



## Responsibilities

### **Assess and manage emerging issues that can impact the province's ability to achieve its priorities and objectives**

- Undertake environmental scanning and issues tracking that contributes to the development of strategic positioning and understanding of departmental and GoA intergovernmental relations.
- Provide analysis of intergovernmental issues, policies and risks on emerging policies/issues - often in coordination with other areas of Environment and Protected Areas and the GoA.
- Share information and provide political, economic and strategic advice regarding opportunities for Alberta to address emerging issues through briefings, networking and attendance at meetings and events.
- Manage intergovernmental issues, working with other staff in other areas of Environment and Protected Areas and other governments.
- Develop responses to action requests, networking and attendance at meetings and events.
- Support development of strategic approach to advocacy within Environment and Protected Areas in support of the broader Government of Alberta goals, objectives, and strategies/initiatives

### **Advance Alberta's integrated resource management objectives through effective intergovernmental relations**

- Lead cross-divisional coordination of the department's participation in key provincial intergovernmental forums. This is accomplished through the development of executive-level briefing materials that will advance Alberta's interests through national and international forums.
- Participate in and provide advice on the strengthening of Environment and Protected Areas Intergovernmental Program, including development of strategic intergovernmental agendas and priorities.
- Represent the section/branch/department on committees within Environment and Protected Areas, the GoA, intergovernmental forums and other governments to ensure Environment and Protected Areas and GoA interests are met.
- Undertake research on intergovernmental issues and prepare recommendations for senior executives.
- Develop an annual national and international engagement plan on an annual basis in collaboration with other divisions within the department, partner ministries and agencies.
- Participate in the preparation and coordination of strategic advice and written materials to ensure that the Minister, executive, senior managers and department staff are well prepared and deliver on Environment and Protected Areas intergovernmental agenda. That includes the creation reports, briefing notes, speaking notes, responses to Action Requests and development of briefing binders.

### **Ensure effective departmental participation in intergovernmental forums and relationships**

- Represent Alberta Environment and Protected Areas on interdepartmental and intergovernmental committees to ensure department and Government of Alberta intergovernmental interests are met.
- Lead Alberta's participation at environmental policy and technologies conferences through a cross-ministry team that highlights Alberta's leadership in research and innovation.
- Establish relationships with key personnel in other governments and identify and pursue opportunities for identification of common issues, collaborations on shared priorities, and development of shared-solutions
- Deliver presentations to visiting external audiences with the objective of building awareness and understanding about integrated resource management policy and planning work in the province and furthering the Government of Alberta's strategic goals
- Establish, coordinate and support relationships with other departments and other governments on intergovernmental matters of common interest.
- Support negotiations of Intergovernmental agreements.

### **Support the planning, development and execution of strategic programs and international missions for the Minister, and contribute to missions by the Premier and other ministers, to advance Alberta's priorities and objectives.**

- Liaise with key contacts as required to facilitate planning and execution of programs for outgoing missions by the Minister of Environment and Protected Areas.
- Communicate and coordinate with other stakeholders involved in mission planning to ensure effective programs and follow-up.

- Research and prepare clear, concise briefings addressing both general and specific issues relating to missions.
- Prepare reports and follow-up actions at the conclusion of missions.

**Increase staff knowledge and capacity on intergovernmental relations**

- Increase staff knowledge of Environment and Protected and GOA intergovernmental objectives, priorities, frameworks and strategies, and build capacity for understanding and development of intergovernmental relationships, issues management, best practices, etc.
- Coordinate the development of staff educational material on intergovernmental relations and organize staff training sessions on them. This will include coordinating the development of foundational materials on topics such as federal, provincial and municipal jurisdictional authorities for environmental management and considerations for intergovernmental equivalency agreements, which would be developed by expert senior professional staff.
- Provide advice to department staff on intergovernmental relations, forums and developments.

**Track and coordinate intergovernmental relations activities**

- Support the development of the department's intergovernmental agreements inventory.
- Track and report on the status of intergovernmental agreements and the schedule for intergovernmental meetings

**Problem Solving**

Typical problems solved:

The responsibilities of the position require excellent problem-solving skills and analytical abilities to provide strategic policy advice, research and analysis. In preparing and coordinating briefing materials or recommendations, etc. the position needs to make strategic decisions about the needs of the senior level audiences and provide recommendations that most effectively support Alberta's objectives. Project management and the role intergovernmental services roles and management of issues, require the ability to deal with competing and change changing priorities, while building the trust of officials inside and outside the GoA and respond effectively and in a timely manner.

Types of guidance available for problem solving:

Within the general direction of the Ministry's business plan, there is considerable latitude to plan, organize and carry out the work of the position. A significant degree of creativity, flexibility and initiative are required in order to develop approaches that will advance Alberta's intergovernmental interests. The position is generally guided by Minister and Executive Team-driven priorities and negotiating positions.

Direct or indirect impacts of decisions:

The position can influence new directions in a wide scope of areas involving intergovernmental issues and aides in shaping the success of the intergovernmental services section. The work of the position also contributes to better relations with other departments and governments that are important to the achievement of the Ministry's mandate. Intergovernmental issues are complex and often politically sensitive. Strengthening staff capacity on intergovernmental relations increases the ability of the department and the GoA to achieve important environmental and economic goals with limited staff resources, and ensuring a more integrated departmental approach to intergovernmental objectives. This position is expected to maintain a broad understanding of Alberta's intergovernmental issues and priorities in order to provide effective support.

**Key Relationships**

Major stakeholders and purpose of interactions:

Senior officials within Environment and Protected Areas and in other departments to provide strategic advice, recommendation on areas of mutual interest.

Officials from other governments and stakeholder organizations to identify areas of shared interest, share information, develop and deliver on opportunities for collaboration.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Political Science, International Business, Policy Development

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

- Minimum of four years related experience in government, the private sector or the not-for-profit sector with exposure to international business, politics or policy development.
- Experience planning and executing events, programs, seminars or conferences.
- Experience identifying and recognizing emerging policy trends and to access their potential impact on Alberta
- Experience analyzing and synthesizing complex issues into meaningful and succinct written and verbal briefings for colleagues, superiors and elected officials
- Experience applying a strategic approach to issues and management of cross functional teams
- Excellent writing skills and the ability to present information in a clear, concise, and accurate manner
- Superior interpersonal skills, focusing on the ability to communicate effectively (verbally and in writing) with individual from different levels of governments, the private sector, the general public and different cultural backgrounds (e.g. sensitivity to cross-cultural differences)
- Excellent organizational skills and attention to detail; responsiveness and sensitivity to timelines.
- Experience working independently and in a team environment

**Behavioral Competencies**

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"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	The position is required to proactively monitor and analyze a variety of information sources: <ul style="list-style-type: none"> <li>- National and International policy development</li> <li>- Policies resulting from multilateral organizations and agreements</li> <li>- Policies under discussion and development at public policy think tanks</li> <li>- Policies initiated and propagated by environmental non-governmental organizations, and</li> <li>- Emerging political and policy positions from multiple jurisdictions</li> </ul> This information is assessed by the position to identify potential impact(s) to Alberta's priorities and interests and is used to develop intergovernmental

			strategies/approaches to mitigate risks to Alberta or to leverage opportunities to advance department priorities.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>This position will have interaction with many different levels within the department at the program level, Executive Director, ADM and the DM level and creative problem solving will be critical to the success of this position.</p> <p>Actions and decisions of other governments may have an impact on Alberta's priorities related to economic recovery and key market access priorities.</p> <p>Listening to input from all levels and considering the pros and cons of options and strategies will be key to providing solutions and advice on key intergovernmental files and advancing department Priorities, which protect Alberta's economic interests.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	<p>Developing key networks within the department, the GoA, with municipal governments and key stakeholders will be critical to the success of this position.</p> <p>These networks will be important to also leverage for key interactions at the Minister, DM, ADM levels through meetings and missions to support department and GoA priorities.</p>

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"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Systems thinking will be important for this position to be successful. The department is a complex department with many issues that involve direct correspondence with other governments and issues that will be important to Albertans. .  View points and information from those as leads within the department will be important to ensure their perspectives are brought forward in the advice that is provided up to ADMs, DM and the Minister on approaches or strategies they want to consider to ensure the department's priorities and Alberta's interests are protected.
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**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
Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature