

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Strategic Engagement and Relationships, the Engagement Advisor is responsible and accountable for providing advice, expertise and Indigenous engagement services to partner ministry project teams to enable timely decisions on key land and natural resource projects.

The Advisor provides sound analysis and recommendations on complex initiatives and projects to ensure the inclusion and consideration of Indigenous voices and perspectives. This position reviews and offers advice on strategic engagement plans or other materials (including Cabinet packages or documents for public release) and drafting a range of advice documents such as quick advice, strategic advice or comprehensive engagement and consultation analysis and recommendations (ECAR) to inform planning and project decisions made at senior and executive levels in Indigenous Relations and other Government of Alberta ministries. The Advisor leads or co-leads projects, specifically Indigenous engagement or consultation components, on behalf of Indigenous Relations and assists cross-ministry partners and project teams in liaising or facilitating appropriate involvement of First Nations and Metis organizations.

Projects span government decisions or reviews on broad strategic topics such as new or revised land use policies, regulations or procedures, consultation policies and guidelines, plans that could become specific formal consultation projects over time, sub-regional land use planning and environmental management frameworks.

The Advisor establishes and maintains strong working relationships across the Government of Alberta (GOA), with other levels of governments, communities, leaders and technicians in Indigenous organizations or communities, and other key stakeholders to develop an understanding of positions and perspectives for the effective resolution of concerns and problems. The Advisor provides guidance on protocols to effectively engage or consult with specific First Nations and Metis communities across the province based on sound understanding of differing cultures and maintenance of trusted relationships.

Responsibilities

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

Engagement:

- Provide Indigenous consultation and engagement services, expertise and oversight for Crown-led strategic decisions or initiatives about land and natural resource management.
- Support GOA ministries seeking to include Indigenous peoples and perspectives in the implementation of land and natural resource management programs and policies.
- Provide quick, strategic and comprehensive engagement advice to government ministries, consisting of a) recommendations about which Indigenous groups and/or organizations to consult and/or engage; b) analysis and advice on consultation and engagement risks and opportunities; c) advice whether consultation may be triggered; and d) recommendation, as needed, for legal advice from Constitutional and Aboriginal law.
- Assist GOA Ministries in the delivery of strategic Crown-led Indigenous engagement on high-profile initiatives on land management and natural resource development, which may include participating in engagement activities.
- Bring attention to sensitive and timely engagement/consultation issues, funding needs and priorities, and associated risk(s) to ensure the success of GOA initiatives.
- Ensure that First Nations Treaty Rights and Traditional Uses and Metis Harvesting and Traditional Use Activities are meaningfully considered in engagement initiatives.
- Share best practices for engagement and consultation on land and natural resource management initiatives with IR and all GOA colleagues.
- Utilize Geo-data and current technologies available in SEPI (i.e., ACIMT) to determine which First Nations and Métis communities and organizations to engage/consult; other internal and external stakeholders to engage; protocols to follow; and the timing and nature of the approach to each individual First Nation or community.

Relationships:

- Foster and manage key strategic relationships with technicians within Indigenous communities and organizations (e.g. First Nations, Tribal Councils, Treaty Organizations, Metis Settlements, Metis Settlements General Council, credibly asserted Métis communities and other Indigenous organizations), with cross-ministry partners, other

jurisdictions, and where appropriate, industry stakeholders, to ensure comprehensive responses to natural resource project proposals and strategic engagement plans.

- Design and deliver collaborative processes with Indigenous communities and organizations that support strategic policy objectives and that result in better common understanding of issues between the Provincial Crown and First Nations and Métis communities and organizations.
- Provide recommendations to Indigenous Relations staff and leadership and to cross-ministry partners on how to support improved working relationships with Indigenous peoples that foster environmental, social and economic reconciliation.
- Provide expert advice on consultation and engagement specific protocols with Indigenous communities across Alberta.
- Provide protocol advice and share knowledge of Indigenous cultures with GOA project teams.

Strategic Advice:

- Ensure that the SER Manager and Strategic Engagement Director, as well as branch and divisional leadership are provided with accurate and comprehensive information on GOA land and natural resource management projects, and any issues or impacts that these projects may have on Indigenous communities and groups, and Aboriginal or Treaty rights.
- Provide updated analysis, advice, and input on land and natural resource projects to IR senior and executive leaders on agendas presented for approval at IRMS tables, Land Use Framework ADM meetings, and Responsible Resource Development Leaders (RRDL) meetings.
- Review and input into strategic consultation and engagement documents to identify possible misunderstanding or concerns of Indigenous peoples and communities and if possible, determine potential impacts to Treaty Rights and Traditional Uses.
- Prepare briefing materials and correspondence for branch leadership, ADM, DM and Minister.
- Facilitate or attend meetings involving senior leadership to provide appropriate and relevant information.
- Annotate or contribute to annotated agendas collaboratively with manager and/or director for senior and executive leadership meetings, specifically IRMS, LUF or RRDL.
- Prepare background materials to support meeting preparations and management decision-making.
- Provide consolidated updates and advice across multiple policy projects.

SER Team Effectiveness:

- Inform the priorities and planning for the SER team to advance achievement of its goals.
- Provide inputs to the development and implementation of Operational, Strategic and People Plans.
- Support the professional development of Engagement Analysts and other branch staff in areas of expertise.
- Collaborate with other branch units on common priorities (e.g., policy, Aboriginal Consultation Office)
- Develop recommendations to support continual improvement of team processes and functions.
- Stay current and informed on relevant ministry issues, industrial developments, Indigenous issues, Aboriginal Law, proactively recommending review and evaluation of policies and programs.

Indigenous Knowledge Keepers Circle

- Support the Engagement Analysts, Manager, SE Director and SEPI ED in:
 - The design, marketing, implementation and delivery of the IIKKC initiative;
 - development and maintenance of professional relationships with the IKKC Elders;
 - working and collaborating with Alberta Education to plan and coordinate common goals;
 - reporting to senior leadership;
 - and maintenance of proper records.

Capacity Building

- Promote and maintain common usage and understanding of the 2023 Internal Procedures document with IRMS project teams and other government departments on engagement or consultation activities directly or indirectly relevant to land or natural resource management to ensure consistency and mitigate legal risk.
- Prepare and share timely presentations or information sessions with Indigenous Relations and other departments to build confidence, agility and cultural knowledge to cross ministry project teams and all engagement staff.

- Lead or support the review and updating of information contained in the Internal Procedures on an ongoing basis, ensuring it remains in alignment with Alberta's consultation policies.

Problem Solving

Typical problems solved:

- Provide and support research and analysis for the development of consultation and engagement plans and related topics.
- Coordinate or review engagement plans and providing proactive planning with team members from other ministries to identify objectives, outcomes, key stakeholders, scope, approval process, budgets, and evaluation measures.
- Ensure information is adequately documented, stored and shared with appropriate project teams.
- Research and apply solutions to move through emerging issues in collaboration with other branch staff.
- Develop engagement and consultation analysis and recommendations reports for IRMS partner ministry teams and department senior management that evaluate strategic consultation and engagement outcomes, as well as successes and learnings and provide options for follow-up/next steps.
- Monitor and evaluate the implementation of strategic engagement to provide recommendations relating to issues, opportunities and challenges.
- Maintain relationships with Indigenous communities and individuals.

Types of guidance available for problem solving:

The following guidance is available:

- the position works under the direction and support of the Manager, Strategic Engagement, who provides leadership, advice, updates, and discusses issues, trends, and actions plans.
- the Strategic Engagement and Policy Innovation Branch leadership team and staff play a key role in providing support and advice to this position to effectively carry out their duties. Collaboration and teamwork is a key aspect of this role.
- solicitation of advice from other Government of Alberta ministries is also key to supporting this position to ensure a common, integrated, and aligned position on government initiatives affecting Indigenous communities.
- Alberta's consultation policies and guidelines, Alberta Land Stewardship Act, Alberta Environmental Protection and Enhancement Act, Alberta Land-Use Framework, Alberta Public Lands Act, business plans, relevant legislation, Protocol Agreements, and other influencing documents (e.g. United Nations Declaration on the Rights of Indigenous Peoples, Truth and Reconciliation Commission Calls to Action).

Direct or indirect impacts of decisions:

The work of the position affects Indigenous Relations and GOA Crown decision makers, industry and economic development organizations, the public, and other stakeholders as it relates to the use and access to Crown lands, water, public lands, natural resources, and fish and wildlife. This position is critical to the success of fulfilling the legislative mandate of resource development ministries that requires the engagement and consultation of Indigenous peoples and also GOA direction supporting Indigenous peoples to actively participate in the development of Alberta government policies, programs, initiatives resources and services. This position supports and enables multiple GOA Ministries to advance reconciliation with Indigenous peoples, and to consider their rights, activities, and interest in Government of Alberta decisions, policies, and plans.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Strategic Engagement (direct supervisor): Daily/regular meetings. To seek leadership, and direction, and to provide updates, discuss issues, trends, action plans.
- Strategic Engagement and Policy Innovation Branch leadership team and staff: Daily/regular meetings. To seek leadership and direction, to collaborate on initiatives, to provide updates, direction, and advice on Indigenous engagement initiatives.
- Indigenous Relations program area staff: Daily/Ongoing meetings. To collaborate on initiatives, to provide updates, direction, and advice on Indigenous engagement initiatives.
- Other Government of Alberta Ministries: Daily/ongoing. To collaborate on initiatives and provide input, direction, and advice.
- Indigenous communities/organization representatives: As required/ongoing. To develop and maintain relationships and to engage in meaningful and productive discussions to further understanding.
- Industry, communities, stakeholders: As required/ongoing. To develop and maintain relationships and to engage in meaningful and productive discussions to further understanding.

Required Education, Experience and Technical Competencies

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

If other, specify:

Natural Resources, Environmental Sciences, Indigenous Studies, Public Policy.

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

- Thorough knowledge of existing policies and guidelines and processes (e.g., The Government of Alberta's Policy on Consultation with First Nations on Land and Natural Resource Management, related policies in other ministries).
- In-depth knowledge and understanding of the Internal Procedures for Crown-led Consultation, referencing this document in advice documents and ensuring all project teams have access to it.
- The work of this unit is often politically sensitive. The incumbent is expected to maintain a broad view of the ministry and its strategic priorities, short- and long-term impacts, stakeholder considerations, and the evidence gained through research when providing information, analysis, and recommendations to senior management.
- Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Team Lead and the unit is evidence-based, comprehensive, and reliable.
- Awareness of emerging and current trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to ministry representatives.
- Understanding of land management and resource development terminology, priorities, and issues in Alberta and their relationship to legislated Duty to Consult Aboriginal peoples.
- Uses systems thinking to assess how GOA decisions affect Indigenous communities and identify opportunities for Indigenous economic participation and/or benefit.
- Knowledge of current Indigenous issues, specifically in the area of economic development and resource development.
- Knowledge of law and history as it relates to Indigenous issues.
- Project management skills and experience.
- Well developed writing skills with an ability to communicate complex Ideas to a variety of audiences.
- Organizational skills, including ability to multi-task and prioritize multiple responsibilities to meet deadlines.
- Commitment to client service, confidentiality, discretion, tact, and innovation.
- Ability to communicate effectively with multiple stakeholders in a politically complex environment and anticipate and balance the needs of key stakeholders.
- Conflict resolution and negotiation skills and the ability to influence the actions of others.
- Ability to build and maintain respectful, good working relationships with clients.
- Ability to facilitate and chair meetings.

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		

<p>Agility</p>	<p><input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Indigenous engagement occurs within a dynamic and ever-changing politically sensitive environment that involves constant pivots, shifts and changes. This position must adapt to these shifts by:</p> <ul style="list-style-type: none"> - Proactively anticipating and adapting to shifting priorities and tight timelines and adjusting project plans accordingly. - Stepping in to support team staff and cross ministry partners and project teams adapt to changes and be open to new approaches - Being open to inputs from several diverse sources and how that might lead to shifts within projects.
<p>Systems Thinking</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>The Engagement Advisor must be able to:</p> <ul style="list-style-type: none"> - Consider multiple inter-relationships and connections when developing options. - Integrate emerging trends and implications of different options. - Identify potential policy or guidelines conflicts and related resolution strategies.

<p>Develop Networks</p>	<p>● ○ ○ ○ ○</p>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>The Engagement Advisor:</p> <ul style="list-style-type: none"> - Fosters professional relationships with First Nations and Métis communities and organizations, cross-ministry project teams and team leads, Crown proponents and decision makers, stakeholders, and the public. - Creates effective working relationships with First Nations that are highly sophisticated in the field of consultation and who regularly challenge resource management decisions, with the goal of reducing impacts to First Nation Treaty Rights and Traditional Uses or Metis Harvesting and Traditional Use Activities, and to minimize legal and political risk to the Crown. - Has strong skills in building relationships with cross-ministry partners and Indigenous communities in potentially adversarial and highly charged situations - Actively engages Indigenous peoples and communities early and ensures their voice is heard and their concerns acknowledged. - Communicates regularly with staff and internal and external stakeholders.
-------------------------	------------------	---	--

<p>Creative Problem Solving</p>	<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"> • 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 	<p>The Engagement Advisor:</p> <ul style="list-style-type: none"> - Designs and utilizes different research and/or engagement approaches and methods to suit project team and stakeholder needs. - Tailors project approaches to meet expected outcomes. - Looks for ways to improve guidelines, frameworks and processes for consultation and engagement. - Reviews and debriefs on project successes and learnings to share with others. - Demonstrate due diligence, critical thinking, leadership and administrative acuity in addressing key issues.
---------------------------------	--	---	--

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	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature