

## New

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Community Safety Information Liaison

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SSII, MIR/Community Safety Insights

☒ 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:

Alberta Public Safety and Emergency Services (PSES) supports the Government of Alberta's priority of investing in families and communities. The ministry helps ensure Albertans live in safe and resilient communities while having access to a fair and innovative public safety system. Strategy, Support, and Integrated Initiatives (SSII) Division partners with stakeholders to translate priorities into meaningful plans and strategies based on evidence-based and forward-thinking approaches. As part of SSII, the Modernization, IMT, and Research (MIR) Branch is mandated to provide high quality data, research, evaluation, and analysis to executive and senior management as well as program delivery staff across multiple ministries, the federal government, and police agencies. The purpose of this work is to support strategic planning, policy development, continuous improvement, forecasting, legislated reporting, service design and delivery, as well as financial and human resource allocation. The work of the branch contributes significantly to the Alberta Government's commitment to public accountability and transparency.

The Community Safety Insights (CSI) community safety information liaison reports to the Director, CSI. CSI constitutes one of the four units of the MIR Branch. The position plays a key role in developing CSI, an entity that is working towards addressing the lack of timely and comprehensive access to community safety data in Alberta. Currently, this

lack of access has significant downstream impacts on the province's ability to make informed decisions, including in areas such as policy development, performance management, and interventions. The CSI unit further works in collaboration with the other three units of MIR to advance the analytical capacities of PSES more broadly.

The Community Safety Information Liaison is responsible for leading the partner and stakeholder relationships of the CSI unit, including building and enhancing partnerships and responding to data requests from police services and Government of Alberta ministries.

## Responsibilities

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

- 1. Stakeholder relationships** - Community Safety Insights' priorities and mandate are advanced through strong relations with PSES Ministry and other GoA partners, police services and relevant additional key community safety stakeholders
  - Works with key public and community safety partners to share information and develop partnerships, projects, and events. This work includes organizing the annual Police Data Workshop and Police Data Working Group as well as fulfilling the police data liaison role.
  - Identifies suitable outreach opportunities that will facilitate the advancement of data sharing and insight generation.
  - Develops and maintains comprehensive stakeholder registries, including individuals and organizations from various stakeholder groups such as those belonging to the law enforcement sector.
  - Shares information and coordinates engagement efforts with the ministry's engagement team, when appropriate.
  - Works directly with stakeholders to organize formal and informal engagement events, such as scheduling, material preparation, boardroom bookings and other logistics.
  - Regularly facilitates meetings, discussions and engagement efforts of different sizes, scopes and topics, ensuring effective coordination and communication among internal and external stakeholders.
  - Develops and maintains stakeholder tracking processes to ensure up to date contact info and perspectives can be accessed as needed.
  - Maintains authorized user lists of data and analytics products.
- 2. Content development** - Community Safety Insights is supported in achieving its mandate by thoughtful presentation of advice and information materials.
  - Contributes to the development of strategic engagement plans for Community Safety Insights and ensures plans align with the unit's strategic and operational goals.
  - Prepares briefing notes, reports, summaries, correspondences, and other documents for a variety of technical and non-technical audiences.
  - Prepares summary or "what we heard" reports.
  - Develops presentation materials to support engagement efforts.
  - Where issues are identified, works with internal and external stakeholders to determine appropriate responses, makes recommendations on courses of action, undertakes analysis, and synthesizes information to respond to concerns.
- 3. Research, analysis, and advice** - Decision-making at CSI is based on thorough research, analysis and advice.
  - Raises issues, presents solutions, and provides regular updates and reports on engagement efforts and stakeholder concerns to the director.
  - Provides ongoing strategic advice and recommendations to the director in relation to stakeholder management and stakeholder relationships.
  - Identifies key subject matter experts required for engagement and input.
  - Identifies most appropriate engagement strategies, software, and delivery methods.
- 4. Leadership in promoting positive culture** - Intentional and impactful contributions to create productive and respectful workplace
  - Contributes to a workplace environment that inspires innovative approaches to creatively solve problems, obtain relevant information, prepare materials to respond to inquiries, and to support understanding of complex issues arising from internal and external stakeholders.
  - Establishes and maintains positive working relationships, partnerships, and networks with Ministry and

external stakeholders that support projects.

## Problem Solving

Typical problems solved:

- Exercises judgment when engaging with partners;
- Regularly contributes insights and experiences to colleagues in the ministry to help achieve quality results;
- Negotiates between stakeholder needs and use of leading practices for determining project direction and advancing data standardization and sharing;
- Uses systems thinking approach in working with stakeholders and other partners to identify project outcomes that are realistic and representative of stakeholder or business needs;
- Applies excellent interpersonal skills and knowledge of interviewing techniques and facilitation;
- Navigates competing priorities and timelines;
- Maintains neutrality when generating results and recommendations, delivering impartial, nonpolitical facts; and
- Handles sensitive and confidential data or information with caution and professionalism.

Types of guidance available for problem solving:

- Draws on internal and others' multidisciplinary experience to identify viable courses of action when planning and undertaking stakeholder work.
- Consults with members of the MIR branch to navigate methodological concerns on projects.
- Relies on subject matter experts within specific program and project areas and incorporates necessary perspectives into planning and design.
- Looks to leading practice guidelines from a number of sources to support department and stakeholder needs.
- Is supported by the Director of CSI to assist in negotiating stakeholder or business needs, priorities, and resource capacity.

Direct or indirect impacts of decisions:

This position's impact is province-wide and is directly connected to obtaining, analyzing, interpreting and disseminating community safety-related information. It is a central role for enhancing PSES's capacity to engage stakeholders productively.

## Key Relationships

Major stakeholders and purpose of interactions:

CSI Unit staff: Ongoing/daily

- Project collaboration and problem solving

Director: Daily

- Receives direction and advice on ongoing projects; receive new project assignments; provide status updates

Staff and management in business units across PSES: As required

- Provides consultation, receives requests, guides projects related to stakeholder

PSES Executive Teams: As required

- Presents information

Other Ministries: As required

- Engages with other ministry staff as required for the completion of ongoing projects
- External Stakeholders (e.g., police services, community safety related organizations): As required
- Engages as required to address information needs

### Required Education, Experience and Technical Competencies

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

If other, specify:

A university degree in a relevant area of expertise (incl., business, social sciences, public policy)

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

#### Education

- A university degree in a relevant area of expertise (incl., business, social sciences, public policy, humanities)

#### Job-specific experience

- Two or more years of experience in a community safety related area
- Experience developing successful working relationships across a wide array of stakeholders.

#### Technical competencies

- General understanding of relevant legislation and regulations (e.g., *Police Act*, *FOIP*).
- Demonstrated strategic thinking and planning skills, including ability to develop, synthesize, articulate, and interpret information obtained from varied sources.
- High degree of political acumen and awareness of the political sensitivity of police issues to read and navigate sensitive situations.
- Demonstrated interpersonal and consulting skills, including ability to establish and maintain effective working relationships.
- Proven negotiation and facilitation skills to work with stakeholders and resolve conflicts.
- Excellent presentation skills to tailor content to different audiences.
- Excellent verbal and written communication skills and application of different strategies to work with different audiences.
- Ability to provide accurate status of issues and to provide advice on prioritization and next steps.
- Ability to manage change positively.

### 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		
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"> <li>Uses variety of resources to monitor own performance standards</li> <li>Acknowledges even indirect responsibility</li> <li>Commits to what is good for Albertans even if not immediately accepted</li> </ul>	<p>trong project coordination and management skills, including ability to assess priorities, coordinate diverse projects and make optimal use of resources to achieve outcomes.</p> <p>Forecast potential</p>

		<ul style="list-style-type: none"> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>challenges within research/evaluation planning and implementation and communicate and negotiates in advance.</p> <p>Apply strong time management skills.</p> <p>Function independently as well as lead and contribute effectively in team environment.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Develop and maintain collaborative working relationships with ministry staff, stakeholders, and consultants.</p> <p>Identify individuals who have significant potential for contribution throughout phases of stakeholder engagement.</p> <p>Bring together the appropriately skilled individuals to inform planning and execution of projects.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Negotiate competing expectations and needs of stakeholders.</p> <p>Continuous appraisal of what groups constitute key stakeholders.</p> <p>Ensure stakeholders both contribute to and benefit from involvement.</p>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve</li> </ul>	<p>Respond to transforming contexts.</p> <p>Leverage resources (e.g., data, skills, technology) of key governmental and non-governmental partners to advance work of CSI.</p>

		problems <ul style="list-style-type: none"><li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li></ul>	
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**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

Employee Signature

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