

Public (when completed)

Common Government

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## New

Ministry

[Arts, Culture and Status of Women](#)

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

[Senior Policy Advisor](#)

Requested Class

[Program Services 4](#)

Job Focus

[Policy](#)

[?](#)

Supervisory Level

[00 - No Supervision](#)

Agency (ministry) code [?](#)

Cost Centre

[?](#)

Program Code: (enter if required)

[?](#)

#### Employee

Employee Name (or Vacant)

[Vacant](#)

#### Organizational Structure

Division, Branch/Unit

[SWCCD/SWI/SW](#)

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

[Director, Status of Women](#)

Supervisor's Current Class

[Senior Manager \(Zone 2\)](#)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context [?](#)

Why the job exists:

The Status of Women and Inclusion (SWI) branch works to increase gender equity, end gender-based violence, and promote women's economic empowerment. This role involves developing programs, conducting research, overseeing educational campaigns, and fostering partnerships to advocate for women's rights and empowerment, with a particular focus on improving access to sexual assault resources in rural and remote communities. This is achieved by working closely with key stakeholders and partners, participating in cross ministry discussion, advising on policy and program development to advance gender equality and leading the Government of Alberta's overall approach to gender-based violence coordination.

## Responsibilities

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

### **Program Development and Management:**

This position works collaboratively with staff within the department as well as in other departments, and partners with external stakeholders to build and maintain strong relationships. The Senior Policy Advisor supports and represents the department on internal and external committees. This position:

- Leads initiatives across various government ministries that raise awareness about violence against women and girls.
- Helps develop policy options and recommendations to address systemic issues related to gender-based and sexual violence.
- Designs and implements programs that empower women and promote their leadership and independence, aiming to increase their presence in underrepresented industries and leadership positions.
- Supports the implementation of Alberta's 10-year Strategy to End Gender-Based Violence.
- Conducts research on issues affecting women, focusing on the unique challenges faced by those in rural and remote areas regarding sexual violence and available resources, to identify gaps, barriers and resource needs.
- Analyzes data to create informed policy recommendations and develop programs that improve access to services, ensuring that resources are targeted to address specific challenges.

### **Sexual Violence**

The Senior Policy Advisory is responsible for leading and overseeing programs aimed at preventing and responding to sexual violence across the province. This position involves collaborating with various stakeholders, including government agencies, non-profits, and community organizations, to ensure effective implementation of policies and initiatives that support survivors and promote awareness. The Senior Policy Advisory will play a crucial role in shaping strategies that address the unique needs of affected communities and drive meaningful change. This position:

- Develops and implements initiatives that focus on prevention, education, and support for survivors of sexual violence.
- Conducts regular assessments of existing programs and resources to identify gaps and areas for improvement, ensuring that services are accessible and effective, particularly for underserved populations.
- Collaborates with law enforcement, healthcare providers, and educational institutions to create and enhance partnerships that support the coordination of services for survivors.
- Supports the creation of awareness campaigns and educational materials that inform the public about sexual violence, its impact, and available resources, fostering a community-wide commitment to prevention.
- Monitors and evaluates the effectiveness of initiatives through data collection and analysis, providing regular updates and reports to stakeholders and government officials.

### **Advocacy and Policy:**

the Senior Policy Advisory has expert knowledge of current policy issues and challenges in relation to gender-based violence and sexual violence in Alberta, nationally and internationally. This position:

- Develops and promotes policies that support gender equality and help victims of sexual assault, especially in rural and remote areas, leading to better support for survivors and progress in gender equity.
- Works with government agencies, non-profits, and community groups to advance women's rights and ensure resources are available.

- Strengthens partnerships to create joint initiatives and improve resources for women.
- Builds and maintains strategic relationships with community leaders, women's groups, and advocates to create a strong support network that enhances advocacy and resource-sharing among organizations.

### **Engagement:**

This position works closely with department staff and collaborates with other departments, stakeholders, and the community to build and maintain strong relationships. Specifically, this role:

- Represents the department on internal and external committees.
- Leads and supports ACSW involvement in cross-ministry and inter-governmental initiatives (including FPT and task teams), creating and sharing information to raise awareness about violence against women and girls.
- Implements the Minister's mandate on gender-based violence and organizes actions with other ministries to support this mandate.
- Aids in developing policy options and recommendations, identifying alternative actions and their impacts to effectively address gender-based and sexual violence.
- Builds strong partnerships within the Government of Alberta and with external organizations to support the implementation of Alberta's 10-year Strategy to End Gender-Based Violence.
- Fostering a culture of inclusivity and respect within the organization, prioritizing equity and support for women and girls.

### **Resource Management**

In this role, the Senior Policy Advisor of Status of Women is responsible for overseeing various projects and initiatives aimed at addressing gender-based violence. This involves creating detailed plans to ensure that projects are executed effectively and tracking their progress to measure success. The Senior Policy Advisor will collaborate with other units and ministries to ensure alignment of the shared goal of ending gender-based violence. This position:

- Develops project and work plans to outline tasks and timelines, and monitor their progress and outcomes, including reporting on work plan status, identifying issues, and assessing risks.
- Manages contributions from the unit to strategic communications and participate in the business planning and annual reporting processes.
- Coordinate efforts across multiple ministries to share information, align initiatives, and take collective actions in support of the commitment to end sexual violence.

### **Problem Solving**

Typical problems solved:

Reporting to the Director, the Senior Policy Advisor has an important role as pathfinder and connector between and among the ministry, government, community and stakeholder organizations and Albertans. This position is responsible for building capacity and proposing innovative solutions to ending gender-based violence and advancing gender equality. It is essential this position works collaboratively to achieve results. Many projects and initiatives managed by the SWI branch encompass diverse subject matters and

are strategically sensitive and complex.

This position collaborates with staff across the GoA, other levels of government, community organizations and stakeholders when identifying issues, clarifying impacts of various policy and legislative options, providing decision-making policy advice, and developing input and recommendations for the consideration of senior decision makers. There is an expectation that all information and associated analysis provided by the advisor is substantiated, comprehensive and reliable. This position requires initiative and creativity when coordinating complex projects, committees and when working with multiple internal and external stakeholders.

This position requires a strong understanding of societal, cultural and systemic issues impacting women and girls, as well as a political acumen to align GoA's programs, policies and supports. A strong understanding of data management, legislative processes and service delivery models is required.

Types of guidance available for problem solving:

The Senior Policy Advisory will have support from the Director and Manager in navigating these challenges and solving complex problems.

This position functions within the context of established policies, directive and procedures of Cabinet, Finance, Treasury Board and standing policy committees. The work aligns with the political direction and priorities set out in government and ministry business plans. Direct guidance is available from leadership team and Branch management.

Direct or indirect impacts of decisions:

The impact of the work and recommendations can have considerable consequences to stakeholders, government, and the public. This position requires a senior level strategic thinker as the issues are complex and impact the overall goals of the Minister and Department.

## Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Advisory will interact regularly with the Director to provide and receive operational program and project planning and updates and collaborate on developing strategic initiatives.

The Senior Policy Advisory will interact daily with the team to support developing work plans, resolving issues and providing a vision for the team.

The Senior Policy Advisory will interact regularly with the management team and participate in leading the branch, providing informational updates and subject matter expertise.

The Senior Policy Advisory will interact on an as-needed basis with other internal stakeholders, including corporate services and other team members to resolve issues and participate in policy and project discussions.

The Senior Policy Advisory will interact with other orders of government, community organizations, and the public regularly to share information / collaborate on initiatives.

The Senior Policy Advisory will interact with vendors on an as-needed basis to negotiate and administer contracts for services, review and approve deliverables.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

University graduation in business administration, social science or related field of study

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

## 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		
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	Position will be responsible for anticipating, assessing and readily adapting to changing priorities, manage resilience in times of uncertainty and effectively work in a changing environment with a focus on improved long-term outcomes and impacts for women and girls in Alberta
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	Proactively build networks with staff from all branches and departments, collaborating with others to foster communication and build solid relationship is critical to effectively share information and understand the landscape related to gender based violence in Alberta

Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Assess options and implications in new ways to achieve outcomes and solutions. Solutions should be grounded in a sound understanding of the complexity and systemic nature of the issues impacting women and girls.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	Important to enable the tracking of major operations initiatives to ensure timely progress and identify potential problems, mitigation measures and make recommendations, understanding the implications associated with alternate courses of action.

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## Benchmarks ?

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

024PS10, Policy Advisory, Seniors and Housing  
024PS60, Senior Planning Officer, Advanced Education

## 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	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
		<div>Remove Signature</div> <div>Add Signature</div>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
		<div>Add ADM Signature</div> <div>Add DM Signature</div>