

Public (when completed)

Common Government

## Update

Ministry

Public Safety and Emergency Services

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Program Advisor

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

Vacant

## Organizational Structure

Division, Branch/Unit

SSII, CPSS/Community Initiatives Supports



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr Transformative Com. Safety

Supervisor's Current Class

Manager (Zone 2)

## Design: Identify Job Duties and Value

## Changes Since Last Reviewed

Date yyyy-mm-dd

2024-03-18

Responsibilities Added:

No significant changes to responsibility or role. Updated position description to reflect changes following reorganization as well as updated to correct job description template. Position description and title have been updated to Program Advisor to align with the unit's position and naming conventions. Department name has been updated from Justice to PSES following division reorganization and shift away from the shared service model.

Responsibilities Removed:

No responsibilities removed.

## Job Purpose and Organizational Context

Why the job exists:

The Community Initiatives Support (CIS) Unit provides leadership and oversight of Alberta's approach to community-based crime prevention and community safety initiatives, including building and maintaining relationships with community and other stakeholders, and developing

and managing approximately \$10 million in grant funding to support community-based programs and services that aim to reduce crime and social disorder in the province.

Reporting to the Manager, Transformative Community Safety, the Program Advisor works within a collaborative team to engage with community organizations and other community safety stakeholders to understand and build awareness of crime prevention and community safety issues and trends. This role supports the development and delivery of research products and stakeholder intelligence to support the team to understand the landscape with respect to new policies, priorities and strategic direction related to community safety in Alberta.

The Program Advisor is responsible for supporting and contributing to the grants process administered by PSES. This position contributes to the development, review and analysis of grant applications to ensure alignment with mandate or divisional business. This includes the determination of eligibility, assessment of logic models, financial documents and budgets. This position supports and contributes to the development and implementation of grant policies, criteria, and standard operating procedures with a focus on continuous improvement and red tape reduction.

The Program Advisor completes research and drafts briefing materials and correspondence, ensuring a coordinated approach for briefing senior leadership and responding to ministerial correspondence on issues related to community safety. The Program Advisor maintains strong internal relationships with program areas across the department and leverages this knowledge and understanding of stakeholder perspectives and needs in the completion of their work.

## **Responsibilities**

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

- 1. Support the coordination and development of transformative community safety programs and initiatives.**
  - Completes environmental scanning, research, and analysis activities to determine strategic information, trends, and impacts pertaining to community safety programs and best practices.
  - Develops materials for meetings with stakeholders, including meeting agendas, terms of reference, stakeholder analysis, summaries and charts and presentations.
  - Supports the development of advice and recommendations for ministry representatives on strategic decisions relating to community safety in Alberta.
  - Monitor and addresses stakeholder questions and liaise with stakeholders to understand trends, issues and barriers surrounding community safety programs.
  - Attends stakeholder events and meetings to provide logistical support, direction and information to stakeholders.
- 2. Supports effective delivery of grant funding to eligible applicants.**
  - Supports consistent and effective approaches to grant management in accordance with ministry and GOA legislation, policies and processes.
  - Responds to requests from prospective applicants to provide information, advice and support towards their successful completion of applications.
  - Reviews applications against program policy, identifies problems, politically sensitive issues and shortcomings, and liaises with applicants to resolve issues.
  - Works closely with subject matter experts to support the development of grant criteria/ guidelines, application and reporting templates, as well as makes recommendations on processes and timelines for approval and implementation.
  - Reviews reporting documents to ensure compliance with terms of the agreement and achievement of outcomes.

- Supports development of evaluation tools to measure program outcomes and impact towards ensuring grant programs are effective and support overarching goals and department priorities.
  - Identifies opportunities for developing or enhancing internal processes, including innovative approaches for collecting and managing data and information from grant recipients.
  - Prepares statistical analysis on grant program and funded organizations.
- 3. Coordinates development of Action Requests and briefing/meeting materials and correspondence.**
- Writes and edits ministerial briefings, action request responses, and correspondence, including presentation materials, on various topics relating to crime prevention and community safety strategies and initiatives, issues, meetings and events, including information requests from other departments.
  - Coordinates across department to ensure ministry position and relevant division policies and programs are accurately reflected in responses and materials.
  - Researches and verifies facts and information associated with work assignments.
  - Composes responses, considering the author's style and position, and ensuring consistency, clarity, conciseness and accuracy of messages.
  - Develops information products for leadership related to stakeholder initiatives, activities and events, including key messages, background materials, presentations, etc.
  - Drafts original content for internal and external websites and communication materials.
- 4. Support the coordination of cross-ministry and intergovernmental policies and programs that aim to address root causes of crime.**
- Supports the unit to engage with staff across government in Justice, Health, Mental Health and Addiction, Alberta Health Services, Children and Family Services, Education, and Seniors, Community and Social Services to understand the community safety landscape.
  - Understand the complexity of crime prevention, root causes and the criminal justice system.
  - Support the coordination of transformative justice initiatives in PSES, working closely with other divisions, Alberta Justice and relevant partners.
  - Support the development of policy, strategy and frameworks with regard to department transformative community safety initiatives.
  - Assist the Manager to participate on cross-ministry, cross-jurisdictional, and national committees, task forces, and working groups to leverage partnerships and support coordinated approaches to programs and services.
- 5. Build effective, collaborative relationships with external stakeholders.**
- Facilitate the sharing of trends, issues and best practices by working closely with stakeholder organizations and facilitating connections across the system.
  - Leverage subject matter expertise and advice from stakeholders to ensure management team is aware of critical issues and has appropriate information to make decisions.
  - Engage with diverse populations who possess varying levels of knowledge or lived experience related to crime prevention and community safety.
  - Build and strengthen positive working relationships with and among Indigenous communities, community organizations, stakeholders and government.
- 6. Support unit and branch activities as required.**
- Collaborate with peers from other Units/Divisions to ensure that community safety initiatives consider the needs of other programs areas.
  - Participates in grant adjudication committees and supports other unit grant management

- activities, as required.
- Support other units in the Branch as needed.
- Represent the Branch on various committees and/or attend local community agency and stakeholder meetings.

## Problem Solving

Typical problems solved:

The Program Advisor must be politically sensitive to complex relationships and be able to engage in 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. These considerations must be reflected in the development of briefing materials and correspondence.

This role conducts research, engages with stakeholders and consults other sources to support the 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 Albertans.

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

This position is involved in cross-ministry meetings and supporting work with federal/provincial/territorial (FPT) working groups related to community safety initiatives. The Advisor uses these venues to expand their knowledge and build networks across multiple stakeholder groups and subject matter experts. The position leverages this information to inform the development of advice and recommendations for senior leaders.

The position requires taking initiative to anticipate emergent problems and manage and organize time and work accordingly.

Types of guidance available for problem solving:

This position functions within the context of legislation, policies, directives, guidelines, and budgets developed by Public Safety and Emergency Services, Justice, and Treasury Board and Finance. Support and guidance for problem solving can be accessed from:

- Directors, Managers and staff within the unit and across the Strategy, Support and Integrated Initiatives division and other divisions in PSES.
- Cross-ministry colleagues involved in transformative justice initiatives, including Community Safety Initiatives unit in Justice and other cross-ministry partners.
- External stakeholders who are connected to crime prevention and community safety initiatives, including leaders from key community organizations, law enforcement and others.

Direct or indirect impacts of decisions:

Effective coordination and delivery of programs and services within PSES and across government are impacted by the work of this position. Through relationship building and the development of research and knowledge products, this role supports the coordination and integration of government initiatives, policies and strategies. This work leads to efficient and effective use of government resources, as well as ensuring access to up to date information.

The Program Advisor's work indirectly impacts the success and effectiveness of community safety

programs and initiatives, which can affect multiple stakeholders and the public. The Advisor's actions support programs that make communities safer and more responsive to crime.

This position provides reliable and substantiated advice and analysis to senior leadership and must be aware of issues, trends, and best practices relating to community safety, as well as related policy and legislation. This work includes having an awareness and understanding of cross-ministry and intergovernmental initiatives, policy, legislation to support decision-making.

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 regularly with government ministries/divisions, law enforcement and community stakeholders to build awareness and increase coordination of crime prevention and community safety issues and interventions.

Internal

The position interacts with staff in other PSES Divisions (e.g. Public Security and Correctional Services) as well as other departments: Justice, Mental Health and Addiction, Health (Alberta Health Services), Children and Family Services, Education, and Seniors Community and Social Services to support the unit's work to coordinate and collaborate on projects, share timely information, discuss issues/problem solve, provide research and analysis, and make recommendations with regard to the programs and subject matter.

External

The position interacts with law enforcement agencies and RCMP, community organizations, funded entities and the public to share information, understand community safety issues and challenges, build relationships, identify partnership opportunities and improve access to programs and services.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Public Administration	
If other, specify:			

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

University degree in a related field (e.g. Arts, Social Science, Communications/Business, Public Administration) and two years related experience. Directly related experience or education may be considered on a one to one basis.

The following skills and experience are required:

- Strong verbal and written communication skills.
- Demonstrated experience in the completion of research and report writing.
- Proficiency in Microsoft Office (Word, Outlook, PowerPoint, Excel).
- Experience developing and maintaining strong working relationships with stakeholders or clients.



**Assets:****Knowledge:**

- A working knowledge of relevant legislation, such as the *Criminal Code*, *Youth Criminal Justice Act*, *Victims of Crime and Public Safety Act* and other relevant federal/provincial statutes and pertinent case law.
- Knowledge of government and ministry granting, budgeting and accounting policies and practices (e.g., *Financial Administration Act*, Ministerial Grants Regulation within the *Government Organization Act*), and other policy and legislation.
- Knowledge of community justice and transformative justice (Specialized Courts, Restorative Justice, Youth Justice) programs models and philosophy.
- Knowledge of government and ministry policy, strategic priorities, as well as mandates, programs and the functions of other business areas.
- Knowledge of current political environment and structure.

**Skills and abilities:**

- Experience in stakeholder engagement
- Experience in, and enthusiasm for, working with peoples from a wide variety of backgrounds
- Experience with project and issues management
- Effective organizational and time management skills
- Attention to detail
- Ability to work independently as well as contribute to a team environment
- Demonstrated critical thinking and problem-solving skills

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"><li>• Seeks insight on implications of different options</li><li>• Analyzes long-term outcomes, focus on goals and values</li><li>• Identifies unintended consequences</li></ul>	Considers multiple factors related to advice and decisions; integrates emerging trends and opportunities for improvement; considers implications of different options in decision-making; considers provincial perspectives as well as individual stakeholder perspectives.

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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Breaks problems down to support creation of solutions; seek information broadly to identify and assess potential options and solutions; thinks through implications of recommendations; shares learnings with others.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	Builds relationships with broad range of stakeholders within the public safety space, justice system, law enforcement and community by demonstrating respect and establishing credibility to build trust.
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	Delivers on expectations through appropriate planning and tracking, ensuring recommendations are made within deadlines and are responsive to department priorities and the needs of stakeholders.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> </ul>	Sees the need and readily steps in to help others on the team; works creatively within policies and procedures to pro-actively meet goals; is nimble and open to adapt to changes.

		• Works creatively within guidelines	
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