

Update

Ministry

Indigenous Relations

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Business Development Advisor

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-06-10

Responsibilities Added:

The Business Development Advisor is responsible for supporting the administration and overall direction of the Indigenous Reconciliation Initiative - Economic Stream (IRI-ES). IRI-ES was designed to help strengthen economic outcomes by funding Indigenous-led capacity (e.g. strategic planning, governance development) and opportunity development projects, such as business plans and feasibility studies. The Business Development Advisor's responsibilities include reviewing and evaluating applications, and recommending projects for funding.

The Business Development Advisor will be responsible for supporting the Manager, Economic Development with the preparation of materials and briefings associated with the governance of the Alberta Indigenous Opportunities Corporation (AIOC) as per the Alberta Public Agencies Governance Act (APAGA). The Business Development Advisor will also be responsible for ad hoc duties related to the AIOC operation and addressing any inquiries that come from AIOC staff, other Ministries or stakeholders. This includes:

- The development of Order's in Council and Ministerial Orders;
- Review of processes and procedures to ensure administrative planning, budgeting, compliance and analysis functions meet Government of Alberta (GoA) legislation and policies; and

- Communication with external stakeholders regarding the AIOC.

Responsibilities Removed:

The last job description we have on file, includes a number of initiative that no longer exist, including:

- the Aboriginal Economic Partnership Program.
- the Alberta Indigenous Green Energy Development Program (and other climate programs), which ceased after the Carbon Tax Repeal Act received Royal Assent.

Job Purpose and Organizational Context

Why the job exists:

The job is accountable for the Alberta Indigenous Opportunities Corporation (AIOC), the Aboriginal Business Investment Fund (ABIF), the Investing in Canada Infrastructure Program (ICIP), and the Indigenous Reconciliation Initiative-Economic Stream (IRI-ES).

To be effective, the position must: perform grant management duties, maintain positive stakeholder relationships, path find funding opportunities, provide strategic advice, and oversee agency governance.

This will ensure that ABIF, ICIP and IRI allocated funding is accounted for, relationships between the Ministry, Indigenous communities, and other orders of government are maintained and improved, Indigenous communities are connected with all funding sources available, strategic input is provided to cross-ministry partners, and the AIOC continues to function optimally.

The position is also responsible for implementing the ABIF grant program to increase the number of Indigenous-owned enterprises operating in Alberta. The Business Development Advisor maintains strong relationships with Indigenous communities, and business enterprises providing advisory services to assist them in identifying economic development opportunities, and to advance these opportunities so they are eligible for funding under ABIF and/or other financing options.

This role also supports the ICIP program. ICIP grants support communities in reducing air and water pollution, provide clean water, increase resilience to climate change and create a clean-growth economy; building strong, dynamic and inclusive communities; and ensure families have access to modern, reliable services that improve their quality of life.

Responsibilities

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

Implement grant programs that will provide funding for the capitalization of community-owned businesses.

- Ensure the updates of program criteria and other documentation to annually implement the Aboriginal Business Investment Fund.
- Ensures fair and transparent mechanisms and processes are in place and these functions work well (e.g. application intake, evaluation matrix, cross-ministry evaluators) to score projects so they can be evaluated based on the merits of the business plan and ranked for funding consideration.
- Collaborates on the development of communication materials and engagement strategy to roll-out the program annually.

Negotiates, develops and manages grants and other agreements, ensuring compliance with various policies, acts and regulations.

- works with cross-ministry partners to perform evaluations and general capacity building with staff to support ABIF application scoring and processing.
- Participate in negotiations on the allocation of resources committed to projects.
- Evaluates business development projects and provides recommendations for funding.
- Monitors progress of the funded project, providing guidance and assistance as needed to maintain project integrity.
- Develops and implements an evaluation framework for the programs, ensuring indicators for grant programs are tracked; supporting grant recipients to provide evaluation reporting annually.
- Follow-up on outstanding deliverables, and work with communities to enable completion of deliverables.
- Build relationships with grant recipients to ensure quality grant reporting and status updates are done

regularly.

- Evaluate program process successes and challenges post-grants and utilize this information to identify program improvements to processes or support.

Provide advisory supports for Indigenous communities that enable them to secure opportunities for business development.

- Provide technical assistance and serves as an advocate for businesses and communities to identify and resolve economic development impediments.
- Develops community economic development profiles and/or other information to assist businesses and communities in assessing socio-economic data for growth project decisions, and facilitate better understanding by government of their economic development situation.
- Engage with partners through the duration of each project to foster achievement of goals and results in accordance with project plans.

Establishes and maintains positive relations with Indigenous communities and stakeholders to enhance collaboration on strategic initiatives and programs that will improve economic outcomes for Indigenous people.

- Proactively engage Indigenous communities and organizations to introduce branch services and to seek out opportunities with communities on initiatives.
- Work with communities to ensure they develop appropriate grant application packages.
- Provide advice and information on other programs and services that could support Indigenous economic development activities.

Research and analysis to inform responses and future strategies, and to support the engagement of Indigenous communities in economic development initiatives.

- Research and analysis of economic trends and directions, issue identification, synthesis of research and related materials, development of options and recommendations.
- Assesses effectiveness of new/changed policies and programs to support further operational policy development, and undertakes program performance benchmark strategies.
- Researches and collects various sources of information (e.g., legislation, regulations, policies and programs in other jurisdictions, environmental scans, surveys) to support operational policy and program development, and participates in branch policy/program projects as assigned.
- Participates in or leads a range of analysis, and policy/program reports, such as options papers, briefing notes, and briefing materials for use by senior management.

Support and/or lead initiatives that focus on economic development outcomes for Indigenous people and communities.

- Respond to calls for engagement by First Nations, Metis and industry through the development of strategic partnerships.
- Coordinates supports to improve Indigenous enterprises capacity to participate and benefit from business opportunities.
- Leads the development and management of special projects or initiatives, as required, to enable and support Indigenous economic development.

Participates on cross-ministry initiatives to present Indigenous perspectives and reflect division priorities, ensuring that Government policies, programs and services are informed, aligned and capable of responding to the needs of Indigenous people and communities.

- Engage in cross-ministry and ministry initiatives to share information and increase the integration of common work with Indigenous communities and related stakeholders.
- Participate in cross-ministry/government working groups to facilitate partnerships in the delivery of economic development programming and grants.
- Identify opportunities and linkages based on networking and information sharing.

Problem Solving

Typical problems solved:

Diverse solutions might be required to address specific situations; what works for one community might not

work in another. While all projects focus on economic development, each project is tailored to a specific community's needs and capacity. Multiple partners are involved at varying levels, and projects have evolved to focus on broader outcomes, adding to the complexity of each project. Some solutions could be shared across communities to more effectively and efficiently use resources to meet First Nations and Metis priorities. The Business Development Advisor considers all of these factors in working with specific communities to collaborate on developing a solution to address their needs.

The Business Development Advisor monitors projects and provides advice and guidance as needed to ensure that project timelines and deliverables comply with funding agreements. Creativity is also applied to determine the best approach for relationship building and working with communities to guide projects in accordance with project agreements in a respectful and positive manner.

Indigenous issues are complex, dynamic and often open to conflicting interpretations of the intent of actions and consequences. Indigenous communities are diverse in terms of socio-economic conditions, the state of their governance and administration, decision making and their relations with governments. The Business Development Advisor must be aware of and sensitive to the political, historical and cultural objectives of the Indigenous communities.

Types of guidance available for problem solving:

Guidance and support for problem solving is available by legislation, policy and strategic frameworks; input from the business units; objectives outlined by the Manager and Director; project plans; and ministry priorities.

Direct or indirect impacts of decisions:

This position has a direct impact on the economic self-sufficiency of Indigenous communities. The Business Development Advisor develops multiple relationships and facilitates partnerships that enable the identification and implementation of economic projects to enhance Indigenous participation in the Alberta economy. While some Indigenous communities are pursuing highly complex business transactions, other communities are working to enhance local capacity in order to pursue simple or significant economic opportunities. The position supports communities striving to strengthen local businesses, which may result in the development of new information, tools and resources that enable, enhance and support economic opportunities, including businesses plans and feasibility studies.

The Business Development Advisor also impacts the development and implementation of other capacity building supports and strategies to foster sustained gains in economic development in the long-term. Creativity is applied to the development and delivery of engagement strategies that introduce branch services to Indigenous communities, and the subsequent analysis of a community's strengths, weaknesses, opportunities, and threats. This analysis drives the identification of supports for capacity building and project development. The ability to understand, and respond to the needs of the ministry, industry partners, community members, and other stakeholders is critical.

The integration of Indigenous perspectives into other government strategies is also increased through the Business Development Advisor's participation in cross-ministry relationships. Information sharing and collaboration within the ministry leads to less duplication of efforts and more integrated development and implementation of policy and priorities. Comprehensive understanding of service delivery in Indigenous environments together with a sound knowledge and understanding of the Economic Development framework and priorities are required to achieve expected results.

Key Relationships

Major stakeholders and purpose of interactions:

Minister and Deputy Minister: provide briefings to support preparation for and attendance at meetings.

Manager: raise awareness to emerging issues, provide advice and recommendations on strategies and projects, support the Manager's participation on strategic initiatives (e.g., research, develop

presentations), participate in team planning and reporting, provide briefings, support participation of the Manager's involvement in other Ministry initiatives.

Colleagues in work unit: share information, collaborate on initiatives, coordinate operational aspects of the team, and support supervisory functions.

Branch and ministry staff collaborate on developing relationships with Indigenous communities, identifying needs and linkages across initiatives; ensure grant processes are maintained in accordance with ministry and government requirements.

Regional economic development staff in other ministries (e.g. Jobs, Economy, and Trade, Agriculture and Irrigation, Culture and Tourism, etc.) share information about specific communities and opportunities to enable Indigenous economic development and research specific industry sectors.

Federal departments and organizations (e.g., Indigenous Services Canada, Prairies Canada, etc.) to develop and support joint initiatives, market grant funding programs and bilaterally share program information.

Indigenous communities across Alberta and related organizations (e.g., economic development staff) build and maintain strong working relationships; guide projects to completion; provide advice and consultation regarding the identification and prioritization of economic development needs.

Industry project partners: respond to queries; share project information; identify other programs and supports to leverage in projects.

Alberta Indigenous Opportunities Corporation staff: respond to queries, provide navigation support to help connect staff members with other departments (where required), information flow of technical content for briefings, Cabinet packages, speaking notes, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

Native Studies, Economics

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

First Nation and Metis communities

- Awareness of economic development and business development service delivery agencies (including federal/provincial government departments) that work with Indigenous communities and businesses in Alberta and their respective mandates.
- Knowledge of existing federal and provincial programs and initiatives available to Alberta's Indigenous communities that support economic and business development.
- Demonstrated knowledge and understanding of business planning, community and regional economic development practices and tools.
- Ability to identify and define stakeholder issues, examine all options, and provide recommendations to support decision making by senior staff.
- Ability to evaluate the implications and impact of proposed policy changes, implementation issues and medium- and long-term impacts of change and recommend changes to mitigate identified potential risks.
- Ability to analyze competing interests of stakeholders, and/or develop policies/solutions that integrate concerns.
- Strong understanding of current Indigenous issues in Alberta and Canada.
- Knowledge of law and history as it relates to Indigenous issues.
- Analytical and synthesis skills to make sound judgment for courses of action.
- Financial and grant management skills to oversee these aspects of projects.
- Ability to work effectively on project teams, both as a leader and a member.
- Ability to think strategically and develop solutions to complex problems.

- Strong project management skills and ability to manage multiple projects at different phases at one time.
- Strong research and analytic abilities to assimilate data from multiple sources and distill down to conclusions.
- Excellent interpersonal skills to work with multiple internal and external stakeholders (e.g. First Nations leaders, Indigenous organizations, peers in other ministries).
- Excellent communication skills, both verbal and written and ability to adapt style to different audiences.
- Ability to exercise discretion and diplomacy in a highly sensitive political environment.

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 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>A key role of the job is discussing proposed community economic development projects, understanding the gaps to their success (financial, resource shortfalls) and identifying potential options to address those gaps. Developing networks is fundamental to help make beneficial connections between government and community.</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 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>Indigenous economic development often overlaps with general economic development trends in Alberta and Canada, therefore it's important for the Business Development Advisor to maintain a current understanding of emerging trends in Alberta and Canada and be able to apply that knowledge to proposed community economic initiatives.</p>
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and 	<p>A key part of the job is communicating with Indigenous communities, cross-ministry partners, and the federal government to make connections and build collaborative environments. The Business Development Advisor must be able to</p>

		appreciates others	create new connections and maintain existing ones to ensure Indigenous communities receive all available support.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Working with communities to improve their grant application is a key part of our job. A thorough cross-ministry review of project applications ensures the project has a high chance of success. If there are potential risks identified during the review stage or preliminary discussion phase, the Business Development Advisor will utilize their existing knowledge to help de-risk the project.

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.

	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