

Public (when completed)

Common Government

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New

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 Initiatives unit fosters an enterprise-wide approach by coordinating strategic initiatives across the ministry, and provides analysis, coordination, and support to all divisions in the ministry to support their divisional priorities and their involvement in cross-ministry and cross-governmental work.

Reporting to the Director, Strategic Initiatives, the Manager ensures the completion of strategic initiatives in accordance with government and ministry legislation and policies, and guidelines related to project planning and policy development. The position leads policy development and implementation, and provides process expertise to realign or adjust work accordingly, ultimately supporting executive decision-making and a more integrated approach to project implementation in the ministry.

Responsibilities [?](#)

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

Thorough understanding of ministry and government strategic initiatives.
- Lead the development and completion of briefings and policy documents, in collaboration with branch, divisional and

ministry representatives.

- Flag with senior management any linkages, gaps, and duplication on ministry and cross ministry initiatives.
- Flag with senior management any intended and unintended consequences to implementation of strategic initiatives, and provide timely advice to resolve issues and strengthen outcomes.
- Identify strategic ministry wide policy gaps and opportunities, and costs and benefits of recommendations, including implementation and delivery implications.
- Review policy documents, background documents, research, correspondence, and other key information.
- Provide status updates and reports on progress toward collaboration and integration across the ministry to the Director, and alert the Director to issues that could impact the branch's/division's work.
- Oversee the development and review of responses to Action Requests, such as briefing notes, presentations, summaries and correspondence, adhering to the ministry policy and public messaging, and following existing processes and timing requirements.
- Lead the preparation of Cabinet documents.

Ensure that strategic initiatives align and best practices are utilized.

- Review findings from recently released reports and other relevant documents, and ensure that reports, summaries, presentations, recommendations, and conclusions based on this review are completed and presented to the Director.
- Proactively identify issues and emerging trends that impact department policy or legislative options, and ensure that briefing materials are provided to senior management in a timely manner.
- Liaise with branch and divisional leadership on strategic initiatives and related issues.

Support the Director in achieving unit and branch goals.

- Support the Director's participation on cross-ministry initiatives or other partnerships related to the ministry's mandate.
- Oversee multiple strategic initiatives and tasks simultaneously, and balance the unit's workload in conjunction with unit members and the Director.
- Raise awareness of emerging issues and current events, which require the Director's and Executive Director's attention, summarizing issues and related impacts.
- Build and maintain strong working relationships across the branch, division, ministry, and government.

Develop and maintain effective communication and collaborative relationships across the ministry and government, to foster a proactive perspective to alignment of strategic initiatives and to ensure integration and a systems approach to policy development and implementation.

- Brief the Director on the work, analysis, and results for various concurrent ministry projects, programs and initiatives.
- Ensure that other divisions, ministries, and stakeholders are included in projects and initiatives, and advise the Director if senior branch or ministry representatives need to be brought in.
- Share information across the branch, ministry, and with cross-ministry partners, as requested and as needed.
- Establish and maintain working relationships with key contacts in all divisions and other government departments to facilitate communication and collaboration for the branch's work.

Lead portfolios and strategic initiatives to ensure the ministries strategic business goals are being met or exceeded.

- Provide project management expertise for a variety of projects with cross-ministry and cross-government teams.
- Represent the ministry on cross-ministry committees, reporting back to the Director.
- Contribute to cross-ministry work and initiatives, and lead the ministry's contributions.

Other duties as assigned by the Director.

This position may act in the capacity of the Director, Strategic Initiatives when necessary.

Problem Solving 

Typical problems solved:

This position will need to have strong consultation, negotiation and mediation skills in order to build consensus and strive to meet the diverse interests of a range of partners when developing and implementing strategic initiatives.

Types of guidance available for problem solving:

The position requires well developed and demonstrated:

- Strategic thinking and planning skills, develop strategies to respond to broad-scale, long-term view of challenges and opportunities; and manage multiple complex issues and resolve problems while delivering results.
- Leadership and influencing skills to motivate and coordinate the multi-disciplinary team; model ethical behaviour consistent with the values of the Alberta Public Service; and engage others to think strategically to meet future challenges.
- Interpersonal and facilitation skills to consult and resolve conflict with stakeholders and senior Government and

Ministry representatives with varying perspectives, expectations, requirements, and priorities.

- Relationship management skills to develop and maintain collaborative working relationships within the Ministry, across Government, and with other stakeholders and partners, and maintain win/win relationships.
- Conceptual, critical, analytical thinking, and problem-solving skills, including ability to analyze information and risks and make decisions in alignment with Ministry and Government business plan goals.
- Verbal and written communication skills, including ability to develop and deliver presentations to key decision makers, stakeholders, partners, the media, and the public.
- Organizational and project management skills to coordinate diverse range of activities within rigid time frames.
- Human resource and financial management skills.
- Ability to mentor and coach staff, develop future leaders, build strong and effective teams.

Direct or indirect impacts of decisions:

The position works in a highly collaborative manner with other directors across the division and other senior representatives of the ministry to ensure implementation of various strategic initiatives, some directly resulting from legislation.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders:

- Justice Minister, Deputy Minister, Assistant Deputy Ministers, and their staff. Purpose: Provide strategic advice to successfully implement strategic initiatives.
- GIGR Branch management team and staff members. Purpose: Support development of plans and strategies; provide guidance, direction, mentoring and advice; and facilitate collaboration in relation to branch operations.
- Strategy, Support and Integrated Initiatives Division senior management team and staff members. Purpose: Collaborate on or lead activities, plans and strategies affecting partner branches in the division; provide guidance, direction and advice; and facilitate collaboration in relation to branch operations.
- Ministry executive and senior representatives, Public Service Commission/Human Resources, Legal Services, and Finance. Purpose: Develop strategies; provide advice, consultation, and recommendations; resolve issues and concerns; exchange information; and collaborate on strategies and initiatives.

External Stakeholders:

- Senior officials and representatives of other ministries and boards/agencies (CPE; SARTR; etc.), stakeholders Purpose: Advance program and policy implementation; identify and resolve complex issues, including facilitating decision-making and problem-solving and negotiating solutions; exchange information; identify opportunities or collaboration; propose strategies and direction; communicate key policy and program initiatives; encourage innovation; develop strategic partnerships and working relationships; provide leadership to stakeholder committees; make presentations to professional and other associations; exchange best practices; mediation.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political Science

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

- Knowledge of justice systems and issues.
- Stakeholder engagement and management experience.
- Exceptional analytical and problem-solving skills.
- Proven ability as a team leader with strong project management, strategic planning, and organizational skills and the ability to manage a number of complex issues while delivering results.
- Proven ability to lead working groups.
- Highly developed communication, consultation, and negotiation skills including a demonstrated ability to collaborate strategically with a wide variety of stakeholders and government peers.
- A thought leader with a reputation for empowering, mentoring, and developing capacity within work teams.
- Demonstrated ability in creating a working environment that enables staff to achieve results and build organizational capacity for the future.

- Sound judgment and the ability to make effective decisions under challenging conditions.
- A commitment to service excellence.
- Exceptional verbal, written, listening and interpersonal communication skills.
- Experience managing significant human and financial resources.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	Success in this position requires the Manager to adjust strategies based on current events, political priorities, and unanticipated shifts in desired policy directions and outcomes.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Success in this role will require the Manager to build trust with and collaboration between partners and stakeholders to ensure implementation is reflective of all required perspectives, and that risks and mitigations are in place and are well understood by decision makers.
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"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Success in this role will require the Manager to consider the broader landscape when implementing strategic initiatives and/or developing recommendations.

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Success in this position will require the Manager to regularly work in situations, which are unstructured and complex requiring analytical work in reaching strategies.
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Benchmarks 

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

M420-07 Manager, Special Policing

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
		<input type="button" value="Remove Signature"/> <input type="button" value="Add Signature"/>
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
		<input type="button" value="Remove ADM Signature"/> <input type="button" value="Add ADM Signature"/>
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
		<input type="button" value="Add Signature"/>