

## New

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Priority Issues Coordinator

Requested Class

Job Focus

Corporate Services

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

Forestry, Central Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Priority Issues Coordinator (PIC) supports the Executive Director of Central Services by providing strategic leadership and coordination within the Forestry Branch, ensuring efficient and accurate issue management to advance the department's operational and policy objectives. The role requires proactive identification, assessment, and resolution of emerging issues, ensuring alignment with the Ministry's priorities. The PIC acts as a key liaison between the branch, senior leadership, and external stakeholders, facilitating efficient communication and collaboration.

The PIC is a critical resource supporting the Executive Director, Central Services in issues management. The position oversees the Branch Issues Tracker, coordinates responses to Action Requests (ARTS), and ensures seamless information flow across internal departments, ministries, and federal-provincial-territorial stakeholders. This role enhances the Branch's strategic capacity by providing research, analysis, and advice on complex and high-profile issues.

#### Responsibilities

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

##### 1. Strategic Issues Management

- Identify, analyze, and manage emerging issues that impact the Branch, ensuring proactive and strategic responses.

- Provide recommendations and advice to senior leadership regarding issue resolution and risk mitigation.
- Develop and implement tracking mechanisms to monitor the status of key issues and responses.
- Coordinate cross-branch collaboration to address priority concerns effectively.

## **2. Government & Stakeholder Relations**

- Act as a liaison between the Branch, Assistant Deputy Minister's Office, Deputy Minister's Office and other divisions to facilitate seamless issue management.
- Work with intergovernmental partners to coordinate responses on forestry-related matters.
- Maintain and enhance relationships with industry stakeholders, Indigenous groups, and external partners to support transparent communication.

## **3. Action Request (ARTS) Coordination**

- Oversee and refine processes for ARTS requests to ensure timely, accurate, and coordinated responses.
- Ensure all submissions meet government standards, incorporating appropriate policy considerations and strategic messaging.
- Work closely with Directors and Executive Director to prioritize urgent requests and develop response strategies.

## **4. Communication & Briefings**

- Develop high-quality briefings, key messages, and strategic advice for the Executive Director, ADM, DM, and Minister's Office.
- Draft and review media releases, internal reports, and presentations to ensure accuracy and alignment with ministry objectives.
- Provide real-time updates to senior leadership on critical issues and policy implications.

## **5. Project & Initiative Coordination**

- Support the development of legislative, regulatory, and policy initiatives by providing issue analysis and recommendations.
- Lead and coordinate strategic projects that enhance the branch's ability to address long-term forestry challenges.
- Monitor and evaluate the effectiveness of issue management strategies and recommend improvements.

### **Problem Solving**

Typical problems solved:

The PIC manages complex, politically sensitive issues requiring discretion, judgment, and strategic foresight. This role anticipates, assesses, and resolves challenges while ensuring alignment with ministry objectives.

1. **Inter-ministry Issue Content Management** - Tracks and assesses cross-ministry issues to ensure forestry concerns are addressed by appropriate experts and directors. Requires proactive engagement to monitor developments and policy impacts.

2. **Issue Tracking Against Timelines** - Maintains tracking systems to ensure division-scale issues and Executive Director responses are completed on time.

3. **Document Review and Coordination** - Oversees action requests, meeting materials, and key messages to ensure accuracy, clarity, and strategic alignment.

**Balancing Competing Priorities** - Manages multiple high-priority issues with tight deadlines, ensuring efficient resolution.

**Stakeholder Coordination** - Engages internal and external partners, including senior officials and industry representatives, to build consensus and support decision-making.

**Adaptability** - Responds to emerging issues quickly, applying sound judgment and analytical skills under pressure.

Types of guidance available for problem solving:

Guidance is available through collaboration with peers, including ARTS coordinators, the ADM Executive Advisor, senior technical staff, and Executive Directors and Directors within the Division. Engaging with issues coordinators in other areas as mentors and advisors provides valuable insights and best practices.

Historical context and content materials can be accessed through ARTS and internal briefing archives. Additionally, professional development in project management can offer technical and tactical support for maintaining tracking systems and enhancing issue management strategies.

Direct or indirect impacts of decisions:

The PIC's recommendations influence division strategies, cross-ministry coordination, and ministerial responses. Effective issue management minimizes risks, enhances policy implementation, and ensures timely communication on forestry-related concerns. The PIC navigates complex, politically sensitive issues requiring discretion, sound judgment, and strategic foresight. This role demands the ability to anticipate, assess, and resolve challenges while ensuring alignment with ministry objectives.

### Key Relationships

Major stakeholders and purpose of interactions:

**Internal:**

- Minister's Office & Deputy Minister's Office - Coordination of responses, briefings, and strategic alignment.
- ADM, Forestry & Parks - Provides guidance, briefings, and analysis to support informed decision-making.
- Executive Director, Central Services - Direct supervisor, collaborates on issue management strategies and policy recommendations.
- Other Government Divisions - Works on cross-ministry initiatives and ensures policy consistency.

**External:**

- Forestry Industry Stakeholders - Engages in discussions on regulatory issues, trade matters, and resource management.
- Indigenous Organizations - Facilitates collaboration on forestry-related initiatives and consultations.
- Federal-Provincial-Territorial Partners - Coordinates on intergovernmental forestry strategies and policy alignment.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Minimum of 3 years of experience in issues management, policy development, or strategic advisory roles.
- Strong understanding of government decision-making processes, forestry legislation, and policy frameworks.
- Exceptional written and verbal communication skills, including experience drafting briefings and key messages.
- Excellent presentation, organization, and time management skills to effectively manage multiple priorities.
- Strong stakeholder engagement and negotiation skills to navigate complex relationships.

### 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		
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: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and</li> </ul>	The PIC works closely with the Executive Director, Directors, and technical experts to align issue management strategies and ensure timely responses. Establishes clear communication pathways between the branch,

		<p>collaboration</p> <ul style="list-style-type: none"> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Minister’s Office, and Deputy Minister’s Office to streamline issue resolution. Facilitates collaboration with ARTS coordinators and policy teams to enhance coordination and consistency in managing forestry-related issues. Engages with external partners, including industry stakeholders and Indigenous groups, to align policy responses and promote transparency. Develops and implements standardized processes to enhance coordination and consistency in issue management across the division.</p>
<p>Drive for Results</p>	<p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>As the priority issues coordinator, reporting to the Executive Director of Central Services, meeting deadlines while also ensuring division input and support to address issues will require a high degree of drive for results. Being accountable to ensure issues are addressed while also understanding Subject Matter Expert's role in content creation is fundamental. Identify and resolves roadblocks in central services operations.</p>
<p>Agility</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on</li> </ul>	<p>Quickly assesses and responds to emerging forestry issues, adapting strategies to align with shifting government priorities. Adjusts workflows and priorities based on urgent requests from senior leadership, ensuring timely and effective issue resolution. Navigates evolving policy landscapes by staying</p>

		<p>goals</p> <ul style="list-style-type: none"> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>informed on legislative changes and adjusting response strategies accordingly. Balances multiple high-priority issues simultaneously, maintaining focus on long-term objectives while addressing immediate concerns. - Adapts quickly to emerging issues and changing government priorities.</p>
<p>Systems Thinking</p>	<p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>Assesses how central services functions, such as finance, procurement, communications, warehousing, contracts, and personnel management, interconnect to support Alberta’s wildfire operations effectively. Anticipates the long-term operational impacts of procurement decisions, financial planning, and workforce management on wildfire readiness and emergency response. Identifies efficiencies and opportunities for better coordination between Corporate Finance, Central Services, and operational teams to enhance resource allocation and service delivery. Works collaboratively across divisions to ensure financial, administrative, and logistical decisions align with ministry priorities and contribute to sustainable, long-term wildfire management solutions.</p>

**Benchmarks**

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

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**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.

_____	_____	_____
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Employee Name

Date yyyy-mm-dd

Employee Signature

_____	_____	_____
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Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

_____	_____	_____
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Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

_____	_____	_____
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ADM Name

Date yyyy-mm-dd

ADM Signature

_____	_____	_____
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DM Name

Date yyyy-mm-dd

DM Signature