

Working Title Director, Social Policy	Name
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Position Number	Reports to Position No., Class & Level EM1	Division, Branch/Unit Intergovernmental Relations, Federal/Provincial Relations and Social Policy	Ministry Executive Council
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Present Classification Senior Manager, SM2	Requested Classification Senior Manager, SM2	Levels to Deputy Minister (Not including incumbent level) 3
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Dept ID	Program Code	Project Code (if applicable)
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POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 28-32](#)).

This position supports the Ministry's core business of intergovernmental relations by providing strategic advice and related issues management and policy analysis, analyzing and disseminating information, coordinating Alberta's policies and activities, and advancing Alberta's interests (as outlined in the Government of Alberta and Ministry Business Plans). This position monitors political, program and service developments in social policy, and reports to the Executive Director of Federal/Provincial Relations and Social Policy. This position directly supervises one Associate Director, and indirectly supervises two intergovernmental officers.

Also within the framework of the Government of Alberta and Ministry Business Plans, the Director works with other Alberta government Ministries and the full Intergovernmental Relations Division to advance a consistent and coordinated approach to the province's intergovernmental agenda. This includes pursuing effective participation by Alberta in the federation, working to achieve a federal system that better serves Albertans' needs, and attaining effective leadership by Alberta that supports a strong and united Canada.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

- Provides intergovernmental liaison in support of the areas of strategic advice, issues management and policy analysis, and information analysis and dissemination, as identified in the Ministry's Business Plan. Particular attention is paid to social policy issues. Activities include:
 - Maintaining relationships with Alberta Ministries involved in social policy issues, including Health, Indigenous Relations, Justice, Children's Services, Seniors and Housing, Municipal Affairs, Culture and Status of Women, etc.
 - Assisting Alberta Ministries in the development of intergovernmental agreements; reviews agreements and provides recommendations on approval to the Ministry Executive to ensure that they reflect Alberta's intergovernmental objectives and priorities.
 - Monitoring media sources, federal and provincial government announcements, Ministerial speeches, and legislative proceedings for knowledge of events that shape the intergovernmental environment. Discerns trends and their intergovernmental implications for Alberta through environmental scanning.
 - Ensuring that the government is aware of, and provides advice on how to respond to, intergovernmental political developments.
 - Updating the Fed/Prov and Social Policy team, and members of the Intergovernmental Relations Division, on relevant and recent developments in social policy issues.
 - Monitoring ongoing activities and policy positions of Canadian governments and political parties at the provincial and federal levels, with respect to social policy.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

2. Assisting the Division with its role in coordinating Alberta's participation in intergovernmental meetings and conferences, including First Ministers' Meetings, Council of the Federation meetings, the Western Premiers' Conference, New West Partnership meetings, and other intergovernmental meetings. This helps to ensure effective participation by Alberta in the Canadian federation, in keeping with the Ministry's Business Plan strategies of securing benefits for Alberta as an equal partner in a vital, united federation and ensuring that Alberta's priorities and interests are advanced at intergovernmental meetings of Ministers and officials. Activities include:
 - Preparing draft issue updates and briefing materials.
 - Representing Alberta and the Ministry at intergovernmental meetings.
 - Drafting related speaking notes for the Premier and, when appropriate, assisting other members of government.
 - Coordinating and organizing briefing materials.
 - Gathering and organizing information from line ministries concerning Alberta's priorities on sectoral issues.
 - Seeking input from other governments on their objectives and priorities for upcoming conferences and meetings.
 - Conducts follow-up to conferences/meetings (i.e. informs line ministries and other governments of outcomes, status of follow-up activities, and directions for future work).
3. Provides support to various members of the Ministry. Activities include:
 - Preparing draft responses to correspondence received from the public by the Premier/Minister and other members of government, with a view to ensuring timely response and maintaining positive government-citizen relations.
 - Providing government information and communicates Government of Alberta positions in response to public inquiries.
 - Providing support as requested to other members of the Intergovernmental Relations Division. Provides input as to trends and their implications.
 - Disseminating information both through oral briefing and using a variety of writing structures, including briefing notes, letters, electronic mail messages, memoranda, summaries, speaking notes, tables, and visual diagrams.
4. Participating in the Ministry's Business Plan strategy of developing policy recommendations and strategies with regards to policy and other related issues as they emerge, including monitoring federal/provincial/territorial social policy issues, programs and services. Ensuring that accurate and up-to-date information is readily available if requested by other officials or government, and also helping to provide a broader understanding of social policy issues as the Ministry develops a vision and principles for Alberta's role in the federation. Activities include:
 - Initiates, undertakes, and assists with related research projects.
 - Keeps abreast of relevant academic proposals and commentaries and, if necessary, provides analysis of these materials to support the development of Alberta's response and position.
 - Follows issues and trends which may be of concern to the government in the present and future.
 - Analyzes federal and provincial government initiatives for their implications on Alberta.
5. Assists with the preparation of division contributions to corporate planning initiatives as they relate to areas of intergovernmental relations as required.
 - Ensures social policy contributions are completed on time and accurately for all corporate planning initiatives, including: annual report, business plan, client survey, calendars, session briefings, Committee of Supply, transition briefings, etc.
6. Supporting the Fed/Prov team as needed and contributing to Premier and Deputy Minister level briefings.

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 33-37](#)).

- Thorough understanding of the Canadian federal system of government, including the Canadian political system, operation of Canadian political institutions, and political processes (requiring preferably a degree in Political Science, Canadian Studies, or a related discipline).
- Knowledge and understanding of Canadian federalism.
- Knowledge and understanding of the Canadian intergovernmental relations environment, and awareness of jurisdictional issues, emerging issues and current events impacting intergovernmental relations.
- Strong interpersonal skills focusing on effective communication skills (verbally and written) with individuals at different levels of government, in the private sector, and from the general public.
- Strong ability to work with and provide advice to other Ministries, including the ability to work on cross-Ministry intergovernmental initiatives.
- Knowledge and understanding of academic research techniques.
- Ability to undertake multi-disciplinary research and analysis activities concerning public policy, using a variety of resources and analytical tools.
- Ability to analyze current events and discern trends that will have intergovernmental implications for Alberta.
- Capacity to provide original analysis and creative thought in the development of strategic options and policy advice.
- Excellent writing skills and the ability to present information in a clear, concise, and accurate manner.
- Well-developed facilitation, influencing, and team-building skills.
- Well-developed organizational, prioritization and time management skills.
- Ability to work both individually and in a team environment.
- Ability to meet tight deadlines.
- Ability to take initiative.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 38-40](#)).

- The Alberta Ministries involved in social policy issues and their counterpart federal departments are key contacts. The position must maintain strong, collegial working relationships with these Ministries in order to advance Alberta's intergovernmental interests.
- The Director participates as Alberta's representative (or supporting Alberta's representatives) in interprovincial and federal-provincial groups and must maintain strong, collegial working relationships with counterparts in other provincial/territorial governments in order to advance Alberta's intergovernmental interests.
- The Ministry's intergovernmental objectives, and strategies to achieve them, are shaped by business need and the broader intergovernmental positions of the Government of Alberta. While Alberta's intergovernmental positions rest on some clearly defined principles (such as respect for the *Constitution Act, 1867*, and reporting by the province to its citizens instead of to other governments), the specifics of Alberta's intergovernmental priorities are subject to change. Based on general direction from the Deputy Minister/Executive Team, the Director integrates desired outcomes with the broader Government of Alberta position, helping to shape the Ministry's actions in intergovernmental fora.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 41-43](#)).

- Problem solving is consistent with established policies, under direction as needed. Guidance provided by Executive management is broad, and consideration of intergovernmental interests and departmental requirements is necessary. For many issues, there are few established solutions; therefore the Director must develop new approaches and solutions to address emerging issues.
- The Director operates in an environment where broad objectives and governmental positions exist, often with several means to meet desired objectives. The environment contains many unknown elements, as opportunities and decisions are shaped by high-level intergovernmental considerations in 13 other federal/provincial/territorial jurisdictions.
- Developing and representing Alberta's policies in intergovernmental fora: Given Alberta's leadership role in the Canadian federation, there is a high level of sensitivity in developing Alberta's intergovernmental positions, and ensuring their accurate representation to both other governments and the general public.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
<p>Internal</p> <ul style="list-style-type: none"> • Alberta Ministries as noted above • Department's Deputy Minister; Executive Team • Division staff 	<p>Daily/As Required</p> <p>As Required</p> <p>Daily</p>	<p>Policy/issue identification, management and resolution</p> <p>Issue identification/resolution, briefing, consultation and advice</p> <p>Direction, advice, support</p>
<p>External</p> <ul style="list-style-type: none"> • Federal/Provincial/Territorial governments: All counterpart Ministries (dealing with intergovernmental and economic and resource policy issues) in all F/P/T jurisdictions. • Broader, secondary impact on all Ministry clients, where federal-provincial initiatives and funding arrangements impact Ministries' programs and services. 	<p>As Required</p> <p>As Required</p>	<p>Policy/issue identification and resolution</p> <p>Information and advice</p>

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

- Works directly with Ministry staff as appropriate, providing requested advice and support to advance Alberta's intergovernmental policy goals and objectives.
- Assists with interdepartmental collaboration resulting in better coordination of overall provincial initiatives through cross-ministerial information exchange, environmental scanning, and strategic planning.
- Directly supervises an Associate Director, and indirectly supervises two intergovernmental officers.
- Contacts other officials in Alberta Ministries as required to coordinate an Alberta response to any number of public policy issues.
- Interacts with federal and provincial counterparts to exchange information and coordinate activities, with the aim of

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

advancing Alberta's intergovernmental interests.

CHANGES SINCE LAST REVIEW: What significant changes have occurred in your job, from the last review (See PP [Slides 50-51](#)).

COMPARABLE POSITIONS: List comparable GoA benchmarks (See PP [Slide 52](#)).

Director, Economic and Resource Policy, IGR

Director, Intergovernmental Relations Branch, Human Services

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See PP [Slide 53](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See PP [Slide 54](#)).

Director

Name

Signature

Date

**Executive
Director/ADM**

Name

Signature

Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Classification Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8445 or contact your Ministry Human Resource Office.

Personnel Administration Office

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