

## New

Ministry

Indigenous Relations

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Mngr, Metis Relations & Grants

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

First Nations & Metis Relations/Metis Relations

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Metis Relations

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Metis Relations Unit is a combined programs unit in the Metis Relations Branch. The unit is responsible for the province's relationship with the Metis Nation of Alberta (MNA), the Aseniwuche Winewak Nation, independent Metis communities/organizations, and the Alberta Native Friendship Centres Association. It also delivers the Employment Partnerships Program (EPP) and is responsible for administering the Indigenous Consultation Capacity Program. Along with delivering these two grant programs the unit also manages several grants with Indigenous communities/organizations each year.

Under the general direction of the Director of Metis Relations (Director), the Manager of Metis Relations & Grants (Manager), is responsible for the management of relationship agreements between Alberta and Metis or other Indigenous communities/organizations; overseeing the delivery of grant programs and various discretionary and annual grants; issues and project management; and providing support to the Director and Executive Director of Metis Relations (Executive Director). This position also provides leadership, direction, support, and oversight of the activities of Metis Relations Unit staff.

In addition, this position is responsible for developing effective working relationships and partnerships with staff within: the Metis Relations Branch; with the Government of Alberta; with federal counterparts; and with external community organizations. Advice and recommendations are provided to the Director and Executive Leaders to inform policy decisions and future Division directions and priorities.

## Responsibilities

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

1. Manage relationship agreements between the Ministry and Metis communities/organizations.
  - Manages the implementation of the MNA-Government of Alberta Framework Agreement and various Memorandums of Understandings with independent Metis organizations, including Alberta's responsibilities within these relationship agreements.
  - Participate in briefing Senior Ministry Officials.
  - Promotes, builds, and maintains positive working relationships with Senior and Elected Officials representing Metis communities/organizations.
  - Organizes meetings in support of these relationship agreements with the Government of Alberta (at times including the Minister and/or Premier) and the Metis communities/organizations leadership.
2. Provide strategic advice to the Ministry and other provincial departments on Indigenous, specifically Metis, communities/organizations.
  - Resolves and/or develops recommendations related to issues, ensuring responses and strategies are consistent with relevant business plans, policy directions, legislation, and guidelines.
  - Initiates and coordinates the development of ministerial briefings, correspondence, and other documents, ensuring all information is prepared in an accurate and timely manner and in compliance with ministry standards.
  - Communicates, consults, and negotiates with representatives of the Branch, Division, Ministry and other government departments, including external stakeholders to develop responses to issues.
  - Identify opportunities for cross-ministry coordination and collaboration.
  - Develop ongoing relationships with cross-ministry colleagues to ensure that cross-ministry collaboration can and does occur.
3. Oversee the management of discretionary and annual grants and grants programs.
  - Lead the revision and implementation of program criteria to provide direction to staff and stakeholders on the kinds of projects that should be funded.
  - Ensure the monitoring, reporting, and evaluation of grants to ensure they comply with the program and/or policy requirements of the program, department, the Government of Alberta, and in the case of the EPP with the Labour Market Transfer Agreements.
  - Lead the development of communication materials about the grants/grant programs, including website content, application materials, program guidelines, and any relevant reporting.
  - Engage Indigenous organizations/communities, Government of Alberta departments, and Government of Canada departments to get input on the changes required to the grants and/or grant programs the unit is responsible for.
  - Initiates and coordinates the development of ministerial briefings, correspondence, and other documents, ensuring all information is prepared in an accurate and timely manner and in compliance with ministry standards.
  - Develop ongoing relationships with cross-ministry colleagues to ensure that cross-ministry collaboration can and does occur.
4. Provide leadership, advice, and assistance to Unit staff that report to the Manager.
  - Provide leadership for high performing and motivated, multi-disciplinary professionals on the team, guided by the GoA's core values.
  - Identify challenges and provide strategic advice or guidance to team members to advance activities.
  - Work with staff to develop and evaluate performance agreements and assist career development by identifying on-the-job learning and leadership opportunities.
  - Develop team operational plans and adjust as needed to meet workload demands, ensuring quality assurance and continual improvement processes are in place.
  - Plan and manage team's human and financial resources, providing coaching and development opportunities in line with government policies, as well as leading recruitment processes when needed.
  - Anticipate emerging program and service changes, and ensure staff have access to training to respond to those changes.

5. Provide support to the Director and Executive Director.

- Identify and analyze issues that may impact Indigenous people, specifically Metis, in Alberta.
- Provide strategic advice to Senior Leadership.
- Assist in the coordination of operational planning for the Branch.
- Act as the Director, or other management positions, when required.
- Attend Unit, Branch and Division leadership meetings and participates in division decision-making.

### Problem Solving

Typical problems solved:

- This position will be challenged daily with emerging issues and managing them with limited staff, data, and/or financial resources.
- The incumbent will be responsible for managing staff and resource requirements for their team.
- The incumbent will also be interacting with stakeholder groups that may have conflicting interests/agendas, which requires respect for multiple perspectives, adaptability, and strong interpersonal skills.
- There will be challenges to finding solutions to long-standing issues that may have historical origins.
- This position must ensure decisions are aligned with legislation and Ministry and Government of Alberta messaging.
- The Manager represents the Department on various cross-ministry committees and must be able provide advice to other departments on Indigenous communities/organizations, specifically Metis communities.
- Staff in the Unit will seek assistance from the Manager on how to navigate the Government of Alberta, what types of projects to fund, processes to ensure grant recipients are accountable, and how to support the needs of Indigenous people and communities.
- The Manager supports the Director on how to allocate grant program/Unit funding to ensure that the the department goals are being met.

Types of guidance available for problem solving:

- Guidance may come from a variety of sources including the Director and/or Executive Director; internal and external stakeholders; other ministry experts in Human Resources, Communications, Finance, and potentially the Assistant Deputy Minister of First Nations and Metis Relations.
- The Labour Market Transfer Agreements (LMTA) which provide funding for the EPP and colleagues in Jobs, Economy and Trade who manage the LMTA for the Government of Alberta.
- There are a number of procedures and policies within the Ministry and Government of Alberta related to grant and financial management to provide guidance.

Direct or indirect impacts of decisions:

- Decisions may have financial and resourcing implications and may affect stakeholder relationships. This position leads the EPP team and teams that deliver funding to support relationship agreements with Indigenous communities. These decisions impact the reputation of the department and the Minister.
- This position manages staff and makes decisions that may impacting our relationship with Indigenous communities/organizations.

### Key Relationships

Major stakeholders and purpose of interactions:

#### Internal

- Metis Relations staff: Share information, coordinate activities, assign work, and manage staff resources.
- Director and Executive Director: Share information, provide advice and collaborate/assist as required.
- Assistant Deputy Minister and Deputy Minister: Provide briefings, recommendations, and advice.
- Aboriginal Law: Share information, seek legal advice, and opinions.
- Other Government of Alberta staff: Share information, represent Indigenous Relations on cross-ministry committees, provide advice, and assist as required.

#### External:

- MNA: Implement the MNA-Government of Alberta Framework Agreement, administer grant(s), work to resolve issues, and share information.
- Independent Metis Organizations, the Aseniwuche Winewak Nation, and Urban Indigenous Organizations: implement relationship agreements, administer grants, work to resolve issues, and share information.
- Indigenous Skills & Employment Training Program Agreement Holders & EPP Stakeholders: Administer

grants, work to resolve issues, and share information.

- Federal representatives: Share information.
- Other Indigenous communities/organizations: Share information.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Native Studies, Social Sciences, Political Sciences, Business

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

#### Knowledge Required:

- Knowledge of federal/provincial relationships and jurisdictional responsibilities with respect to Indigenous people, in particular Metis people.
- Knowledge of federal and provincial legislation, acts, agreements, policies, programs and directives pertaining to Indigenous people, specifically Metis people.
- Knowledge of Indigenous communities and organizations in Alberta, including history, culture and socio-economic conditions, political and administrative structures, legal frameworks and policies.
- Knowledge of government operations and processes with respect to Metis people.
- Sound knowledge of GoA processes, standards, policies and protocols in areas such as policy development, action requests, briefing notes and decision-making.
- Knowledge of the Labour Market Transfer Agreements.
- Strong knowledge of the department's grant regulation and grant procedures, as well as the Government of Alberta's financial acts and policies, as they relate to the delivery of grant programs and best practices in grant management.

#### Skills Required:

- Judgment in making decisions about stakeholder relations, processes, and strategies.
- Strong interpersonal skills and the ability to build relationships, to represent the Ministry in managing relationships with Indigenous people.
- Awareness of Indigenous politics, provincially and federally, as well as political nuances generally.
- Strategic thinking.
- Strong written and oral communications skills.
- Problem solving skills, good judgment.
- Ability to organize multiple responsibilities and duties and manage time effectively.
- Ability to manage staff resources effectively.

### 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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Providing strategic advice within the Ministry and to other government ministries as well as collaborating with colleagues to resolve an issue.</li> <li>• Builds trust by being open to different perspectives while looking for long-term and mutually beneficial outcomes.</li> <li>• Communicates regularly with stakeholders, setting</li> </ul>

			up opportunities for mutual sharing of information. Maintains relationships even when no specific project/ initiative is underway.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of political environment both federally and provincially as it relates to Metis people and organizations.</li> <li>• Continuously engages others to scope and solve issues and find the best solutions. Encourages debate and idea generation from across the organization.</li> <li>• Assess and addresses risks while providing guidance to move new ideas forward.</li> </ul>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the GoA and ministry's position on a variety of issues related to Metis people. Uses this knowledge to make recommendations and resolve issues, changing the approach to how IR works with Metis.</li> <li>• Considers and plans for how current policies, processes and methods might be affected in the short, medium, and long-term by broader trends.</li> </ul>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipates the emotional triggers of others and prepares to mitigate reactions and maintain composure and productivity, especially during conflict or highly challenging situations.</li> <li>• Anticipates obstacles to change and thinks ahead about next steps. Stays focused on goals despite pressure and stress.</li> <li>• Makes decisions and takes action even when there is not enough</li> </ul>

