

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Intergovernmental Priorities Coordinator

Current 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)

Organizational Structure

Division, Branch/Unit

SSII, Strat Policy & Planning, Legislative Services

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Strategic Policy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-07-16

Responsibilities Added:

Add responsibilities to support Alberta's Liaison to the Canadian Armed Forces

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The Intergovernmental Priorities Coordinator (IPC) works closely with colleagues across the department to coordinate and support federal, provincial, territorial (FPT) meetings for the Minister, Deputy Minister, and Assistant Deputy Ministers. The position also carries a key focus on supporting Alberta's Liaison to the Canadian Armed Forces (Military Liaison) with meeting preparation, departmental and government-wide briefings related to the CAF, including active and retired members.

This position is a key resource for coordinating and supporting the department's FPT priorities across different working groups and committees to ensure that Alberta's priorities are appropriately reflected in meeting agendas. This position supports the Director and Manager in building positive relationships with key FPT contacts, both within the department, and with counterparts across Canada related to Public Safety Canada and other federal departments such as the federal Department of Justice and National Defence. In working with contacts in PSES divisions, across the Government of Alberta, and other orders of government, this position must ensure consistent responses that facilitate linkages between divisions and ministries to reduce duplication of work, identify and reduce gaps, and create opportunities for collaboration across FPT files.

The position is required to apply a strategic lens to the work undertaken at the FPT level, and as appropriate, flow information from the department to other GOA departments or government counterparts in other jurisdictions. This position provides centralized coordination and support for FPT involvement by department staff. The position provides assistance and support to the Manager, Strategic Policy and Director, Strategic Policy and Legislation to ensure a comprehensive picture and understanding of the strategic policy initiatives within the department and cross ministry, in turn informing strategic dialogue on emerging issues.

This position provides a range of information and advice to key contacts within the department to ensure timely and accurate information is created for the Minister, Military Liaison, Deputy Minister, and/or Assistant Deputy Minister(s) in preparation for meetings with their FPT counterparts. This includes working with the department's FPT leads on their respective files and facilitating the distribution of information across the department relating to the FPT files, as well as connections with counterparts in key departments related to government priorities. A key part of this role requires a strong ability to develop partnerships that enable work to be completed within short timeframes. This includes the coordination of complex briefing materials.

The position will be required to brief the Manager and Director on any emerging and continuing FPT issues and supporting decisions to be made by the Deputy Minister with respect to this work. This position operates within the framework of the department's strategic business plan and champions these initiatives in the FPT context. This position may also be required to provide support at FPT working groups to ensure that Alberta is properly represented at the FPT level, and to advance Alberta's strategic policy position on key FPT files. The scope of these files could vary depending on the priorities of the department at any given time.

The position will support and assist other Branch sections on projects and initiatives through being quick to learn, having a positive approach, and willing to work in topic area not part of the primary area of comfort or job duty.

Responsibilities

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

Support the scope of the department's involvement at FPT meetings:

- Maximize the impact and presence of Alberta on the national FPT stage.
- Maximize opportunities to collaborate and learn from other jurisdiction's innovation and success, thereby enriching the department's work, policies, and programs.
- Coordinate and support the production of FPT briefing materials for the Minister, Military Liaison, Deputy Minister, and Assistant Deputy Minister, as required.

- Support the Director, Strategic Policy and Priorities at FPT meetings to ensure that Alberta's position and priorities are appropriately reflected.
- Foster relationships within the department with key FPT leads that promotes an integrated and strategic approach, such as ensuring that public facing websites such as resources for military families and promoting the Military Liaison's initiatives are up to date.
- Support the Manager and Director in providing advice and guidance to policy related initiatives across the department to foster alignment to the policy development process and timelines, and to align policy options with ministry frameworks and priorities.
- Prepare a variety of briefings and reports in accordance with government standards to inform executive leadership teams of progress on FPT policy priorities and support decision-making.
- Work with department program areas to develop and coordinate briefings, background documents, and correspondence to ensure that materials are accurate, comprehensive, and consistent.
- Coordinate the development of strategic responses, issues papers, and briefings in response to emerging issues and issues identified through consultation and external advice processes.
- Support, coordinate and complete briefing documents and agendas on a variety of ongoing FPT policy initiatives.
- Identify policy linkages across initiatives within the department to improve coordination of Alberta's FPT priorities.
- Analyze and review issues and related information to ensure senior division and ministry representatives have appropriate input and briefings to make strategic decisions and provide advice and recommendations to the Minister and senior department and Government officials.
- Promote, develops and maintains effective communication, relationships and partnerships with staff across the ministry, and supports cross-government and inter-jurisdictional partnerships.
- Use effective communication to ensure appropriate and timely resolution of issues.
- Working closely with FPT leads, ensure that materials are prepared in a timely and effective manner.
- Supports the approval process to secure decisions in alignment with processes and requirements.
- Develops templates and other mechanisms to share and distribute information relevant to key FPT contacts which requires strong relationships across the department and knowledge of where and when information and support is required.

As required, this position provides support to other priorities within the Strategic Policy and Planning Branch.

Problem Solving

Typical problems solved:

This position achieves success in providing consultative advice and guidance through influence over time, which draws on creativity to determine how and when to best present advice and guidance. It is also critical for this position to apply a strategic policy lens to the spectrum of FPT initiatives underway. The incumbent must be able to provide relevant and valuable advice to divisions to gain credibility for the unit.

This position must be able to quickly determine the essence of an issue and determine how best to resolve it. This is accomplished by analyzing the risks and benefits associated with an outcome. This information must be presented to the Manager and Director for consideration.

Types of guidance available for problem solving:

The position is guided by Government of Alberta, ministry and branch area policies and directives. Within those parameters, the Coordinator must evaluate options and provide direction independently to meet the position's accountability. The position is supported by the Manager, Director, and Executive Director, with advice and direction given primarily by the Manager and Director.

Guidance is available for problem solving from a variety of sources. Depending on the nature of the problem or project, the Coordinator may consult with the Manager, Director, Executive Council, finance, legal services, communications, and staff in other divisions.

Direct or indirect impacts of decisions:

This position strengthens a common, ministry approach to FPT priorities and commitments. This includes the development and review of policy options in alignment with department frameworks and priorities. By providing advice and consultation, and by supporting the Manager and Director, this position supports all

subject matter experts working in the FPT arena. This position also synthesizes and collates policy information for the Manager and Director, to enable executive leadership teams to review a coordinated view of department policy issues and priorities. This work helps to enhance department policy decision-making and to enhance the capacity for development of quality policy options in the FPT arena.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Strategic Policy - provide updates and raise awareness to emerging issues; receive direction.
- Director, Strategic Policy and Legislation - provide updates and raise awareness to emerging issues; receive direction.
- Internal division staff - coordinate FPT responses, share information, coordinate activity, support understanding of processes.
- Engage resources as required to research and respond to Action Requests and to aid in the management of various issues that are identified by the branch senior leadership or by other means.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field (e.g. law, business, political science, social science)

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

- Flexibility and adaptability to quickly shift priorities in response to demands and pressures, often in response to timelines that are set external to the department.
- Strong organizational skills
 - Ability to effectively employ consulting and consensus building techniques.
 - Ability to solve problems and make decisions.
 - Strong ability to develop effective relations within the department and with key external FPT stakeholders as required.
 - Excellent interpersonal and communication skills, including clear and concise writing ability, and strong active listening skills.
 - Ability to ensure that activities are completed within specific timelines and that deliverables are of a superior quality.
 - Ability to manage both time and resources; work under pressure and under high demands, often in a fast-paced environment.
 - Ability to manage a range of issues and distribute/coordinate tasks to a team of policy professionals.
 - Ability to effectively gather, integrate and interpret multi-faceted information from a range of courses and perspectives.
- Competencies
- Build collaborative environments: ability to lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.
 - Creative problem solving: ability to assess options and implications in new ways to achieve outcomes and solutions.
 - Agility: ability to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.
 - Drive for results: ability to knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and stakeholders.
- Experience
- Managing complex projects or programs under tight timelines.
 - Building a collaborative environment that can respond to shifting priorities and support senior branch and department staff.
 - Outstanding collaboration skills and a strong teamwork orientation to maximize consultation initiatives within the department.
 - Working with varied perspectives to develop shared understandings of outcomes including consultation,

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 	Considers the whole system when evaluating, researching and conducting analysis
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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Ensures assigned actions are completed in a way consistent with direction and required timelines.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • 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 	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.
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</p>	Uses research and analysis to find ways to improve systems.

		insight: <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 	Employs subject matter experts from other areas to solve problems.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Acknowledges and works with diverse perspectives on tasks, often from other divisions and business areas.

Benchmarks

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

024PSAMA-EPA-Intergovernmental Advisor

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