.
- Procurement and development of new Community Justice Programs and Transformative Justice Initiatives contracts.
- Management of new and ongoing Community Justice Programs and Transformative Justice Initiatives grants.
- Management of intergovernmental funding agreements with Justice Canada.
- Effectively oversee multiple Community Justice Programs and Transformative Justice Initiatives and ensure appropriate services are provided as per their contracts/grants.
- Ensure that Community Justice Programs and Transformative Justice Initiatives operate in a fiscally responsible manner.

Collaboration with Internal and External Stakeholders

- Work closely with senior leadership across all Justice and PSES Divisions including: CSD, CJS, ACPS, PSD, SSII, LSD, and FSD.
- Collaborate with local GOA Managers to support programs in new and existing communities.
- Collaborate across ministries with senior leadership within the health-related ministries and system providers (e.g., AHS), Mental Health and Addiction, Children's Services, Education, and Assisted Living and Social Services.
- Engage with the Judiciary in local communities for new program creation, and the maintenance of these programs.

- Partner with external agencies such as Public Prosecutions of Canada, RCMP, local police, and Legal Aid Alberta to establish new justice related programs and oversee the effective management of these programs.
- Build rapport with other community services involved in justice related service delivery.

Using Creativity and Innovation

- Assist with developing and carrying out strategies for programs and initiatives aimed at specific groups of clients with special needs.
- Collaborate with various law enforcement organizations in the development and implementation of community programs.
- Seek ideas and opportunities from staff and community stakeholders for the development and delivery of community-based justice programs.
- Provide services and programs to support victims of crime involved in Community Justice Programs and Transformative Justice Initiatives.
- Liaise with various stakeholders to address office/infrastructure needs to approach services delivery in a collaborative manner.
- Liaise with GOA infrastructure and Justice Accommodations to assist in the identifying additional space for lease and development to accommodate additional staffing requirements.

Contribute to Community Justice and Integrated Services Branch by:

- Provide information, advice and support to the Branch in the planning and development of various pilot projects being developed and implemented.
- Work with the Director team and provincial counterparts to identify needed policy and procedural changes.
- Represent the Branch/Division/Ministry on various committees and or attend local community agency and stakeholder meetings.
- Collaborate with Executive Directors, Directors, other Managers, Supervisors and various Human Resources personnel in the areas of staffing, recruitment and development, training, shared resources, strategic community projects, and best practices.

Provide leadership, direction, and guidance to a team of management and program services staff in support of staff reaching their full potential.

- Manage human resources by leading a team of staff, including managers, professional and administrative support staff and ensures performance standards are met. This includes coaching, staff development, training, scheduling, knowledge transfer, and performance assessments.
- Promote the use of innovation, collaboration, consultation, information and facilitation.
- Directly support the Executive Director and colleagues to participate and/or lead as a team within the Branch.
- Prepare and manage monthly budgets and assists with divisional financial quarterly reporting to ensure adherence to government and ministry financial requirements for budget procedures and processes.

Problem Solving

Typical problems solved:

The Director, Integrated Justice Initiatives leads the development, implementation, and oversight of community justice programs and integrated justice initiatives that enhance access to justice for Albertans. The position works collaboratively with communities, non-governmental organizations, other ministries, and federal, provincial, and territorial (FPT) partners to support community-based approaches within the justice system. This includes leadership for policy development, program design, research, and operational initiatives related to specialized courts, restorative justice programs, youth justice committees, and other community-based justice services.

The Director provides strategic oversight across multiple initiatives by monitoring progress, aligning related projects, and communicating program activities and outcomes within the ministry. This role develops strategic plans and guides the implementation of policies and programs that support ministry priorities related to community justice and integrated justice service delivery.

The position represents the ministry on cross-ministry committees and FPT working groups related to community justice policy and programming. The Director applies a strategic lens to identify opportunities for ministry engagement, inform policy development, and contribute to broader justice system improvements. The role also serves as a key conduit for integrating insights from other ministries and external stakeholders into community justice initiatives.

As a subject matter expert in Alberta's justice system and community justice programming, the Director works closely with divisions across the ministry, other government departments, and community partners to advance coordinated approaches to justice service delivery. This includes collaboration with branches within Strategy, Support and Integrated Initiatives Division and other operational areas involved in community justice initiatives.

The position is responsible for strengthening coordination across ministry, cross-government, and FPT initiatives that inform policy development and program delivery. Community justice programming often requires balancing diverse perspectives from justice partners and community stakeholders. The Director synthesizes research, jurisdictional trends, and stakeholder input to develop options and recommendations that support effective and responsive programming.

The Director regularly engages with key justice system partners, including the judiciary, Legal Aid Alberta, police services, prosecutors, and community organizations. The role requires strong relationship management and engagement skills to navigate differing perspectives and support collaborative solutions that advance ministry priorities.

This position operates in a complex policy and operational environment that requires cultural awareness, engagement with diverse communities across Alberta, including Indigenous communities, and a strong understanding of the justice system. The Director must balance these considerations while ensuring alignment with Government of Alberta legislation, policies, and strategic priorities.

Types of guidance available for problem solving:

Support and guidance for problem solving can be accessed from:

- Executive Director and Directors from the Justice Supports Branch
- Executive Director and Directors from within Strategy, Support and Integrated Initiatives Division
- Internal Stakeholders who are part of the work undertaken by the work unit, e.g., members of other GOA Ministries/ Divisions.
- External Stakeholders who are part of the work undertaken by the work unit, e.g., members of the Judiciary, PPSC, Legal Aid Alberta, law enforcement organizations, and community organizations.
- GOA Committees and member representatives.
- FPT counterparts throughout the country.

Direct or indirect impacts of decisions:

This position has a significant impact on the strategic planning, development, and operation of integrated justice and community justice initiatives. The Director identifies opportunities to develop and strengthen cross-ministry programs

and partnerships involving multiple stakeholders to enhance justice system services and improve outcomes for Albertans. The role also serves as a central point for information, coordination, and strategic context related to community justice programming and integrated justice initiatives across the ministry.

The Director provides subject matter expertise, advice, and recommendations that inform the ministry's approach to the development and implementation of community-based justice programs and integrated justice initiatives. Decisions and actions taken in this role influence the design and delivery of programs that directly affect Albertans and their families who interact with the justice system.

Divisions across the ministry rely on the advice and expertise provided by this position, particularly in relation to emerging policy issues, program development, and community-based justice initiatives. The Director consolidates analysis and recommendations for senior leadership and must maintain a strong understanding of the ministry's core business areas, programs, and operational priorities. The role also requires awareness of broader justice system trends and developments across other jurisdictions to identify potential impacts and opportunities for Alberta.

The Director works collaboratively with ministry divisions, other government departments, and external stakeholders to support the coordinated development and delivery of justice initiatives. This collaborative approach strengthens the integration of services across government and community partners while supporting community participation in justice-related programming and initiatives.

Key Relationships

Major stakeholders and purpose of interactions:

This position interacts regularly with government ministries and divisions, justice system partners, non-governmental organizations, and community stakeholders to support the development, administration, and delivery of community justice programs and integrated justice initiatives.

Internal Partners

Justice Divisions

Strategy, Support and Integrated Initiatives (SSII), Alberta Crown Prosecution Service (ACPS), Court and Justice Services (CJS), Legal Services Division (LSD), Financial Services Division (FSD)

Other Government of Alberta Ministries and Organizations

Public Safety and Emergency Services (PSES), Mental Health and Addiction, Health (including the organizations responsible for health services), Children's Services, Education, and Assisted Living and Social Services.

Nature of Interaction

Provide direction, coordination, and consultation on community justice initiatives and integrated justice programming.

Exchange information, collaborate on branch and cross-ministry initiatives, and coordinate program development and implementation.

Provide timely information, receive direction from senior leadership, and support issue resolution and operational problem-solving.

Coordinate procurement processes, including requests for proposals, grants, and contract negotiations, and ensure appropriate financial and administrative processes are followed.

External Partners

Judiciary, police services and the RCMP, community organizations, contracted service providers, Legal Aid Alberta, the Public Prosecution Service of Canada, and defence counsel.

Nature of Interaction

Liaise and consult with justice system partners and community stakeholders to support the development and delivery of community justice programs.

Maintain collaborative relationships, gather information, and facilitate coordination between justice system participants and community service providers.

Support operational issues related to program delivery, including communication, education, and resolution of administrative matters related to agreements, procurement, and billing processes.

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:

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

- University degree or two-year diploma in a related discipline, combined with extensive experience within the criminal justice system.
- Strong knowledge of community justice programming, including specialized courts, restorative justice, and youth justice program models and principles.
- Significant experience working within the criminal justice system, including progressively responsible roles within the Alberta Public Service, particularly within Justice and/or Public Safety and Emergency Services.
- Demonstrated commitment to ongoing leadership and management development, including training related to effective leadership practices and the diverse needs and risks associated with justice system clients.
- Prior management or supervisory experience, supported by completion of leadership and supervisory training (e.g., departmental leadership programs, mentoring programs, supervisory certificates, or management development programs).
- Strong working knowledge of relevant federal and provincial legislation, including the Criminal Code, Controlled Drugs and Substances Act, Youth Criminal Justice Act, Victims of Crime legislation, and related case law. Where interpretation is required, works collaboratively with legal advisors to ensure legislative and case law requirements are upheld.
- Excellent leadership, communication, organizational, and planning skills to effectively manage complex initiatives and competing priorities within tight timelines.
- Comprehensive knowledge of departmental priorities, policies, and procedures, including experience with budget forecasting and financial management. Ability to interpret and apply policy to support program delivery and ensure staff understand and adhere to departmental expectations.

- Practical knowledge of legal processes and documentation related to justice system operations.
- Knowledge of human resource management policies and practices within the Alberta Public Service, including supporting staff performance, communicating HR requirements, and ensuring compliance with applicable policies and programs.
- Working knowledge of the Master and Subsidiary Agreements between the Government of Alberta and the Alberta Union of Provincial Employees (AUPE).
- Experience with management systems and administrative processes such as performance management, attendance management, pay and benefits, budgeting, purchasing, and resource allocation.
- Knowledge of the Occupational Health and Safety Act and Workers' Compensation Act to ensure safe and compliant work environments for staff, volunteers, students, clients, and visitors.
- Understanding of facility management considerations and the ability to work collaboratively with partners to support building operations and facility improvements.
- Awareness of the Government of Alberta's political and operational environment, including current business plans, annual reporting requirements, employee engagement initiatives, and broader government priorities.

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"/>	<p>Integrates broader context into planning:</p> <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>Develop programs that have touch points within multiple areas of the criminal justice system.</p> <p>Apply long term strategy to ensure sustainability of programs.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>Brings stakeholders together and leads them to develop new programs.</p> <p>Tailors programs to complex needs on individual communities.</p>

