

## Update

Ministry

Indigenous Relations

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Policy Advisor - Alberta Indigenous Intern Program

Current Class

Program Services 4

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

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

## Job Purpose and Organizational Context

Why the job exists:

This position is responsible for the leadership and day-to-day management of the Alberta Indigenous Intern Program (AIIP). This program provides 2-year internships to recent Indigenous graduates and includes 18 months in a Government of Alberta (GOA) ministry, six months at an Indigenous organization in Alberta (e.g., Institute for the Advancement of Aboriginal Women, Metis Nation of Alberta, Metis Settlement General Council, etc.) or an organization that serves a high number of Indigenous people (e.g., non-profit community organization). The AIIP provides tangible learning, work experience and professional development and facilitates cultural exchange and the building of relationships amongst government, Indigenous people and stakeholders.

The Senior Policy Advisor develops operational policy and processes and leads development of all program components and materials for this program. On a day-to-day basis, the Senior Policy Advisor is responsible for program operations including oversight and guidance to all interns and specific supports to individual interns as needed. The Senior Policy Advisor is also responsible for program promotion, evaluation, and implementation of program improvements as effectively as possible.

Interns within the hiring ministry report to their own business unit supervisors; however, the Senior Policy Advisor is a resource for all participating ministry supervisors to access.

The Senior Policy Advisor also works with internal and external stakeholders to promote the program and to collaborate on issues of common benefit.

Leadership skills required for the position include:

- Highly developed relationship and network building skills
- Strong program planning experience
- Strong cultural awareness to support the integration of interns into ministries and organizations
- Strong team leadership skills to foster a cohesive cohort of interns
- Strong facilitation skills to establish each internship
- Issues identification and resolution skills to address intern/supervisor and enhance the program

## Responsibilities

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

### Program Governance

- Develop program operational policy and processes as well as annual program plans
- Establish program governance and mechanism for their engagement on a regular basis
- Develop and present regular program results and outcomes
- Actively promote the program across all ministries, post-secondary institutions and Indigenous and community organizations

## Problem Solving

Typical problems solved:

Challenges faced by the Senior Policy Advisor include promoting the value of the program and supporting interns throughout their internship in accordance with learning objectives and program procedures. The Senior Policy Advisor will have to proactively identify and break down barriers to the program's success. Issues that arise from each internship can vary and are unique - each intern will have a different mix of work experience. Some solutions will be original 'one-offs' and some will be at a program level. Issues that arise will be resolved through relationships, dialogue and consensus. Cultural awareness orientation may also be used by the Senior Policy Advisor to facilitate success of the program.

Types of guidance available for problem solving:

The Senior Policy Advisor will determine the best path forward for problem solving in consultation with the Division

leadership.

Direct or indirect impacts of decisions:

The work of this position directly impacts the success of the AIIP and the success of each internship. The AIIP may positively impact the disparity between the unemployment rate of Indigenous people living off reserve and other Albertans. The program also directly impacts the ministry's mandate to build government-to-government and community-based relationships. Interns that are part of a well-run program also have the ability to impact business operations where they work and contribute to advancing priorities in diversity, succession planning, and mentoring.

## Key Relationships

Major stakeholders and purpose of interactions:

**Executive Director/Director** - interacts as needed to raise awareness of emerging issues; provides updates on strategies and initiatives; provide expertise and advice to inform ministry and division priorities, initiatives and actions; contribute to division planning.

**Manager** - interacts daily to raise awareness of emerging issues; provide updates, advice and recommendations on strategies and projects; participate in team planning and reporting; lead briefings; support management's involvement in cross-ministry initiatives; provide reports and program updates.

**Division and ministry staff** - interacts daily to develop collaborative relationships with Indigenous communities and organizations, identify needs and linkages across initiatives; ensure grant processes are maintained in accordance with ministry and government requirements; etc.

**Alberta ministries** - build collaborative relationships with cross ministry partners; provide advice on issues impacting Indigenous women, girls and 2S+ people; represent ministry on cross ministry committees and initiatives; share information; etc.

**Indigenous communities and organizations** - build and maintain strong working relationships; guide projects to completion; provide advice and information.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Arts

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Indigenous Relations/Native Studies, Social Sciences, Women and Gender Studies

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

The Senior Policy Advisor has well-developed interpersonal skills and enjoys building and maintaining relationships, possesses strong planning and organization skills, demonstrates attention to detail, excellent communication skills (written and verbal), and sound judgment. Project management experience is beneficial to succeeding in this role. Other knowledge, skills and abilities include:

- Strong relationship-building and negotiating skills.
- Strong research and writing skills.
- Thorough knowledge of and sensitivity to Indigenous histories and cultures, which strongly influence perceptions and the ministry's working relationship and is essential to developing positive working relationships.
- Knowledge of root causes and factors, and strategies to address violence and increase the safety and economic security of Indigenous women, girls and 2S+ people.
- Knowledge of Alberta and federal government priorities, operations, and initiatives with respect to Indigenous people, specifically Indigenous women (e.g. Alberta MMIWG Roadmap, Government of Alberta Strategic Plan, Canadian Women and Gender Equality).
- Knowledge of the purpose and goals of the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils on Economic Security, and associated cross-ministry working group(s).
- Knowledge of political environment within which the ministry operates and the decision-making processes.

- Post-secondary education (preferable University degree in related field), supplemented by related experienced with demonstrated success in program delivery.
- Apply theoretical research methods and analysis tools to practical setting while maintaining a high degree of rigor.
- Proactively anticipate and plan for Ministry business area requirements.
- Demonstrate initiative, professional judgment and flexibility.

### 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		
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>	
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 situations and creates a backup plan</li> </ul>	
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad</li> </ul>	

		<p>thinking on projects, and works to eliminate barriers to progress</p> <ul style="list-style-type: none"> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
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>	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	