

Reclassification

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Intergovernmental Policy Advsiors

Current Class

Program Services 4

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SS - SPPCAB, IGR

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-05-28

Responsibilities Added:

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

This position, as part of the centralized ALSS intergovernmental relations team, provides advice and assistance internally and externally in the development of health and social related federal/provincial/territorial (F/P/T) policy and issues management, including the identification and analysis of strategic responses to F/P/T issues facing the Ministry and the Government of Alberta. A key responsibility of the IGR team is to provide strategic support to several Minister and Deputy Minister level F/P/T tables.

The Senior Intergovernmental Policy Advisor establishes and maintains effective relationships internally with other branches and divisions, and externally with other jurisdictions, government departments and agencies, to seek intelligence and collaborate on F/P/T issues for the purpose of ensuring optimal integration of business goals and ministry objectives. This includes undertaking policy analysis of interprovincial policy documents; assisting in the preparation of Alberta submissions for national and international reporting commitments; and collaborating with Executive Council (and other Alberta ministries, as applicable) on issues as they arise.

Responsibilities

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

- Establish and maintain positive and effective working relationships with key stakeholders, in particular, officials from other F/P/T jurisdictions, for the purpose of gaining intelligence and strategically positioning Alberta's interests.
- Participate in the development of F/P/T initiatives by analyzing interprovincial and departmental policy documents, developing briefing materials, and providing policy advice and direction to the Minister and Deputy Minister.
- Facilitate the coordination and preparation of briefing materials for Ministers' and Deputy Ministers' meetings/ teleconferences. Collaborates with program areas on the specific process requirements of forwarding common briefing materials, developing Alberta position briefings and meeting tight timelines for submissions.
- Monitor and manage intergovernmental relation issues in the health and social sector, and prepare draft briefing and correspondence that assist in defining Government of Alberta (GOA) policy positions that serve to preserve and promote provincial interests.
- Assist in the development, submission and implementation of strategies, performance measures and targets in the preparation of Branch and Division business plans.
- Conduct research, monitor media and accumulate intelligence on international, national, and F/P/T related issues with relevance to Alberta.

Problem Solving

Typical problems solved:

- Participation in task group work undertaken by the Ministry to resolve complex political and strategic F/P/T issues.
- Ability to work long hours, under political pressures and within tight timelines to develop innovative and practicable solutions to complex health care delivery issues.
- Ability to successfully oversee and/or negotiate all intergovernmental agreements while performing the due diligence to ensure Alberta's interests are protected.
- Ability to foster and maintain collaborative stakeholder relationships when resolving contentious issues.

Types of guidance available for problem solving:

The Senior Intergovernmental Policy Advisor works within a broad framework of legislation, policies, business, and operational plans to achieve results. They must be able to build consensus amongst stakeholders, manage expectations, focus the team's work and seek alliances to move the work forward. Actualizing change is often achieved by negotiating and influencing others. (e.g., other departments, stakeholder across all provincial regions) in the face of competing interests.

The Senior Intergovernmental Policy Advisor has the scope to determine how to achieve expectations. This position works closely with officials in other branches, divisions, ministries and governments.

Direct or indirect impacts of decisions:

- The job requires frequent contact with officials from other jurisdictions, ministries, Divisions, Branches and agencies. It requires significant independence and initiative, with a high degree of accuracy and self-motivation within the scope of the position and under the direction provided by the Manager.
- It requires a broad-based understanding of those GOA statutes that affect the provisions of intergovernmental agreements, including the *Government Organization Act*.

- The job requires the ability to work independently and within a team environment to develop policy, provide briefing and address issues where there are specific intergovernmental responsibilities, such as consulting/mediating with other jurisdictions, ministries, Divisions, Branches and agencies on F/P/T related issues and agreements.
- It requires the ability to prioritize work to meet changing priorities and timelines; and to facilitate, collaborate, and mediate among various groups with competing priorities to draft common briefing materials.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Strategic Policy, Priority Coordination and Appeals Branch Executive Director, Directors/Managers at various levels from within the branch and across ALSS, and officials from across the GOA: Provide input into intergovernmental initiatives and seek information regarding activities and coordinate/provide strategic input into ministry intergovernmental, F/P/T initiatives.
- Office of the Assistant Deputy Minister: Provide advice and/or respond to policy issues, as appropriate, provide updates/receive direction on actions, and respond to queries for advice/information.
- Office of the Deputy Minister: Respond to queries for advice/information, including updates on matters of importance to Deputy Minister, and provide briefings, including verbal/written documentation to the Deputy Minister/Executive team on intergovernmental, F/P/T issues.

External

- Provincial/Territorial government representatives: Share/Obtain information on matters of mutual interest to other F/P/T governments, collaborate on initiatives/briefing materials/draft papers on issues which cut

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:

Political/Social Science

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

Knowledge:

- An understanding of F/P/T health and social related policy/issues and the implications of these for Alberta. This includes understanding federal positions on health related issues found in such documents as the Throne Speech, Federal Budget, reports of inquiry and commissions, etc.
- Knowledge of government policy development processes and procedures, including impacts of bilateral/multilateral consultation processes. Synthesizing complex materials and issues and utilizing analytical skills abilities to write in a clear and concise manner.
- Knowledge of Alberta statutes, key policy papers, Intergovernmental Accords and directives pertaining to intergovernmental issues.
- Knowledge of Alberta Health business planning processes.
- An understanding of the priority areas for Alberta, especially areas where Alberta has a strong position or is lead on an F/P/T senior's policy initiative.

Skills & Abilities:

- Self-directed with the ability to work independently and collaboratively with others to achieve joint, high quality outputs in timely fashion.
- Ability to work strategically and simultaneously assist in the management of a wide variety of issues, mobilizing resources and finding innovative solutions to complex issues and problems.
- Ability to foster trusting and dependable working relationship with other jurisdictions/stakeholders.
- Strategic thinking, excellent analytical skills and a strong grasp of detail in order to assimilate and assess complex issues and situations, and propose appropriate solutions and recommendations.
- Highly developed interpersonal, and conceptual skills, as well as, strong written and verbal communication skills in order to clarify, identify and communicate issues and ideas to others.

Work Experience:

- Policy development and strategic planning within government or a similar environment
- Experience in providing advice and direction in relation to F/P/T health related issues, conflict resolution, and policy development

- Proven ability to establish positive working relationships with a wide variety of stakeholders and demonstrated success in managing complex issues, with competing priorities, achieving positive results.

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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Having the ability to anticipate, assess, and readily adapt to changing priorities; maintaining resilience in times of uncertainty and effectively work in a changing environment.</p> <p>Ability to anticipate future requests or issues and respond proactively, including sound analysis.</p>
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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>Develop and foster linkages, liaise with internal and external stakeholders to influence think and actions in alignment with ministry priorities. Build strong relationships, identify needs, proactively explore stakeholder perspectives and how they align with the ministry.</p>
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"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Aligning with key outcomes and maximizing resources to achieve results aligned with the goals of the organization, while maintaining accountability to team members and external stakeholders.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain</p>	<p>Demonstrating an ability to keep broader impacts and connections in mind,</p>

		<p>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>to develop innovative and sustainable solutions that consider complex and often competing needs of multiple stakeholders.</p> <p>Working with multiple internal and/or external interests to develop shared understanding and outcomes, including consultation, consensus building and conflict management.</p>
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"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Ability to plan and align to personal, professional and team goals.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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