

Public (when completed)

Common Government

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Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

[?](#)

Supervisory Level

Agency (ministry) code

[?](#)

Cost Centre

[?](#)

Program Code: (enter if required)

[?](#)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed [?](#)

Date yyyy-mm-dd

Responsibilities Added:

This position was previously titled "Director, Policy Coordination" and is being updated to add oversight of a newly-created central engagement team for the ministry. This change is a result of increasing engagement needs for the department in an effective and consistent manner.

Responsibilities added include:

- The Director leads a multidisciplinary team, including a central engagement unit, and is accountable for establishing standards, processes, and tools that strengthen organizational capacity in policy coordination and engagement.
- Provides strategic oversight of a centralized engagement unit responsible for supporting ministry-wide consultation and engagement activities including consultation, execution, analysis and reporting.
- Establishes and implements consistent engagement standards, tools, templates, and best practices across the ministry.

- Ensures engagement approaches are fit-for-purpose, proportionate, and aligned with policy and implementation objectives.
- Strengthens coordination with Communications and Public Engagement (CPE) and central agencies to support Strategic Engagement Plan approvals.
- Ensures engagement activities are effectively integrated into policy development and decision-making processes.
- Represents the branch or ministry in cross-government forums and senior-level discussions, as required.
- Provides clear, consistent communication by coordinating messaging across policy, legislative, and engagement work, including during implementation and high-priority initiatives.

Responsibilities Removed:

Due to organizational restructuring, the below responsibilities have been removed from this position and are now the responsibility of other teams within the branch:

- Direct liaison with the Deputy Minister's Office
- Working closely with the department to understand effective ways to align policy work to their business priorities.

Job Purpose and Organizational Context 

Why the job exists:

The Director, Policy Coordination and Engagement provides strategic leadership and oversight for an integrated function responsible for department-wide policy coordination and a centralized engagement unit. The role ensures the effective alignment of policy coordination, stakeholder engagement, and decision support to enable high-quality, timely advice to senior leadership and government.

Reporting to the Executive Director, the position leads the coordination of complex, cross-ministry policy initiatives and oversees the planning and delivery of engagement activities that inform policy direction and implementation. The Director ensures that engagement approaches are strategic, inclusive, and aligned with government priorities, and that insights from stakeholders are effectively communicated to decision-makers.

The role operates in a fast-paced, high-accountability environment, supporting executive decision-making processes including briefings, Cabinet and Treasury Board coordination, and Ministry reporting. It requires strong integration across divisions, ministries, and external partners to ensure consistency, quality, and responsiveness in both policy coordination and engagement.

The Director leads a multidisciplinary team, including a central engagement unit, and is accountable for establishing standards, processes, and tools that strengthen organizational capacity in policy coordination and engagement.

Operating in a complex, high-profile environment with competing priorities and tight timelines, the Director requires strong political acumen, sound judgment, and the ability to influence and align stakeholders across the organization and broader government. The role supports the Executive Director in advancing branch and ministry priorities and may provide Executive Director coverage as required.

Responsibilities 

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

1) Strategic Leadership and Integration

- Leads a multidisciplinary team supporting policy coordination and engagement, ensuring alignment between policy priorities, engagement, and implementation considerations.
- Sets strategic direction and priorities for the unit, aligning work with ministry, departmental, and government objectives
- Identifies emerging issues, risks, and opportunities, and provides strategic advice to senior leadership to support decision-making.
- The position requires strong foundational leadership to effectively lead and develop people, foster an inclusive and positive workplace culture, build collaborative teams, and apply accountable, team based approaches to solving complex problems.
- This position achieves departmental priorities through influence, relationship-building, collaboration, and project management, while ensuring unit deliverables are met through direct leadership, supervision, and

oversight.

2) Policy Coordination and Executive Support

- Oversees a team dedicated to the coordination, integration, and tracking of ministry policy and legislative priorities, ensuring quality, consistency, and timeliness of deliverables.
- Direct liaison with Executive Council's Policy Coordination Office on behalf of the department.
- Enhances policy scheduling, sequencing, and tracking processes to improve visibility of cross-ministry dependencies, risks, and alignment opportunities.
- Liaise with internal divisions on strategic planning and mapping of policy initiatives within the Ministry, including tracking and reporting on priorities including ministry mandates and a multi-year legislative, policy and regulation plan.
- Analyzing both interrelated and independent components of policy initiatives to identify scheduling inconsistencies, risks, and alignment opportunities.

3) Engagement Strategy, Standards and Oversight

- Strategic oversight of a centralized engagement team responsible for supporting ministry-wide consultation and engagement activities including consultation, execution, analysis and reporting.
- Establishes and implements consistent engagement standards, tools, templates, and best practices across the ministry.
- Ensures engagement approaches are fit-for-purpose, proportionate, and aligned with policy and implementation objectives.
- Strengthens coordination with Communications and Public Engagement (CPE) and central agencies to support Strategic Engagement Plan approvals.
- Ensures engagement activities are effectively integrated into policy development and decision-making processes.

4) Stakeholder and Relationship Management

- Builds and maintains strong relationships across the ministry and organization from DMO, ADMOs, divisional staff, legal services, finance, communications and more.
- Engages with external stakeholders to support policy coordination and engagement initiatives.
- Represents the branch or ministry in cross-government forums and senior-level discussions, as required.
- Provides clear, consistent communication by coordinating messaging across policy, legislative, and engagement work, including during implementation and high-priority initiatives.

Problem Solving

Typical problems solved:

This position is responsible for working across the department to achieve ministry priorities by aligning policy, engagement, and implementation considerations. This includes fostering effective relationships and delivering results without direct authority, using collaboration, influence, and coordination across divisions and central partners in a fast-paced environment with competing demands. It requires working through ambiguity, differing perspectives, and shifting priorities to support coordinated and timely decision-making. Problems often involve identifying and resolving gaps, risks, and misalignment across initiatives.

Types of guidance available for problem solving:

The position receives direction from the Executive Director. The Director leads the work of the unit by creating clarity and providing direction to staff on policies ensuring that the work of the unit is carried out with an awareness of, and consistency with, overall Government of Alberta and ministry priorities and direction. Extensive collaboration with program areas across the ministry and strong working relationships are required for this work to be effective, as well as an ability to understand, articulate and balance ministry priorities and interests with those of government at large. The position also requires a high degree of flexibility and adaptability as priorities may change quickly in response to changes in direction.

Direct or indirect impacts of decisions:

The Director must demonstrate strong leadership, sound judgment, and political acumen to assess and communicate impacts across policy, engagement, and implementation. The role requires strong problem-solving skills to identify risks and develop effective responses, considering legislative, policy, stakeholder, and operational factors. The position relies on influence, collaboration, and relationship-building across

the department, government, and external stakeholders to achieve outcomes. It is accountable for delivering departmental priorities through both indirect influence and direct leadership, supervision, and oversight.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director and ED's Office:

- Daily
- Confirms direction, supports the ED as needed including coverage
- Responds to information requests

Policy Coordination Office

- Daily/weekly
- Responds directly to information requests including department priority items

Internal Unit Staff

- Daily
- Manages day to day work and leadership of two teams within one unit

Branch Staff

- Daily
- Part of leadership team of branch, project related work, cross-branch accountabilities. Interacts with branch directors.

Department staff

- Weekly
- Liases with staff across the department to partner on policy and engagement initiatives

Deputy Minister's Office:

- Monthly/as needed for projects
- Confirms/responds to DMO direction.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Bachelor's Degree focus/major will be considered equivalent. Master's Degree in related field preferred.

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

- Extensive knowledge and understanding of the needs of executive level decision-makers to help guide priority initiative development and integration;
- Project management methodologies, frameworks and processes including work breakdown structures, critical path methodologies, project resource management, etc.;
- Public engagement methodologies
- Health system structures, accountabilities, programs, and services;
- Human resource and labour relations processes; and
- Public sector financial forecasting and budget management.

Experience:

- Supervisory and/or management leadership experience;
- Relationship building;
- Influencing others;
- Building collaborative teams;
- Managing and leading in a large and complex work environment;
- Managing conflicting issues;
- Experience in development of briefing materials for executive-level decision makers;
- Experience in policy development and integration;

- Experience in public engagement design, execution and reporting
- Experience in public communications
- Project management experience; and
- Human resources and labour relations experience.

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 	The Director must take into account a wide range of influences including the evolving and often sensitive political environment, as well as GOA directions and stakeholder needs.
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 	The Director must demonstrate strong leadership and the ability to make quick decisions, demonstrate agility, and provide guidance and direction. The position requires strong political astuteness and sensitivity to assess and recognize impacts.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	The Director is required to facilitate collaborative decision-making processes and influence outcomes that are consistent with Ministry policies and mandate, to help support effective delivery of programs and services.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles:	The Director must have the ability to work intensely to meet

		<ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	deadlines, be resourceful while ensuring deliverables of the unit are of high quality.
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Benchmarks 

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

M420-54 Director, Financial Reporting and Operations, Justice and Solicitor General
 Director, Public Engagement and Research, Communications and Public Engagement

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.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Remove Signature</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Add Signature</div> </div>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Remove ADM Signature</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Add ADM Signature</div> </div>
ADM Name	Date yyyy-mm-dd	ADM Signature
		<div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px; margin-left: auto; margin-right: auto;">Add DM Signature</div>