

**JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Senior Policy Advisor		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Policy Innovation and IGR	Ministry Indigenous Relations
Present Class PS4		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate, and the main contribution to the organization (see [Section 2.3](#)).

Under the direction of the Manager of Policy, the Senior Policy Advisor researches and analyses current data and emerging policy trends that may impact Indigenous economic, social or governance policy direction; undertakes environmental scans; monitors and reports on emerging policy directions or initiatives within federal, provincial and territorial jurisdictions; and undertakes research to analyse and provide strategic advice on relevant policy options including recommendations.

The Senior Policy Advisor coordinates supports policy issues. The position assists the Manager in forecasting relevant national and global trends that may influence Indigenous policy development, performance measures or strategic initiatives within the Ministry.

The Senior Policy Advisor researches, analyses, reviews and drafts Cabinet Reports, briefing notes, background documents, special reports, policy and legislative documents to support ministry leaders on key Indigenous policy matters. The position participates in cross-ministry projects to represent the department’s perspectives on economic, social or governance policy direction, and to influence policy direction in other ministries in order to increase opportunities for Indigenous participation in Alberta. The Senior Policy Advisor also is involved and supports the research, coordination and policy analysis required to support cross-government efforts or initiatives.

The Senior Policy Advisor works collaboratively with the team to support ministry executive members, leaders, colleagues, and cross-ministry officials. All activities are completed within the framework of existing Government of Alberta (GoA) and Indigenous Relations policies, processes, and standards, as well as ministry priorities and business plans and direction from the Manager.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Provides advice and guidance on a range of policy options that have the potential to increase awareness and support for evidence-informed strategic decision making, policy coordination and innovation and forecasting longer term impacts that impact Indigenous communities in Alberta by:

- Developing strategic policy to support the ministry business and divisional goals and priorities.
- Researching and analyzing current data and emerging economic policy trends that may impact Indigenous economic or social policy development.
- Undertaking cross-jurisdictional scans, monitoring and reporting on policy direction within federal, provincial and territorial jurisdictions.
- Undertaking research to inform strategic advice including policy recommendations for senior leaders in Ministry.
- Developing policy including briefing notes and Cabinet documentation on Indigenous issues that inform options and recommendations, as well as future policies and/or strategies.

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- Identifying short-and longer-term impacts of potential options on key Indigenous policy issues.
- Providing evidence-informed input into the Ministry's annual business plan performance measures.

Ensures the development and coordination of evidence-informed policy advice both within the Ministry and across government Ministries by:

- Supporting research, analysis and drafting of Cabinet Reports, briefing notes, background documents, special reports, policy and legislative documents to support IR executive members when required.
- Undertaking research, coordination and policy analysis required to support Indigenous Relations and cross-government working groups.
- Identifying, summarizing and analyzing provincial and national trends relating to Indigenous policy and presenting results and findings to Ministry and cross-ministry colleagues.

Represents the Ministry in cross-ministry projects and working groups in order to influence policy direction in other ministries, including Intergovernmental Relations and increase the integration of government efforts in relation to Indigenous participation by:

- Participating in cross-ministry projects when required.
- Identifying linkages between cross-ministry and ministry initiatives, and work with Ministry staff to respond to and leverage linkages.
- Engaging in positive working relationships with First Nations and Metis communities in Alberta and other Indigenous organizations when required.
- Liaising with other branches on their projects and initiatives with First Nations and Metis communities and/or organizations when required.

Identifies data, Indigenous research findings, regional, national and global trends in Indigenous policy related activities to provide evidence-informed strategic advice to senior leaders in the Ministry by:

- Monitoring and analysing emerging data, legislation and academic research related to Indigenous policy development and direction.
- Liaising with counterparts in federal, provincial and territorial jurisdictions, as well as with academic and Indigenous organizations in order to remain current with emerging trends related to Indigenous policy.
- Supporting implementation of Indigenous strategic initiatives or innovative policy directions when required.

Supports the Manager in leading the team to accomplish operational goals by:

- Participating in team planning, reporting and environmental scanning.
- Building and maintaining strong working relationships across the department to foster a proactive perspective and strategic alignment of policy initiatives.
- Researching and preparing responses to action requests.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

The Senior Policy Advisor's work impacts the development of Indigenous policies, strategies and performance measures across government, within the ministry and in other ministries. The Senior Policy Advisor supports the development of policy options for the Ministry and influences other ministries to consider and integrate Indigenous perspectives.

The Senior Policy Advisor must think broadly about policy options and multilateral connections to other types of policy and initiatives, as well as offer advice and guidance on policy issues to ministry staff across government to support the

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development of evidence-informed policy, policy innovation and to better link strategic policy to programming and planning.

Policy recommendations and strategic options are in many cases considered by the Minister; some may be considered by Cabinet. Government policy directions impact the well-being and outcomes of Indigenous people across Alberta, their engagement in Indigenous policy development, and the goal of strong Indigenous communities. This work also influences the relationship between the Government of Alberta and Indigenous communities, between the Government of Alberta and federal, provincial and territorial governments, and the integration between ministries in relation to Indigenous policy.

Multiple strategic policy initiatives are managed at one time, each with their own timelines, elements, lead divisions, challenges, relationships, and deliverables, all of which must be monitored to ensure that appropriate supports and policy advice are provided to decision-makers. Diverse solutions might be required to address specific situations. Different, innovative approaches may be necessary in working with different ministries. Priorities can also vary across Indigenous communities, and there may not be agreement on common issues. As well, various policies may exist across government ministries viewed through an Indigenous socio-economic policy lens.

Creativity is regularly applied to different methods, approaches and frameworks for research and analysis. The Senior Policy Advisor looks across projects to determine common themes or areas that might require more coordinated attention or impact policy decisions. Evaluation of project success and challenges feeds into future considerations and project planning

Key to this role is the ability to establish trust and respectful relationships and influence internal and external stakeholders through knowledge and insights. The Senior Policy Advisor must be able to demonstrate value by expressing solid understanding, sound analysis and good judgement in order to increase the consideration of Indigenous perspectives in developing Indigenous policy both within the Ministry and across the Government of Alberta.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

Knowledge

- Strong knowledge of GoA policy and strategic development, governance structure, operations and decision-making processes to inform strategic advice and recommendations on proposed department's policy direction.
- Solid understanding of the role of the ministry and ministry priorities, accountabilities, programs and services to ensure advice and recommendations are within the department's mandate and can be achieved.
- Knowledge of Indigenous history, governance, organizations, communities and culture which influence First Nations and Metis perceptions and the ministry's working relationships and ensure strategic policy advice and recommendations are relevant to Alberta's Indigenous community members.
- Knowledge of provincial, Alberta Indigenous community and federal government policy directions and priorities to inform policy relevance by incorporating into strategic policy advice and recommendations.
- Knowledge of national and global policy developments, data, trends, federal, provincial and territorial agreements and legislation relevant to Indigenous policy in Alberta to forecast impacts in GoA Indigenous Relations and to support policy innovation.
- Robust knowledge of and experience in research and the development of strategic policy frameworks and coordinated policy approaches and processes to enhance the evidence informing policy development and recommendations by incorporating the best available and most recent academic and community-based research.
- General Knowledge of relevant government, political and legislative environments.

Skills

- Ability to identify policy implications and develop options and recommendations on alternate paths.

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- Robust research, analytical and synthesis skills to make sound judgment on recommended courses of action.
- Strong research and analytic abilities to assimilate data from multiple sources and distill conclusions by effectively gathering, synthesizing, integrating and interpreting multi-faceted information from a broad range of sources.
- Ability to think strategically and develop solutions to complex problems.
- Ability to use different research approaches (e.g., quantitative, qualitative) to assess and interpret data and information.
- Ability to identify, monitor and analyze national and global data and trends in order to identify potential implications for Indigenous communities and government in Alberta.
- Strong verbal and written presentation skills.
- Solid project management skills and ability to manage multiple projects at different phases at same time.
- Excellent interpersonal skills to work with multiple internal and external stakeholders
- Excellent communication skills, both verbal and written and ability to adapt style to different audiences.
- Ability to exercise discretion and diplomacy in a highly sensitive political environment.
- Ability to work effectively on teams, both as a leader and a member.
- Aptitude for problem solving, as well as sound professional judgement; tact and diplomacy.
- Strong facilitation, consultative, consensus building to resolve issues as they arise (e.g., gaps in data).
- Time management and organization skills and the ability to take on multiple projects and tasks, prioritize work, produce high quality results and complete all work in a timely manner.
- High level of self-management with strong results orientation.
- Computer and online skills, including Internet research, Word, Excel, PowerPoint and Outlook.
- Knowledge and use of Share Point required and experience with Visio is desirable.

Education:

- University degree (MA preferred minimum); or a minimum of five years of relevant experience or an equivalent mix of education and experience.

CONTACTS: The main contacts of this position and the purpose of those contacts.

- Manager, Policy - Receives direction and reviews progress on assignments; provides policy advice to inform development of recommended options
- Director, Policy Innovation and IGR – Receives strategic direction on Branch and Ministry policy direction, approaches and decision making.
- Policy staff - Collaboration and/or advice on policy directions; coordinate information, briefings and analysis as required on Indigenous policy-related issues.
- Assistant Deputy Minister office – shares information, coordinates direction, and responds to requests on specific policy initiatives.
- Cross-ministry staff – Shares and coordinates information, briefings and analysis on specific policy initiatives to improve the overall ability of the ministry to harmonize policy and program areas.
- Other provincial ministries and agencies – Shares and coordinates information, briefings and analysis and obtain input and align on cross-ministry Indigenous-related policies and initiatives.
- Federal, Provincial and Territorial government counterparts - share information, collect data and research, develops relationships with government officials working on similar policy initiatives.
- Academic and research organizations (e.g., universities, policy think tanks, non-profit organizations) - seek data and information to inform development of Indigenous policy.
- Indigenous communities and organizations – Build and maintain working relationships to gain awareness of Indigenous policy priorities and initiatives; represent the ministry and government perspectives; link other stakeholders across government; and engage participants in projects.

CONTACTS: The main contacts of this position and the purpose of those contacts.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.
N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: List the significant changes that have occurred in your job since the last review.
Updated to 2019.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent	_____	_____	_____
	Name	Signature	Date
Manager	_____	_____	_____
	Name	Signature	Date
Division Director/ADM	_____	_____	_____
	Name	Signature	Date