

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Anti-Human Trafficking Initiatives, the Human Trafficking Advisor supports the implementation of the Human Trafficking Task Force recommendations and the ongoing work of the Alberta Centre to End Trafficking in Persons (the AC). The Advisor works closely with other staff in the branch, other divisions, partners in other ministries, and with cross-governmental stakeholders. All work is completed in accordance with relevant government and ministry legislation and policies, and guidelines related to planning and policy development.

The Advisor is responsible for providing research, policy analysis, coordination, and support relating to ministry-wide strategic policy, research, and intergovernmental priorities within the department, to assist in the development of quality strategic and cross-ministry initiatives. This position is responsible for supporting implementation of strategic initiatives and projects to address human trafficking. The advisor will be expected to manage files and stakeholders with a strong degree of independence, but is also accountable for seeking direction from the Manager as appropriate.

The Advisor is responsible for orchestrating and coordinating the Combating Trafficking in Persons grant program through all phases of the grant cycle, including applications/proposals, review and adjudication of grants, preparation of grant agreements, ongoing monitoring, reporting, and grant closure. The Advisor will liaise with applicants to support them through the application process, and will work with recipients to ensure accountability and successful completion of project deliverables. The Advisor will create and update processes, tracking procedures and templates, and coordinate regular program guideline reviews.

The Advisor supports the ministry's participation on federal, provincial, and territorial (FPT) committees and assists in the preparation of briefing materials for FPT DM or Minister meetings. This position supports the PSES-led Human Trafficking Cross Ministry Working Group and will provide maintenance/updates as requested to the human trafficking awareness e-Learning course available on 1GX. The advisor is responsible for providing research, policy analysis, coordination, briefing materials and support with respect to human trafficking related initiatives.

The position requires strategic and systems thinking and collaboration, liaising and engaging with staff in the CPSS branch, the PSES ministry, government, and external stakeholders, to achieve the required outcomes. Also, the position supports high level decision-making within the department on multiple projects simultaneously with a variety of timelines. When completing projects, the Advisor considers the results within the broader branch, ministry, and government environment; this draws on the application of a broad understanding of the ministry's business and priorities.

The position requires a highly self-motivated individual with sound judgment, and high-level communication skills, who will lead, support and assist projects and initiatives by being quick to learn, having a positive approach, and being willing to shift and manage work priorities in a dynamic environment.

Responsibilities

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

Lead portfolios and projects to ensure ministry strategic business goals are met or exceeded.

- Provide project management for strategic initiatives (e.g. human trafficking actions, grant programs).
- Represent the ministry on cross-ministry committees, reporting back to the Manager as appropriate.
- Lead specific cross-ministry projects, and lead the ministry's contributions. This includes developing work plans, communicating with stakeholders, demonstrating the ability to juggle competing priorities, preparing documents, and sharing information with the branch and the ministry.
- Provide status updates and reports on progress toward collaboration and integration across the ministry to the Manager, and alert the Manager to issues that could impact the work.
- Draw on strong coordination and organization skills to work on multiple projects and tasks simultaneously, and balance workload.

Lead policy analysis and development of briefings and documents with a strong understanding of the decision-making process.

- Develop and produce a variety of briefings and policy documents, independently and in collaboration with staff members from the branch, divisions, and other government ministries.
- Identify intended and unintended consequences and provide analysis and advice to resolve issues and strengthen outcomes.
- Identify strategic gaps and opportunities, and costs and benefits of policy options, including implementation and delivery implications.
- Alert the Manager of emerging issues, create summaries and analysis of issues and related impacts, and generate possible options for resolution both proactively and as directed.
- Prepare responses to Action Requests, such as briefing notes, presentations, summaries and correspondence, adhering to the ministry policy and public messaging, and following processes and timing requirements.

Perform research as a basis for policy development and to ensure initiatives align and best practices are utilized.

- Proactively identify issues and emerging trends (e.g. report review, cross-jurisdictional reviews, scans of external environment) that impact department policy or legislative options, perform analysis of multiple pieces of data, and prepare briefing materials as necessary and appropriate, and in accordance with proper processes.
- Conduct environmental scans by gathering relevant data and information pertaining to both emerging and ongoing policy issues relevant to the ministry, and determining relevance and impact to the ministry and province.

Promote, develop, and maintain effective communication and collaborative relationships

- Work closely with colleagues within the ministry and across government to foster a proactive perspective to strategic alignment of policy initiatives and to ensure integration and a system approach to policy development.
- Perform research, writing and analysis, and options generation with respect to cross-government projects, in collaboration with ministry partners.
- Ensure that the Manager is fully briefed on the work, analysis, and results for the ministry projects, programs and initiatives. Raise awareness of emerging issues and current events, which require the Director's attention.
- Identify when other divisions, ministries and stakeholder organizations need to be included in projects and initiatives, and advise the Director if senior branch or ministry representatives need to be brought in.
- Share information across the branch, ministry and with cross-ministry partners, as requested and as needed.
- Build and maintain strong working relationships with external stakeholders.

Other duties as assigned.

Problem Solving

Typical problems solved:

The Human Trafficking Advisor must be politically sensitive to complex relationships and be able to facilitate conversations and support decision-making involving government representatives and stakeholders with occasionally conflicting perspectives, requirements, and priorities. Sound professional judgment and in-depth understanding of the mandate and intent of the work is required given the politically sensitive issues and unique situations faced.

The position must be knowledgeable and able to collaborate with diverse groups with sometimes divergent needs or interests.

The Advisor strives to be a subject matter expert on human trafficking issues, systemic responses and community resources in Alberta. The Advisor continuously builds their knowledge and expertise through formal and self-guided learning, and through continued community engagement. This role conducts research, stakeholder engagement and consulting other sources to inform development, evaluation and modification of policies, strategies and other work products. Providing advice and recommendations to the Manager on the ongoing enhancement of programs and initiatives for the implementation of Task Force recommendations and as requested, the operations of the Alberta Centre to End Trafficking in Persons, or other human trafficking related initiatives.

This position is involved in cross-ministry committees, and with federal/provincial/territorial (FPT) working groups specific to human trafficking initiatives. The Advisor uses these venues to expand their knowledge and build networks across multiple stakeholder groups and subject matter experts. In this capacity, these relationships will support the operations and administration of community safety initiatives in the province and offer opportunities for future initiatives.

The position coordinates CTIP funded projects and disburses funding to non-profit organizations providing programs and services addressing anti-human trafficking initiatives. The Advisor must be able to trouble-shoot queries and concerns from grant applicants and recipients throughout the granting cycle, using their understanding and analysis of the context, established program guidelines, and other available resources. Providing guidance and support to recipients and stakeholders requires responsive and critical thinking skills to ensure organizations are best equipped to effectively use and leverage their funding towards achievable and impactful outcomes.

The position is complex given the nature of human trafficking, and the broad range of persons impacted by this crime. This work requires effective relationship building skills, including active listening, and diplomacy. The position also requires taking initiative to anticipate emergent problems and manage and organize time and work accordingly. Collaborative problem solving is applied to bolster stakeholder confidence and engagement. This requires excellent interpersonal, communication, negotiation/mediation, facilitation, creative problem solving, analytical and critical analysis skills.

Types of guidance available for problem solving:

Support and guidance for problem solving can be accessed from:

- Legislation, policies, directives, guidelines and budgets.
- Manager and other leaders from Community and Public Safety Services Branch and across the division
- Cross-ministry colleagues from the Human Trafficking Cross Ministry Working Group (members of GOA Ministries/ Divisions).
- External/Partner Stakeholders who are part of the Alberta Centre to End Trafficking in Persons.
- Non-Government Organizations - Community Based Organizations.
- GOA Committees and member representatives.
- FPT counterparts throughout the country.

Direct or indirect impacts of decisions:

This position has direct impact on the success and effectiveness of initiatives related to the implementation of the Human Trafficking Task Force recommendations and calls to action. This role also has direct impact on policy development and program delivery. The position exerts influence via the development of ministerial correspondence and briefings, public facing key messages, and internal GoA wide training. The Advisors actions and contributions support initiatives that bring about public awareness, preventative measures, and support external organizations in their service delivery.

Divisions within PSES and across government are impacted by the work of this position. This work leads to efficient and effective use of government resources, as well as ensuring access to up to date information.

The position develops cross-ministry and intergovernmental relationships to support anti-human trafficking priorities and collaboration. With the support and guidance of the Manager, the Advisor is responsible for integrating the activities of cross-ministry and community partners into recommendations for department policy and program development.

This position develops recommendations for senior executives and the Minister; prioritizes responsibilities to meet project deadlines and stakeholder requirements; and coordinates projects and programs with concurrent timeframes.

Key Relationships

Major stakeholders and purpose of interactions:

The position interacts weekly with government ministries/divisions, the Alberta Centre to End Trafficking in Persons, law enforcement, and non-profit community organizations to build awareness and increase coordination of anti-human trafficking initiatives.

Internal

The position interacts with staff in other Divisions (e.g. Public Security Division) as well as other departments: Justice, Mental Health and Addiction, Health (Alberta Health Services), Children and Family Services, Arts, Culture and Status of Women, Education and Childcare, Indigenous Relations, Jobs, Economy, Trade and Immigration, Assisted Living and Social Services, Municipal Affairs, and Service Alberta and Red Tape Reduction, to collaborate on projects, provide timely information, discuss issues/problem solve, provide research and analysis, and make recommendations with regard to programs and subject matter.

External

The position interacts with members of the public, community organizations, funded entities, law enforcement and private industry to share information, understand safety issues and challenges, build relationships, identify partnership opportunities and create access to programs and information to improve public safety.

Required Education, Experience and Technical Competencies

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

If other, specify:

University degree, or equivalent, in a related field (law, policy, political science, business or public admin)

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

At least 4 years of relevant public sector experience with relevant skills including research, policy analysis and development, grants management, and managing complex projects. Demonstrated experience with developing decision documents (e.g. briefing notes, Cabinet Reports, etc.) is required.

The following competencies and skills are applicable:

- Understanding of the ministry and Government of Alberta operations, cultures, priorities, and political implications and risks
- Knowledge of ministry programs and services, and a solid understanding of the policy context of department programs and initiatives and the business goals and priorities of the branch and ministry
- Ability to understand politically sensitive issues and maintain a neutral and objective approach
- Knowledge of federal, provincial, and territorial relations
- Knowledge of environmental scanning
- Knowledge of the grant cycle and grant management practices
- Experience in research, policy development, and planning within the public sector
- Solid ability to synthesize information and research into the desired policy document or briefing note
- Strategic and systems thinker, able to identify emerging issues
- Highly-developed verbal and written communication skills, in order to communicate clear and compelling positions
- Excellent organization and multi-tasking skills, ability to help organize meetings, project teams, and committees
- Ability to be a strategic thinker, anticipate future issues, and identify and understand how they could impact the ministry

- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels
- Strong analytical ability, with the ability to analyze complex issues, synthesize findings and identify actions and solutions
- Strong adaptability and flexibility to accommodate changing priorities
- Strong relationship-building skills and ability to communicate constructive advice with tact and sensitivity.
- Strong consensus-building and collaboration skills, and the ability to work with others to gather information, resolve issues, and successfully complete/support projects
- Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy
- Ability to generate new ideas and creative solutions
- Extensive research abilities, ability to consolidate large, and diverse amounts of complex information
- Strong computer skills and ARTS experience

Education:

- University degree, or equivalent, in a related field (e.g., law, policy, political science, business or public administration).

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> • 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 	Through analysis, can indicate challenges and offer informed insights to enhance functionality.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <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 	Positive and proactive willingness to adjust to change, undefined programs or initiatives, and innovative processes.

		organization mission	
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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Persistent focus and attention to innovation, research, emerging and best practices for the ultimate goal of ensuring victims and survivors are receiving most effective services.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • 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 	Works collaboratively to develop professional working relationships with internal and external partners.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Willingness to enhance professional competencies and desire to advance knowledge to keep up with the ever evolving portfolio/ landscape of the anti-human trafficking sector.

Benchmarks

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