

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Operations/Program

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

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position has responsibility for providing expert knowledge and information to support internal and external partners and stakeholders on multiculturalism and anti-racism policy, programs and engagement. In addition, the position has responsibility for partnering with stakeholders to identify and prioritize issues, opportunities and strategies that support the building of robust multiculturalism and anti-racism programs and policies.

This position is the Ministry's representative on a number of cross-ministry and national working groups and builds relationships across departments in relevant areas.

The work of this position results in supporting government priorities related to multiculturalism and anti-racism activity and programs that make Alberta a more welcoming and livable province for racialized groups, Indigenous Peoples and newcomers. This position operates with minimal supervision.

Responsibilities

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

1. Lead, participate and contribute to research, analyzing relevant information and providing value-added

interpretation in a timely manner:

Activities:

- Takes a lead role in conducting research obtained from social trends and stakeholders to develop context and understanding regarding anti-racism, multiculturalism, diversity and inclusion.
 - Considers inter-relationships and emerging trends when analyzing and evaluating information drawn from a diverse range of sources, including legislations, policy documents, academic reports and journals including those in other jurisdictions and the implications for Alberta.
 - Ensure successful dialogue with colleagues and management by planning and attending meetings, facilitating discussions, and synthesizing results.
 - Improve complex systems and structures by providing expert advice to the Senior and/or Executive Management to facilitate the development of effective multiculturalism, diversity and inclusion policies, frameworks, and/or engagements as appropriate.
 - Engage different perspectives when developing and coordinating briefings, background papers, and strategies on key findings of current multicultural policy direction in other jurisdictions and the implications for Alberta.
 - Accesses resources, information and technology from other areas to improve anti racism initiatives and programs to better meet governments goals and outcomes
 - Lead or support the preparation of high quality and timely responses to Action Requests on multiculturalism, diversity and all other related issues by working collaboratively with staff across government.
 - Take holistic long-term view of challenges and opportunities to ensure outcomes meet GoA objectives.
 - Develop and deliver presentations to stakeholders and partner ministries on multiculturalism and anti-racism documentation, actions plans programs or other material to enable them to better understand the position and priorities of government on multiculturalism and anti-racism programs, policies and/or legislation.
2. Seek out, establish and maintain innovative and meaningful partnerships between community organizations, private sector corporations and ministries across government to broaden the base of support for community actions and government initiatives.

Activities:

- Effectively represents Jobs, Economy, Trade and Immigration (JETI) interests and priorities in cross-ministry priorities and interdepartmental initiatives, as well as in engagement with external partners.
- Effectively manage and represent JETI senior officials' (Minister, Deputy Minister, Assistant Deputy Ministers, and senior management) interests and priorities in policy discussions with internal and external stakeholders.
- Advance the interests and priorities of the department and the Alberta government by effectively representing these interests in department discussions, projects and committees.
- Establish and maintain positive and effective working relationships with key stakeholders, for the purpose of gaining intelligence and advancing the department's Interests.
- Ensure ongoing dialogue with community organizations to understand systemic and emerging Issues for the Ministry priorities and act as a pathfinder and connector, bridging these Interest to policy decisions and other government decision-making tables for meaningful changes.
- Coordinate and facilitate community engagement and outreach efforts to support the Ministry priorities and identify and advance innovative policy solutions with respect to the Ministry priorities.
- Connect with relevant government departments and agencies and non-governmental agencies to address root causes and fill gaps to address significant risks to communities.
- Coordinate ministry contact with the Alberta Black Advisory Council. including the timely exchange of Information and reports back to ministry on matters of significance.

3. Support achievement of the council (Alberta Black Advisory Council, Premier's Council on Multiculturalism and Alberta Anti-Racism Advisory Council) Secretariat mandate and goals.

Activities:

- Design and deliver collaboration processes with ethno-cultural, faith-based, and new immigrant communities and organizations that support JETI strategic policy objectives and that result in better

common understanding and improved relationships between stakeholders and between the GoA and stakeholders.

- Participate in collaborative engagement processes to ensure stakeholder concerns are meaningfully considered in strategic policy development.
- Facilitate the input and work in partnership with a wide range of stakeholders to identify and develop priorities/strategies through ensuring an effective flow of communication.
- Establish on-going and constructive relationships with stakeholders to foster open communication and understanding between parties to identify and implement shared priorities and outcomes.
- Inform and advise senior management about sensitive engagement issues, funding priorities, and associated risk to ensure the success of processes, frameworks and guidelines as well as applicability to different situations, cultural sensitivities and recommend needed changes.
- Conduct research and synthesize and communicate findings to inform government policy direction related to anti-racism and multicultural priorities.
- Create opportunities for continual improvement of Secretariat functions and maintain awareness of associated processes, tools, and best practices that can be adapted/adopted by the Secretariat.
- Contribute to the decisions and initiatives undertaken by the Alberta Black Advisory Council.
- Participate in ministry committees, teams and working groups, and provide Secretariat perspectives and expertise.
- Participate in cross-training activities within Secretariat.
- Communicate and create awareness of multiculturalism and anti-racism initiatives in the GOA.
- Support co-chairs and council meetings and/or presentations as required.
- Support the development of policy/program associate with combating anti-racism in support of the ministry's strategic objectives.
- Oversee the delivery of event planning, engagement sessions and/or open houses to advance and promote government programs, goals and to share information.
- Understand the expectations of engagement participants to manage expectations as well as manage the engagement process to a successful conclusion.
- Influence, Inform and implement pre-engagement processes to ensure consistency and mitigation of risk, considering all possible situations prior, during and after engagement sessions.
- Evaluate email communication from external stakeholders and advise council on critical correspondence to share with their communities, co-chairs on requests for interviews or other community participation requests.
- Ensure incoming emails directed by the public to council are attended to expeditiously. Issues are addressed and trends are tracked and communicated to senior leadership. Proactively design and develop correspondence to deal with incoming requests, and ensure all correspondence meets government standards and professionalism.

4. Contribute to Unit, Division and Ministry corporate responsibilities and inclusive work culture.

Activities:

- Conduct in-depth research to complete ministerial Action requests and briefings as required such as event and minister briefings.
- Contribute to unit planning and related operational planning and reporting
- Supporting co-workers and new team members through information sharing and mentoring.
- Anticipate obstacles and remain focused on goals.

5. Serve as secretary to standing and ad hoc committees of the Advisory Councils.

Activities:

- Work with council co-chairs, members, senior and executive management within the division and sector to schedule, coordinate and conduct standing or ad hoc council meetings.
- Lead or coordinate the development and preparation of council meeting packages such as agendas, briefings, reports, and presentations
- Prepare, distribute and finalize committee meeting minutes and reports.
- Work with senior and executive management to communicate, coordinate and facilitate responses to committee requests and to implement committee direction or decision. This involves engaging and coordinating staff within the Ministry, division, sector, or external stakeholders.

- Attend meetings to contribute planning, research, policy and technical expertise, advice and knowledge.
- Provide support and liaison between the committees, Ministry, division, and sector to facilitate effective and efficient communication and alignment of activities.

6. Remain current on information regarding anti-racism and multiculturalism; including but not limited to legislation, plans and activities.

Activities:

- Stay current with information regarding anti-racism and multiculturalism initiatives around the province and country, in coordination with other departments as provincial, federal-provincial and national working groups.
- Provide expert advice and support in the development of departmental and Government of Alberta policy and programs that support anti-racism and multicultural programs.
- Work with municipal and other groups to promote and support programs for Albertans through the development of policy development and funding opportunities.

Problem Solving

Typical problems solved:

Reporting to the Director - Programs and Strategic Engagement, the Senior 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 outreach to stakeholders and community and building capacity, for the coordination and support for the councils and for the advancement of multiculturalism and inclusion. It is essential this position works collaboratively and partners to achieve results. The work encompasses diverse subject matters and are strategically sensitive and complex.

This position also needs to collaborate with staff across the GoA, other orders of government, community organizations when identifying issues, clarify impacts of various policy and legislative options, provide decision making policy advice, and develop 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, reliable and verifiable. This position requires initiative and creativity when coordinating complex projects and when working with multiple internal and external stakeholders.

Types of guidance available for problem solving:

- Works independently to conduct in-depth research, gather and analyze historical information, develop e-scans on addressing complex problems and provides innovative solutions and briefing materials for senior leaders.
- Works directly with high-profile external stakeholders to address concerns and opportunities to bring forward to senior leaders.
- Asks questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges.
- Provides diverse alternatives and assessment of each alternative to the problem with an understanding of systemic impacts.

Direct or indirect impacts of decisions:

Works collaboratively with colleagues and stakeholders to address immediate concerns and provides key policy decision briefings to DM and Minister for approval.

- works directly with external stakeholders, advisory council co-chairs, and with senior leadership in the department.

Key Relationships

Major stakeholders and purpose of interactions:

Contacts:

The Senior Advisor has ongoing contact with:

Internal:

- Director - daily
- Executive Director/ADM - as needed to provide policy or program updates, provide strategic advice or recommendations when required for particular projects
- Associate Minister/Minister - as needed to provide policy or program updates, advice or recommendations when required for particular projects as well as providing support at events.
- Unit co-workers - as needed
- Other GoA Departments - as needed

External:

- Provincial, National and Federal working groups - as needed/appointed to represent provincial perspective, provide updates and support partnerships
- Partner organizations advancing anti-racism, multiculturalism, diversity and inclusion - as needed

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Scope:

This position demands a high level of originality and innovation, independent research, ability to identify implications, define issues and develop creative appropriate solutions.

Multiculturalism projects, including anti-racism work, requires being attuned to sensitive and complex issues. The breadth of anti-racism and multiculturalism may also bring issues that are unique in nature with limited precedence to be found within the ministry.

The position is required to work collaboratively and develop good working relationships with staff at all levels, both internal and external to the ministry, developing a meaningful network that enables them to meet deadlines, goals, facilitate collaborative processes and ultimately to do their job efficiently and effectively. Building and maintaining relationships with internal and external stakeholders plays a key role in achieving success.

The position requires the ability to lead and prioritize work on multiple projects with multiple deadlines, to multi-task and use strong organizational skills to meet changing priorities and timelines; and to facilitate, collaborate, and mediate among various groups competing priorities to draft common briefing materials and reach consensus.

Knowledge, Skills & Abilities:

- Field of study supplemented by four years progressively responsible related experience in policy analysis and development. Equivalences will be considered (one year of related experience for one year of related education).
- Sound knowledge in government processes including legislative process, regulatory process, reporting to cabinet and other government decision-making.
- Specialized knowledge, education or experience related to multiculturalism, diversity, inclusion and racism issues, challenges and solutions.
- Excellent understanding of the policy cycle and experience leading teams and/or projects through the various components.
- Leadership experience that includes management of projects, working with cross-functional teams, building linkages with diverse stakeholders, program development and implementation.
- In-depth knowledge of systems-thinking, the approaches and components to systems design models and understanding of complexity and system leverage points.
- Well-developed and effective communication, negotiation and facilitation skills.

- Strong writing skills to develop significant number of policy papers, research papers, and briefing materials.
- Experience and ability to work collaboratively with internal and external stakeholders, including highly developed skills in community engagement.

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	☐	☐	☒	☐	☐	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Ability to anticipate, assess and readily adapt to changing situations and issues, remain objective under pressure by making well-thought through decisions when there are competing and ambiguous priorities, champion a plan of action, quickly read a situation and gain an understanding of individual and environmental drivers.
Develop Networks	☐	☒	☐	☐	☐	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	Seek to understand the perspectives and needs of stakeholders, build relationships by following through on commitments, influence. Engage stakeholders in understanding needs and provide recommendations to senior leadership.
Creative Problem Solving	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Ask questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges. Provide diverse alternatives and assessment of each alternative to the

			problem with an understanding of systemic impacts.
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	Set and accomplish goals and priorities, factor in complexity of Issues and align plans based on government direction, remove barriers to collaboration, provide informed advice. Work collaboratively with stakeholders and colleagues to achieve outcomes.
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	Consider emerging trends and recognize how they relate to government programs and policies, Seek information and analyze different approaches. Work collaboratively with stakeholders and colleagues on impact assessment, review jurisdictional practices, and bring forward recommendations on systemic changes.

Benchmarks

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