

Public (when completed)

Common Government

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## Update

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

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:

The position has been updated to reflect a key focus: providing secretariat support to the First Nations and Métis Women's Councils on Economic Security through agenda and meeting material development; relationship building with Council members; research and information sharing; and providing strategic advice to the GoA and Council members on how to further implement Council recommendations and advice.

Responsibilities Removed:

#### Job Purpose and Organizational Context [?](#)

Why the job exists:

Under the direction of the Director and Manager, this position provides secretariat support to the Premier's Council, The First Nations Women's Council on Economic Security and the Métis Women's Council on

## Economic Security.

This position supports the implementation of Alberta's response to National Inquiry into Missing and Murdered Indigenous Women and Girls, including the work of Premier's Council on MMIWG2S+ (Premier's Council). The Premier's Council was established in 2022 to provide advice and work collaboratively to implement actions under the Alberta MMIWG Roadmap to address violence and increase safety and economic security of Indigenous women, girls and 2S+ people.

The First Nations Women's Council on Economic Security and the Métis Women's Council on Economic Security provide strategic advice and recommendations to the Government of Alberta (GoA) on how to improve the economic security of Indigenous women, their families and communities.

This position also supports the Division's relationships and engagements and provides expertise and advice on issues impacting Indigenous women, girls and 2S+ people.

## Responsibilities

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

### **Provide advice and guidance on a range of Indigenous issues to increase awareness of relevant issues and support decision-making and policy directions.**

- Identify the impact of Indigenous issues and priorities to existing policy or other initiatives.
- Share information regarding government-to-government issues with other department branches, ministries including cross-ministry committees, which supports the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils on Economic Security.
- Develop and maintain open communication and effective relations with multiple stakeholders.
- Develop and share information, knowledge and expertise in critical areas of policy, program and relationships within the ministry.
- Enhance other ministries' consideration of Indigenous women and two spirit plus (2S+) people's perspectives in developing legislation, policy and programs and undertaking cross-ministry initiatives.
- Liaise with ministries and Indigenous organizations to maintain awareness of priorities and the emergence of new issues.
- Provide advice on complex issues or situations involving legal and jurisdictional issues, political sensitivities, and competing interests, which have significant potential to set precedent.

### **Develop and present options and recommendations for policy directions and implementation of broad ministry initiatives.**

- Lead projects to improve socio-economic outcomes for Indigenous women, girls and 2S+ people.
- Support the implementation of the Alberta MMIWG Roadmap and advances it within the ministry and across government.
- Coordinate cross ministry reports and initiatives to increase Indigenous women and 2S+ people's economic security, including those arising from the First Nations and Métis Women's Councils on Economic Security.
- Provide background information and materials to support department officials' participation in larger provincial initiatives (e.g., cross-ministry committees).
- Research, analyze, and synthesize data from multiple sources to develop responses to Action Requests and briefings.
- Write and/or contribute to briefing materials and speaking notes for leadership.
- Develop recommendations regarding Indigenous issues and policies for consideration by senior and

executive management.

**Engage in ministry and cross-ministry initiatives to share information and increase the integration of common work with Indigenous communities, organizations and related stakeholders.**

- Participate in cross ministry/government working groups that may have an impact on Indigenous women, girls and 2S+ people.
- Identify opportunities and linkages based on networking and information sharing across government.
- Develop and deliver presentations where requested to support awareness and dialogue on Indigenous Relations' efforts to address violence and increase safety and economic security of Indigenous women, girls and 2S+ people.

**Premier's Council on MMIWG2S+ and First Nations and Métis Women's Council's on Economic Security Secretariat Support**

- Develop strategies and procedures to improve coordination and communication for the Premier's Council on MMWIG2S+ and the Métis Women's Council's on Economic Security
  - Support the implementation of the Councils' Strategic plans and Work plans.
  - Maintain awareness of the breadth of activities happening across government related to MMIWG2S+ and Indigenous women's Economic security to identify new and emerging trends, opportunities and gaps to advise Councils of options for engagement and collaboration.
  - Provide advice and information to Councils to support path-finding and engagement within other government ministries.
  - Provide secretariat support to the Councils including development of agendas and meeting materials, honoraria and travel expense forms, onboarding new members, and coordinating meeting logistics, and completing legislative requirements for the public agency as set out in the *Alberta Public Agencies Governance Act*, etc.
- Build and maintain relationships with Council members, GoA ministries, communities and Indigenous organizations.

## Problem Solving

Typical problems solved:

The Senior Policy Advisor impacts the development and implementation of new approaches, policies, strategies and initiatives to strengthen Indigenous women, girls and 2S+ people's social and economic opportunities and well-being across Alberta. The positions will support the ministry's leadership role in responding to the final report of the National Inquiry into MMIWG, the Alberta Joint Working Group's final report, the Alberta MMIWG Roadmap and supporting the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils on Economic Security . This includes ministry and cross-ministry initiatives identified and created via the Councils and cross-ministry working groups.

The scope of issues is complex and diverse (e.g., economic and/or social issues, historical influences), and the work is varied (e.g., social and economic issues, relationship building, developing draft strategies and/or policies, action requests, policy advice, leading projects). Knowledge of Indigenous perspectives and sensitivities related to Indigenous-government relations are integrated into ongoing work. The Senior Policy Advisor will adapt and use appropriate research methodologies for the situation. Some of the assignments are short-term, while others are ongoing. Multiple assignments are ongoing at one time; this position must use judgment to prioritize work demands and respect partners' and stakeholders' time.

Types of guidance available for problem solving:

A considerable challenge is facilitating Councils recommendations and projects that are often of a developmental nature in a complex and sensitive environment, where outcomes are usually dependent upon successful collaboration with a number of other parties. This position must have strong decision making, relationship building and management, and project management skills with the ability to apply

innovative problem-solving methods. This position functions within the context of policies, directives and procedures of Cabinet, Finance, Treasury Board, Executive Council and the Ministry's Executive Team, which provides guidance for problem solving. Guiding information is also set out in the ministry business plan, government priorities, the ministry budget, and foundational documents such as the Alberta MMIWG Roadmap and each Council's Strategic and Work Plan. Continued guidance is provided by the Manager, Director and Executive leadership to collaboratively identify paths forward.

Direct or indirect impacts of decisions:

Why Indigenous women, girls and 2S+ people experience violence, lack of safety and lower economic security is complex and deeply rooted in colonial policies and practices of the past. The Senior Policy Advisor must be aware of and sensitive to circumstances and challenges in addressing violence and increasing the safety and economic security of Indigenous women, girls and 2S+ people prior to engaging with Indigenous communities, formulating recommendations and making decisions. This position impacts the development of new policies, approaches, strategies and initiatives to address violence and increase safety and economic security of Indigenous women, girls and 2S+ individuals in Alberta.

## Key Relationships

Major stakeholders and purpose of interactions:

**Executive Director/Director** - interacts as needed to raise awareness of emerging issues; provides updates on strategies and initiatives; provide expertise and advice to inform ministry and division priorities, initiatives and actions; contribute to division planning.

**Manager** - interacts daily to raise awareness of emerging issues; provide updates, advice and recommendations on strategies and projects; participate in team planning and reporting; lead briefings; support management's involvement in cross-ministry initiatives; provide reports and program updates.

**Division and ministry staff** - interacts daily to develop collaborative relationships with Indigenous communities and organizations, identify needs and linkages across initiatives; ensure grant processes are maintained in accordance with ministry and government requirements; etc.

**Alberta ministry** - build collaborative relationships with cross ministry partners; provide advice on issues impacting Indigenous women, girls and 2S+ people; represent ministry on cross ministry committees and initiatives; share information; etc.

**Federal, provincial and territorial governments** - share information and support joint initiatives.

**Indigenous communities and organizations** - build and maintain strong working relationships; guide projects to completion; provide advice and information.

## 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:

Indigenous relations/Native studies, Social Sciences, Women and Gender studies

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

The Senior Policy Advisor has well-developed interpersonal skills and enjoys building and maintaining relationships, possesses strong planning and organization skills, demonstrates attention to detail, excellent communication skills (written and verbal), and sound judgment. Project management experience is beneficial to succeeding in this role. Other knowledge, skills and abilities include:

- Strong relationship-building and negotiating skills.
- Strong research and writing skills.
- Thorough knowledge of and sensitivity to Indigenous histories and cultures, which strongly influence perceptions and the ministry's working relationship and is essential to developing positive working relationships.

- Knowledge of root causes and factors, and strategies to address violence and increase the safety and economic security of Indigenous women, girls and 2S+ people.
- Knowledge of Alberta and federal government priorities, operations, and initiatives with respect to Indigenous people, specifically Indigenous women (e.g. Alberta MMIWG Roadmap, Government of Alberta Strategic Plan, Canadian Women and Gender Equality).
- Knowledge of the purpose and goals of the Premier's Council on MMWIG2S+ and the First Nations and Métis Women's Councils on Economic Security, and associated cross-ministry working group(s).
- Knowledge of the Community Support Fund.
- Knowledge of political environment within which the ministry operates and the decision-making processes of Legislative Assembly, Cabinet, Caucus, Treaty Board and various Government committees.
- Post-secondary education (preferable University degree in related field), supplemented by related experienced with demonstrated success in program delivery.
- Apply theoretical research methods and analysis tools to practical setting while maintaining a high degree of rigor.
- Proactively anticipate and plan for Ministry business area requirements.
- Demonstrate initiative, professional judgment and flexibility.

### 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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and</li> </ul>	

		<p>mitigates emotions of others</p> <ul style="list-style-type: none"> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
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"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	
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"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
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"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	
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"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	
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**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	Employee Signature
<a href="#">Karmyn Ziegler</a>	<a href="#">2024-12-04</a>	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
		<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">Remove Signature</div> <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">Add Signature</div> </div>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
		<div style="display: flex; justify-content: center; margin-top: 5px;"> <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px; margin-right: 10px;">Remove DM Signature</div> <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">Add DM Signature</div> </div>
DM Name	Date yyyy-mm-dd	DM Signature