

Public (when completed)

Common Government

Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Mun. Aboriginal Policy Advisor

Current Class

Program Services 5

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

TCS, CSS

☐ 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

2025-11-24

Responsibilities Added:

Additional responsibility added for supervising the Strategic Initiatives Analyst position, which includes overseeing cross-ministry policy initiatives that come in for input and/or action, which may impact Municipal Affairs programs/services.

Responsibilities Removed:

None.

Job Purpose and Organizational Context

Why the job exists:

The Corporate Strategic Services branch is responsible for:

- advancing centralized support for agency governance, ensuring work and functions of agencies is relevant, fulfills the required provincial need, and is aligned with government's priorities;
- providing expertise in program evaluation to produce timely, relevant, credible and objective findings, conclusions and recommendations on program performance;

- strategic planning, enterprise risk management, business planning annual reporting on key objectives and outcomes and a robust performance metrics framework;
- developing, maintaining, exercising and executing all ministry emergency plans, including training and information resource development;
- delivering accommodations and facility services in the buildings around the province where ministry staff are located, in addition to fleet vehicle administration;
- addressing cross-ministry policy and red tape initiatives that come for input and/or action, relative to the ministry's responsibilities, including providing assistance and expert advice during the indigenous consultation process and assessing consultation requirements and adequacy;
- assessing whether proposed government policy will impact the ministry; and
- serving as the strategic information support for the department, employing techniques such as strategic foresight, e-scanning and scenario planning to drive innovation, continuous improvement, and comprehensive business processes.

Reporting to the Director, Strategic Initiatives, Evaluation, and Agency Governance, the Municipal Aboriginal Policy Advisor is responsible for proactively identifying emerging municipal aboriginal policy issues, how the issues may impact the business of the ministry or its stakeholders, and developing advice for ministry leaders. This involves working on cross-ministry initiatives, providing analysis and recommendations on a timely basis, and effectively researching and writing clear and structured workplans, environmental scanning plans, stakeholder engagement plans and other plans required for sound project management. It also involves sound project monitoring and reporting, researching and writing comprehensive papers, concise briefings, and conducting effective written and verbal communication when engaging with internal and external stakeholders, peers, work teams, the position supervisor and other organizational leaders.

The Municipal Aboriginal Policy Advisor needs to have a broad understanding of Municipal Affairs' role and accountabilities within the GoA. The position is responsible for contributing a municipal aboriginal policy perspective to the issues, input, and advice considered and prepared by other program areas throughout the ministry. The issues involved are often unique in nature with limited precedence to be found within the ministry or other jurisdictions.

This position has the lead responsibility to undertake pre-consultation assessments for Municipal Affairs on proposed Crown decisions in order to assess whether the proposed decision could have adverse impacts on the exercise of Treaty rights, harvesting and traditional uses (within the meaning of the applicable GoA consultation policies). The position also leverages Power BI to track and conduct annual reporting on the ministry's Indigenous consultation activities.

The Municipal Aboriginal Policy Advisor also has the lead responsibility for red tape reduction coordination undertaken by the Strategic Initiatives, Evaluation, and Agency Governance Unit. The position leads or participates in providing high quality and timely research, analysis, and advice to impact the ministry's approach to implementing red tape reduction initiatives. The Municipal Aboriginal Policy Advisor is responsible for using Power BI to enhance the tracking of information on red tape reduction, working with representatives from across the ministry to obtain timely, accurate, and approved input. The position also leverages Power BI to conduct quarterly reporting to Executive Team on the ministry's red tape reduction activities.

The position also supervises the Strategic Initiatives Analyst position and therefore oversees the broader responsibilities for providing comprehensive research, analysis, and recommendations on ministry-wide and cross-ministry strategic initiatives. This involves conducting effective written and verbal communication when engaging with internal and external stakeholders, peers, work teams, the position supervisor, and other organizational leaders. There is also a need to focus on the GOA strategic and policy direction and priorities relating to the ministry's mandate and initiatives.

This position functions within the parameters of applicable government and ministry legislation, regulations, policies, directives, and procedures. It operates in an environment that can be both highly political and broadly complex in providing analysis and influencing decisions on strategic and program issues and associated risk across the ministry.

The Municipal Aboriginal Policy Advisor will be able to speak to and influence others on behalf of the Director when required, on matters related to strategic issues affecting the ministry, as authorized by the Director. Responsibilities also include conducting tasks in support of major projects, representing Municipal Affairs and working collaboratively with diverse groups while participating on ministry and cross-ministry committees and working groups, preparing recommendations, briefing materials, and other documentation for consideration by the Director and/or Executive Director, and responding to action requests and preparing correspondence for signature by the Assistant Deputy Minister, Deputy Minister and/or Minister.

Responsibilities

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

Providing effective leadership and/or participation in ministry and government-wide strategic policy reviews:

- Lead or participate in the development and review of corporate strategic policies and frameworks related to municipal aboriginal policy through extensive collaboration and consultation with division representatives, stakeholders, other government departments and research and policy networks. The Municipal Aboriginal Policy Advisor must employ strong professionalism and tact as the position requires frequent engagement with senior and executive officials.
- Participate in cross-ministry development of a revised GoA First Nations Consultation policy and support implementation of the revised policy. Provide strategic advice to the director regarding impacts to Municipal Affairs on various implementation considerations including the roles and responsibilities of a GoA Consultation Office, funding support for consultations, and dispute resolutions mechanisms.
- Develop proposed policies and frameworks related to cross-ministry strategic initiatives, through extensive collaboration and consultation with division representatives, stakeholders, other GoA ministries and research and community of practice networks.
- Work collaboratively, through both coaching the Strategic Initiatives Analyst and through direct interactions with ministry staff on matters related to cross-ministry strategic initiatives to coordinate input, analyze feedback, and develop comprehensive ministry positions. This often requires influencing staff in other areas to make the request a priority and going back and forth with them to ensure the right level of input is obtained.
- Promote the ministry's positions while working on cross-ministry strategic initiatives, which can include influencing staff from other ministries in the development of overall government directions.
- Undertake research and analysis, prepare strategic advice about strategic initiatives that effectively anticipates and addresses strategic long-term issues in support of municipalities, reduction of red tape, the province's public safety system, municipal grants, and municipal governance.
- Develop proposed positions on strategic issues affecting the ministry, including international trade and labour agreements.
- Anticipate and identify strategic issues and initiatives that may affect the ministry and its stakeholders, including those with federal, municipal, and other provincial governments that may impact Municipal Affairs, including the impact of their budgets, policies, and programs.

Provide timely and effective provision of high quality municipal aboriginal policy research, analysis, advice, recommendations, issues management, and implementation:

- Anticipate and identify municipal aboriginal policy issues and initiatives within the ministry and government, such as the implications of economic and political shifts and the implications of municipal funding programs/decisions.
- Manage the development of high quality research and preparation of analysis and recommendations for consideration by the director, executive director, division heads, executive team, and the minister on current and future strategic policy directions for the ministry.
- Anticipate, identify, research, analyze, and report on municipal aboriginal policy issues and initiatives within the federal, municipal, and other provincial governments that may impact the business of the ministry, including the impact of the federal budget.
- Identify issues, seek evidence, develop policy options that are consistent with the overall government direction and take in to account stakeholder input, using sound judgment.
- Develop strategic policy papers, briefings, reports, etc. as required, including management of action requests.
- Contribute to a province-wide strategy to consult with indigenous communities on issues pertaining to land and natural resource management.
- Support implementation of GoA aboriginal policies within the ministry.

Develop and maintain a ministry-wide strategic municipal aboriginal policy agenda to ensure focus on ministry priorities:

- Identify strategic municipal aboriginal policies for review (i.e. approach to funding municipalities, key issues facing municipalities, and effectively engaging municipalities). Sound municipal policy direction results from involvement in cross-ministry committees and awareness of municipal issues.
- Collaborate with divisional staff on items to be included in the ministry-wide strategic municipal aboriginal policy agenda, including identification of sensitive issues.
- Work with ministry teams to ensure appropriate staff are trained in consultation processes and awareness of aboriginal issues, especially as they relate to municipalities.
- Prepare reports on progress in achieving the ministry-wide strategic municipal aboriginal policy agenda.

Lead or participate in coordination and strategic planning related to reducing red tape in the ministry:

- The Municipal Aboriginal Policy Advisor is responsible for recommending topics for the agenda and for preparing materials for internal Red Tape Reduction Working Group made up of a network of representatives from all areas of the

ministry.

- The position supports the unit's director, as lead, to help the working group generate ideas for reducing red tape; supporting the development of a ministry framework to support the ongoing review of ministry programs and services; maintaining effective communication with the Red Tape Reduction Division of Service Alberta and Red Tape Reduction; and preparing response materials for various information and action requests including input into GoA annual red tape reduction reports.
- The position is responsible for tracking the ministry's progress with reducing regulatory requirements and working with division representatives to maintain information and databases that support this work, including providing training, as needed.
- The Municipal Aboriginal Policy Advisor participates, along with the unit director, on the cross-ministry Red Tape Reduction Community of Practice.

Providing support, as needed, to the work of the branch including from other units, stepping in to add capacity and/or serve as back-up or cover off for other staff that need assistance with workload, tight deadlines, or are away from the office:

- Engage with colleagues and keep up a situational awareness of projects and tasks pertaining to agency governance, evaluation, business process improvement, or strategic initiatives in order to step in and support team members, as may be needed.
- Engage with colleagues and keep up a situational awareness of projects and tasks pertaining to business planning, accommodations, and emergency planning in order to step in and support team members, as may be needed.

Problem Solving

Typical problems solved:

The Municipal Aboriginal Policy Advisor represents the ministry in discussions and negotiations with various internal and external stakeholders, including department officials at senior and executive levels to identify issues, seek solutions and accommodate differences. Sound reasoning, judgment, and discretion are required in these settings in order to represent Municipal Affairs' positions and interests appropriately and effectively.

The position oversees work dealing with complex and sensitive issues, including aboriginal consultation, red tape reduction, and trade and labour agreements, and is expected to demonstrate and model for supervised staff good judgment, superior integrity and ethics, strong strategic and analytical skills, and strong partnership, mentoring and diplomacy skills.

High levels of coordination, organization and leadership are required to establish credibility with various units, which may have competing interests. The position is expected to champion projects and to solve issues in order to achieve targeted results.

Types of guidance available for problem solving:

The director and executive director rely on this position to provide expertise and guidance on municipal aboriginal policies. The incumbent possesses unique and highly-developed knowledge and skills and is the ministry expert on indigenous consultation. The position supervises the Strategic Initiatives Analyst while also mentoring and developing other staff in the ministry, including junior staff members within the branch who will cover off for this position during periods of short-term absences.

The Municipal Aboriginal Policy Advisor is responsible to produce and be accountable for operating results. The job exists to ensure that performance targets are met. Problems and issues are resolved very quickly. The position is responsible for keeping the director and executive director apprised of major issues that may arise.

Direct or indirect impacts of decisions:

The actions taken and advice and recommendations made by this position have considerable influence on ministry directions related to support for municipalities. The position is expected to demonstrate sensitivity to colleagues and clients' positions and priorities and to use direct persuasion to influence others to share information or to change people's point of view.

Decisions outside established policies, without clear precedent, or with potential for significant impact on branch operations, resource allocations, and clients or stakeholders, are made in consultation with the unit's director.

Key Relationships

Major stakeholders and purpose of interactions:

The Municipal Aboriginal Policy Advisor has regular and ongoing contact with:

- Director, Strategic Initiatives, Evaluation, and Agency Governance, to receive direction and guidance regarding priorities for research, analysis and coordination of input on municipal aboriginal policy matters, to discuss approaches

and obtain approvals, and to receive project coaching and guidance.

- Ministry representatives (e.g. Executive Director, Directors, Managers, professional staff) to gather information and feedback; obtain approved input; and collaborate on sharing of information.
- Ministry representatives to communicate results of research, analysis, and advice.
- Representatives from stakeholder and other organizations to obtain input and information and respond to requests.
- Representatives of other jurisdictions to exchange information regarding common initiatives.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- University graduation in a related field (e.g.: social sciences; business) plus a minimum of 4 years progressively responsible related experience in a policy development environment, including experience with cross-ministry initiatives and strategic policy development.
- High level of knowledge and experience in strategic policy development in MA and across the GoA.
- Strong knowledge of GoA roles, structures, and procedures.
- Strong knowledge of the broad strategic policy directions of the GoA, as they relate to the ministry.
- Strong knowledge of GoA and MA business plan goals, priorities and strategic issues.
- Strong knowledge of federal, provincial and municipal aboriginal policies and initiatives in relation to local government, public safety, municipal grants, and municipal governance.
- Knowledge of aboriginal communities and people in Alberta.
- Knowledge of aboriginal culture and traditions.
- Understanding of current and historical aboriginal issues relating to land and natural resources.
- Knowledge of ministry legislation and regulations including the *Municipal Government Act*, the *Safety Codes Act*, *Red Tape Reduction Act*, etc.
- Knowledge of consultation and research approaches and experience working with complex issues involving multiple stakeholders.
- Knowledge of project management methodologies and tools.
- Knowledge of applicable GoA and MA policies, functions, standards and information systems.
- Advanced knowledge of MS Office suite and Adobe Acrobat XI Pro.
- Knowledge of Power BI, Power Apps, and Power Automate is considered an asset.
- A high level of creativity, originality and innovation is required in conducting independent research, defining issues, identifying implications and developing appropriate creative solutions.
- Ability to consider the inter-relationships among different aspects of an approach, including how they relate to other programs or areas.
- Excellent strategic thinking and sound judgment skills.
- Excellent attention to detail and the ability to ensure information is complete, accurate and in the correct format before passing it on to the director.
- Strong policy research and project management skills.
- Strong interpersonal skills, including the ability to influence others and get results from them without being in a position of authority.
- Excellent written and verbal communication skills, including proficiency at making presentations and the ability to convey messages in different ways to add clarity and meaning.
- Effective conceptual and analytical thinking skills, including the ability to analyze a variety of inputs and risks potentially impacting the GoA.
- Ability to prioritize actions effectively and respond to numerous, diverse challenges and demands so that deadlines can be met and goals are accomplished.
- Ability to work in a fast-paced environment and remain calm and effective even in difficult or stressful situations. Ability to anticipate outcomes and potential problem areas while managing projects and to factor them into planning.
- Demonstrated ability to manage change, influence outcomes and achieve results.
- Strong teamwork and engagement skills.
- Proven ability to manage sensitive issues and protect the confidentiality of strategic discussions.
- Demonstrated ability to develop and maintain excellent working relationships and partnerships with stakeholders, both within and outside the Alberta public service.

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	☐	☐	☒	☐	☐	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	Collaborates with branch representatives and other contacts throughout the ministry to identify and assess decisions with the potential to have adverse impacts on the exercise of Treaty rights, harvesting, and traditional uses (within the meaning of applicable consultation policies). Undertake research; conduct analysis; and develop advice for solutions and activities that the ministry could implement.
Drive for Results	☐	☐	☒	☐	☐	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	Works collaboratively with staff across the ministry and with other ministries and stakeholders to gather relevant information. Uses extensive knowledge and experience to influence others to take appropriate actions to align with advice developed through undertaking pre-consultation assessments.
Develop Self and Others	☐	☒	☐	☐	☐	Seeks out learning and knowledge-sharing opportunities: • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	Maintains high level of knowledge about indigenous consultation issues and monitors and analyzes court decisions, policies, and other activities in other jurisdictions that impact consultation. Organizes routine discussions with direct report to discuss personal and professional development goals, strategies, and progress. Trains other ministry staff on indigenous consultation and how it may be relevant to their work. Trains staff within the branch to cover-off for

			this position during absences.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Provides a critical link between the branch, other areas of the division, and across the ministry and stakeholders to gather information, identify opportunities for alignment, and consider implications. Respectfully challenge approaches and positions based on learnings from others.
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	Participates in communities of practice, work groups, and other committees and teams to gather input and information, and share insights from others.

Benchmarks

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

025PS53 - Senior Policy Advisor - Health

025PS54 - Policy and Legislation Consultant - Human Services

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

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature