

**TITLE: STRATEGIC ENGAGEMENT ANALYST – ENGAGEMENT SUPPORT**  
**POSITION NUMBERS: 00056858, 00041282, 00056378**

**CLASSIFICATION: PROGRAM SERVICES 3**

### ORGANIZATIONAL CONTEXT

The *Strategic Engagement and Policy Innovation* (SEPI) branch is a Centre of Excellence within the Consultation and Land Claims (CLC) division. SEPI provides a strong foundation of policy development, strategic engagement, expert advice and relationship building through education, training, and capacity funding to ensure Alberta fulfills its duty to consult in matters related to land and natural resource development and management while considering the needs of all parties; including Indigenous communities, industry, municipalities and regulators. The Branch also leads the development of ministry strategic policy.

The SEPI branch is comprised of complimentary and interconnected business teams that focus on:

- *Strategic Engagement*
- *Education and Capacity Building*
- *Land Policy and Strategic Policy Innovation, and*
- *Knowledge Management.*

Together the SEPI units work in concert to develop strategic policy positions and province-wide consultation policies, guidelines and best practices; develop tools and education resources to support effective and efficient engagement and consultation; and, provide capacity funding to support Indigenous communities' participation in meaningful consultation and engagement.

SEPI supports government priorities by working closely with the Integrated Resource Management System (IRMS) departments and providing expert advice to facilitate the inclusion of Indigenous perspectives in the development and implementation of regional plans under Alberta's Land Use Framework and contributing to various government initiatives which support reconciliation.

### JOB OVERVIEW

The position provides planning and support on a range of assigned projects (e.g., standard priority and lower complexity) to foster inclusion of Indigenous perspectives on broad policy and/or land use and resource development plans and decisions. The Analyst reviews and advises on engagement plans or other materials (e.g., meetings agendas, internal materials) and develops full engagement and consultation analysis and recommendations (ECAR) to inform planning and project decisions made at senior and executive levels in the Ministry and other Ministries (e.g., Energy, Environment and Parks[E&P]). This is the primary research and analysis position on the Strategic Engagement team. The Analyst represents the branch for assigned projects and provides advice or brings issues back to the ministry for response. Projects span government engagement on broad strategic topics (e.g., new or revised land use policies, regulations or procedures, consultation guidelines, plans that could become specific formal consultation projects over time, and regional land use planning led by the Land Use Secretariat).

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The Analyst maintains relationships with project teams across the GoA, and with 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 Analyst also contributes to the development of advice and guidance on protocols to effectively engage specific First Nations and Metis communities across the province based on sound understanding of their culture and maintenance of trusted relationships.

## **ACCOUNTABILITIES**

Coordinate and support implementation of engagement initiatives to ensure an effective and consistent approach is implemented across multiple initiatives (e.g., policy, land use and resource development initiatives led by Energy or Environment and Parks).

- Provide research support 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 (e.g., E&P and Energy) 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 E&P and Energy 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
- Coordinate and manage logistics for team meetings and cross-ministry consultation and engagement meetings to ensure information is shared and consistent engagement processes are undertaken

Maintain relationships to ensure the engagement processes include the key stakeholders, organizations and individuals that will result in an effective outcome.

- Understand the mandates and business objectives of the Stewardship Branch team, E&PD and Energy, and the GOA
- Liaise with Strategic Engagement Advisors and other branch staff to share information and understanding of priorities, issues, perspectives, and needs of key stakeholders
- Provide advice and consultation to project team members on historical grievances, cultural differences, key players and decision-makers
- Build strategic relationships and networks to advance and transfer knowledge on leading edge engagement practices

Inform the priorities and planning for Strategic Engagement unit to advance achievement of its goals.

- Remain current on new and emerging engagement practices and theories
- Identify strategies to improve the efficiency, effectiveness and consistency in the engagement process activities
- Gather, synthesize and share outcomes of engagement activities
- Develop and prepares briefing materials and responses to action requests for review by senior management
- Support the Advisor, Manager and Director's engagement on strategic initiatives

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### Optional Ministry Specific Accountabilities:

- This position is primarily focused on supporting the development and implementation of engagement processes and plans.
  - Engagement plans set out recommended processes, timelines, budgets, agendas, invitees (Indigenous communities and/or Ministry staff) and any other details necessary to successfully meet identified project objectives.
  - May include aspects of project management
  - May include logistics and secretariat functions associated with developing and maintaining formal engagement tables or structures

### JOB REQUIREMENTS

- The position requires a related post-secondary degree (e.g., natural resource/environmental management education or background) and two years of directly related experience or equivalent. Experience working with Indigenous communities or organizations is an asset.
- Understanding of land management and resource development terminology, priorities, and issues in Alberta and their relationship to legislated duty to consult Indigenous people
- 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*; relevant ESRD and Energy policies)
- Knowledge of research methodologies, techniques, and procedures, including the application of qualitative and quantitative research methods and data analysis.
- Current indigenous issues and trends, specifically in the area of economic development, resource development.
- Awareness of law and history as it relates to Indigenous issues.
- Ability to effectively gather, synthesize, integrate, and interpret multi-faceted information from a wide range of sources and perspectives.
- Well-developed written and oral communication skills to communicate effectively with multiple stakeholders in a politically complex environment
- Strong presentation skills and ability to present results to different types of audiences
- Project management skills
- Organizational skills, including ability to multi-task and prioritize multiple responsibilities to meet deadlines.
- Commitment to client service, confidentiality, discretion, tact, and innovation.
- Conflict resolution and negotiation skills and the ability to influence the actions of others.
- Ability to build and maintain good working relationships with multiple stakeholders and collaborate with others.
- Function independently as well as a team contributor

### BEHAVIOURAL COMPETENCIES

Systems Thinking – keeping broader impacts in mind.

- Considers multiple inter-relationships and connections within and across projects when providing advice or providing recommendations
- Identifies potential conflicts within consultation and engagement plans and participates in generating resolution strategies
- Considers and integrates emerging trends, analysis of project data, and lessons learned into future projects

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Creative Problem Solving – assess options and implications in new ways to achieve outcomes and solutions.

- Utilizes different research and/or consultation approaches and methods to suit project and stakeholder needs; strong analytical skills
- Determines how best to approach projects upon direction from the Strategic Engagement Advisor or Manager. Results are judged on the quality and validity of findings, which provide key inputs to policy recommendations and decisions
- Breaks problems down into components to identify next steps and solutions
- Applies judgement and assessment of risk to determine when to raise issues to the Manager

Agility – anticipate, assess, and adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.

- Adapts to shifting priorities and tight timelines and adjust project plans accordingly.
- Remains open to inputs from several diverse sources and how that might lead to shifts within projects
- Asks questions and seeks clarification when change is introduced

Develop Networks – Proactively building networks, connecting and building trust in relationships with different stakeholders.

- Informs key stakeholders of relevant information in a timely manner.
- Sustains professionalism and skill in building relationships with cross-ministry partners and Indigenous communities
- Works collaborative with other branch units, staff in other ministries and with external stakeholders

#### **CHANGES SINCE LAST REVIEW**

Minor changes since last review:

- Reformatted
- Updated Division and Branch names
- Updated Organizational context to reflect new organizational design
- Job duties and responsibilities unchanged from previous version

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