

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

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:

The Strategic Issues Advisor is embedded within the ADM/SFO Office and reports to the Issues Manager. The position provides senior-level research, policy analysis, and strategic advisory support on complex and sensitive issues affecting the ministry. The role is critical in ensuring the ADM, Deputy Minister, and Minister receive timely, accurate, and well-substantiated information to support executive decision-making. The position independently identifies, researches, and analyzes emerging issues, synthesizing input from all divisions to develop comprehensive briefing materials, issue analyses, policy summaries, and strategic recommendations. The Advisor leads the coordination, quality assurance, and tracking of all Action Requests (ARs) and Ministerial information requests for the division. Responsibilities include reviewing all divisional submissions to ensure accuracy, completeness, strategic alignment, and consistency with government priorities before advancing them for executive review and approval. In addition to issues management, the position provides policy and program support related to the \$400 million Alberta Child and Family Benefit (ACFB), including analyzing program trends, researching policy options, and supporting oversight and reporting obligations. The position also supports activities related to Office of the Auditor General (OAG) performance audits. Furthermore, the Advisor contributes to ministry

submissions to the Continuous Improvement Cabinet Committee through research, drafting, data synthesis, and strategic analysis of ministry proposals. Overall, the Strategic Issues and Policy Advisor serves as a trusted strategic resource within the ADM/SFO Office, integrating research, policy expertise, program insight, and cross-divisional coordination to support effective executive decision making and the management of high profile ministry issues.

## Responsibilities

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

### 1. Alberta Child and Family Benefit (ACFB) Strategic Support

- Provides program/policy analysis and strategic issues management support related to the ACFB, a provincially funded program providing tax free financial assistance to low and middle income families with children under 18.
- Analyzes program data, policy context, stakeholder feedback, and operational information to assess impacts on program delivery
- Tracks emerging risks related to the ACFB, including issues affecting benefit calculations, inflation impacts, recipient volumes, and quarterly payment amounts.
- Develops briefing materials and strategic advice for senior leadership regarding program performance, risks and potential policy and operational considerations.
- Collaborates with cross-ministry partners to support program development, policy analysis and ensure accurate and timely responses to incoming requests.
- Supports cross-divisional coordination to ensure program-related issues are effectively managed and aligned with Ministry objectives

### 2. Issues Resolution

- Issues relevant to the ADM/SFO and the Division are identified and appropriately addressed through the coordination of a diverse range of resources and activities:
- Establishes and maintains effective relationships and communication linkages with the Minister's Office, Deputy Minister's Office, Ministerial Correspondence Management (MCU), various ADM Offices and branch staff, as well as key stakeholders, clients, and ministry partners.
- Supports a customer-focused issues management approach by identifying and prioritizing emerging and potentially sensitive issues; initiating action in collaboration with senior staff to address issues, propose solutions and/or recommendations consistent with ministry position, legislation direction, and goals as outlined in business plans; and communicating outcomes, where appropriate.
- Coordinates the preparation of briefings and background materials. This includes working with communications staff, other divisional and ministry contacts, branch and regional service delivery staff.
- Liaises with Minister's office, DM's office, branches, and the other divisions' ADM's office on relevant issues.
- Effective tracking deadlines and support the Issues Manager in for key deliverables such as ARs, key division deliverables projects (public financial reporting, Committee of Supply, Annual Report)

### 3. Coordination of Divisional Response/Correspondence

- Manages the production of briefings/Action Requests/Deputy Requests that identify the issues, meet quality standards, and align with the government's and ministry's policy or position, ensuring effective processes and timely results. This involves producing/drafting materials as well as editing and/or re-

packaging materials prepared by regional and PPPD branch staff.

- Consults with branch heads to coordinate and/or compile information required for complex divisional/ministry responses to matters that cross divisional lines and require a divisional perspective.
- Provides support to division and regional staff utilizing the ministry's Action Request System (ARTS) to ensure assignments are addressed in an appropriate, timely and coordinated manner.
- Edits all divisional correspondence and documentation to ensure that written responses are clear and accurate, consistent with Ministry and Division policies and direction, reflect political sensitivities, include approved key messages and sufficient content, and resolves any inconsistencies or issues prior to forwarding for approval.
- Develops and implements systems to continuously improve and enhance the quality and timelines of the division's correspondence process.
- Proactively shares information and resources across areas to better leverage the capabilities of the unit and division.
- Foresees future trends and works with the unit to develop strategies to meet future challenges.

#### 4. Communication Strategies for Integrated Division Issues Management:

- Develops communication and information exchange processes between the ADMO and the branch and with other branches within the division
- Drafts briefing notes and presentations as required including packages for Cabinet consideration
- Coordinate the review of communication materials and liaising with the Communications branch to ensure messaging is consistent with government standards
- Liaises with key internal and external stakeholder groups to ensure cohesive messages are delivered

#### 5. Supports the Mandate and Goals of the Branch and Division:

- Establishes and maintains effective relationships within the division's branches and with department staff to ensure strong collaboration to gather materials for issue resolution and support decision-making
- Coordinates and supports strategic initiatives by engaging the appropriate personnel (subject matter experts, department staff, external stakeholders, etc.) to ensure that the initiatives are undertaken thoroughly
- Contributes to operational planning, budgeting, forecasting and reporting
- Develops processes for the assessment and escalation of priority initiatives
- Identifies opportunities for consistencies and efficiencies throughout the province by participating in information sharing and cross-area program development with other program areas
- Participates on branch or divisional committees to stay abreast of issues and developments impacting the branch

#### 6. Support priority continuous improvement Cabinet initiatives

- Assist the development of ministry submission documents for Cabinet and other committees for initiatives aimed at improving program delivery efficiency, reducing duplication and overlap across

programs, and strengthening value-for-money outcomes.

-Conducts research, analysis, and environmental scans to identify opportunities for streamlining, integration, and performance improvements within ministry programs and services.

-Coordinates cross-divisional input to ensure that proposed initiatives are evidence-based, aligned with ministry priorities, and supported by operational, financial, and program data.

-Tracks the progress of approved initiatives and prepares regular updates and reports for senior leadership, Executive Council, and other governance bodies as required.

7. Other related duties as assigned by management, including supporting OAG performance audits, which support the purpose of the job without expanding the complexity of the main responsibilities. Further details on these duties may be included in the Position Specific section of this document.

-Assists in coordinating divisional responses to OAG performance audits, ensuring issues, risks, and recommendations are communicated clearly.

- Monitors audit findings and supports follow up actions on OAG identified risks.

## Problem Solving

Typical problems solved:

This position is expected to maintain awareness of current and emerging issues that may require further analysis, research, or strategic attention. The role operates in high pressure environments and must provide timely, accurate advice on branch and program issues with varying levels of urgency. The incumbent leverages subject matter expertise across the Division and distills complex information into clear, easy to understand language for senior leaders and staff in other divisions.

Working closely with the Issues Manager, the position ensures that all inquiries directed to the Division receive timely, clear, and accurate advice and responses. The incumbent draws upon experience to identify problems, determine the appropriate stakeholders who need to be involved, and develop comprehensive, integrated responses. Solutions consider multiple factors, including trends, strategic business plan alignment, stakeholder interests, and ministry objectives.

The position exercises sound judgment in setting priorities, analyzing and summarizing information, and presenting recommendations to senior and executive leadership. Work is performed in accordance with relevant Government of Alberta legislation, regulations, policies, and guidelines. Decisions and recommendations made in this role can have significant impacts, influencing how diverse branch and divisional programs are delivered and shaping the extent to which divisional goals are achieved through implementation strategies.

Types of guidance available for problem solving:

Direction and clarification from the Issues Manager.

Ministry and Government of Alberta policies, procedures, and legislation.

Input from subject matter experts across divisional branches.

Established issues management processes and templates.

Guidance from DMO, Communications, Legal, and Ministerial Correspondence for sensitive or high profile matters.

Direct or indirect impacts of decisions:

Accuracy and timeliness of information provided to the ADM, Deputy Minister, and Minister, which can influence executive decision making.

Quality of issues analysis and recommendations, which affects how programs and divisional priorities are interpreted, communicated, and implemented.

Effectiveness of divisional responses to urgent, complex, or sensitive issues, influencing stakeholder confidence and cross-ministry coordination.

Operational efficiency, as decisions shape workflow, information flow, and the ability of branches to respond to emerging issues.



Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> </ul>	

		<ul style="list-style-type: none"><li>• Uses enthusiasm to motivate and guide others</li><li>• Acknowledges and works with diverse perspectives for achieving outcomes</li></ul>	
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