

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

This is a critical position to provide strategic engagement support for Technology and Innovation.

Engagement with domestic, intergovernmental and international stakeholders is a key priority to ensuring provincial jurisdiction is maintained, provincial perspectives and initiatives are advanced and that there is an aligned and consistent approach to strategic engagements.

Within the Innovation, Privacy and Policy Division, the Privacy, Policy and Governance Branch enables government transparency and accountability by delivering enterprise and department policy and program services for content management, data, privacy, technology and access to information. The Branch also enhances the strategic capacity of the department and the integration of data, content, technology, access to information, and privacy initiatives across the Department. Core to this function is leadership on high-priority Department initiatives. The Branch provides strategic and proactive policy coordination and strategic engagement planning and advice, to support Department priorities and business outcomes.

The Strategic Policy Services unit has two core teams: Strategic Engagement Team and Policy and Legislative Coordination team. The Strategic Engagement Team is responsible for strategic engagement advice and services for Executive and Minister-level engagements, including intergovernmental and international relations. The Policy and Legislative Coordination team is responsible for the strategic

coordination of the department's policy and legislation files.

Reporting to the Director of Strategic Policy Services, the Manager of Strategic Engagement is accountable for the integration of strategic engagement advice across the Department. This includes leading international and intergovernmental relations, liaising with program areas and key partners across the government and externally, and working closely with Intergovernmental and International Relations to advance department priorities. To be effective in this role, the position must collaborate across the department and with other ministries to ensure executive level engagement and international and intergovernmental relations are strategic and aligned. The position must also have strong time-priority management, attention to detail and communication skills as the work often operates under tight timelines.

The Manager has a critical role in supporting strategic engagement planning and advising program areas. A significant responsibility is to shape and communicate the ministry's strategic engagement direction and support informed decision-making at senior leadership levels within the Department and at Ministerial levels. The position works closely with the Assistant Deputy Minister's Offices, Deputy Minister's Office, program areas, and Intergovernmental and International Relations to implement a strategic approach to the department's strategic engagement. The Manager has a critical role in planning and advising on strategic engagement for Executive and Minister-level engagements. All work is conducted with the goal of ensuring the interests and priorities of the department are effectively represented.

Responsibilities

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

Leads strategic intergovernmental relations for the department.

- Develop and maintain strong working relationships with Intergovernmental Relations to ensure department initiatives and perspectives are appropriately aligned and considered in broader government intergovernmental approaches.
- Track and coordinate department federal, provincial and territorial engagements with program areas to ensure engagements are aligned and expectations are understood.
- Regularly provide advice and recommendations to program areas to support strategic intergovernmental engagements.

Leads domestic and international engagement, including strategic planning and mission planning services.

- Maintain and enhance a Departmental strategic engagement plan, in collaboration with divisions, for Executive Team and Minister review, approval and implementation.
- Provide advice and recommendations on Deputy Minister- or Minister-level engagements to ensure alignment and understanding of government strategic engagement policies and protocols, including preparation of event recommendations.
- Lead and coordinate Deputy Minister and Ministerial mission planning services, including travel approval applications, coordination of briefing binders, strategic advice, and travel logistics, working closely with program areas.
- Liaise with International Relations and Alberta International Offices to ensure the Department follows government protocols, policies and procedures.
- Works with program areas to ensure an integrated approach to engagement.

Supervises and coaches staff, managing business administration, human and financial resources.

- Supervise, coach, and mentor professional staff. Ensure the team is motivated, engaged and understands priorities, expectations and responsibilities.
- Create and maintain a high performing work unit and an engaged and respectful workplace.
- Manage administrative functions such as budget, human resources and workload.

Problem Solving

Typical problems solved:

- Managing staff and numerous internal and external stakeholders to ensure resources are available to support business outcomes.
- Negotiating, building consensus and working with program areas to resolve problems with timelines.

- Develop effective processes for setting priorities, identifying issues, tracking work and providing mitigating solutions before they manifest into barriers.

Types of guidance available for problem solving:

The position requires the ability to identify the fundamental questions related to various policy initiatives and engagements and the broader, strategic intent for government. The position must have the ability to draw on and analyze information from a variety of sources and perspectives to formulate positions on behalf of the department.

Resources include the Director, Issues Managers, contacts at International and International Relations and partner Ministries (for example, Jobs, Economy and Trade).

Direct or indirect impacts of decisions:

The position requires the ability to think strategically, including considering diverse information and perspectives to anticipate how future developments and trends could impact engagements. This position is often expected to influence and must be able to function effectively in a complex, fast paced and evolving business environment. The Manager is relied upon to understand complex relationships and recognize the occasional conflicting perspectives and interests when identifying emerging issues. This position requires professional judgment and the ability to balance conflicting priorities of representatives representing varied programs and interests while ensuring alignment of responses and messages with relevant strategic direction.

Key Relationships

Major stakeholders and purpose of interactions:

Staff across the department to provide advice and recommendations, coordinate and plan timing of decisions and track and report on work.

Key intergovernmental and international relations partners across government.

Assistant Deputy Ministers' Offices and Deputy Minister's Office.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political Science, Public Policy, International Relations

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

Education and Knowledge:

- Post-secondary degree in related field.
- Knowledge of the structure, operations and decision-making processes in government.
- Strong understanding of the linkages between policy, planning, stakeholder engagement, intergovernmental and international relations, and political environment in which the Ministry operates.
- Experience with international and intergovernmental engagement.
- Familiarity with trends and development in the technology and innovation ecosystem.

Organizational and Analytical Skills:

- Strong organizational and time-priority management skills to effectively balance multiple priorities and demands;
- Strong attention to detail;
- Strategic and systems thinking - the ability to anticipate potential issues and how they could impact the department, government and stakeholders;
- Ability to analyze complex issues, consider and synthesize information from multiple sources and perspectives and develop options.

Interpersonal and Leadership Skills:

- Strong leadership and management abilities;

- Experience leading and coordinating projects and working in teams;
- Ability to effectively represent the department's position;
- Commitment to staff development and willingness to delegate complex issues to staff and support them to enable the development of capacity within the team;
- Leadership, management and supervisory skills to analyze complex issues, identify options, make recommendations, set priorities and develop and operationalize plans.

Communication Skills:

- Excellent written and oral communication skills - ability to present complex information in a clear and concise format;
- Ability to effectively communicate and translate the bigger picture - roles, policy, government direction;
- Strong mediation, negotiation and facilitation and collaboration skills;
- Ability to build strong working relations with partners.

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 	<p>Takes a systems perspective for planning and identifying Minister and executive level engagement.</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Engages broadly within the Department, Government of Alberta, and externally to advance department priorities. Takes stakeholder perspectives to achieve the department's long-term strategic engagement goals.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is 	<p>Delivers high quality work within fast-paced timelines. Develops and implements strategic engagement plans.</p>

		good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: • 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	Coaches and supervises a team of professionals, responsible for the department's strategic engagement agenda.

Benchmarks

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

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
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