

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Indigenous Programs and Policy

Current 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

SSII/CPSS/Indigenous Policy & Programs

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-04-23

Responsibilities Added:

Overall update to job description following reorganization of SSII division in 2024/25.

Responsibilities Removed:

None.

Job Purpose and Organizational Context

Why the job exists:

The Manager, Indigenous Programs and Policy (IPP), provides strategic leadership, policy coordination, and grant and program oversight to advance Indigenous initiatives within Public Safety and Emergency Services. The position leads the IPP team, including leadership of the Family Information Liaison Unit (FILU), and plays a central role in coordinating Indigenous policy development, engagement, and program delivery across the ministry, with an aim to improve the safety of Indigenous people and communities in Alberta.

The position ensures Indigenous programs and services are culturally grounded, trauma-informed, and aligned with government priorities, reconciliation commitments, and federal-provincial-territorial obligations. The Manager provides expert advice to senior leadership and supports collaborative relationships with Indigenous communities, partner ministries, and external stakeholders.

Responsibilities

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

- 1. Manage a collaborative team to support the effective delivery of programs and initiatives.**
 - Lead and supervise the Indigenous Programs and Policy team, including front-line FILU staff.
 - Establish clear expectations, performance goals, and professional development plans.
 - Foster a respectful, inclusive, trauma-informed workplace and support staff well-being.
 - Manage staffing requests, acting assignments, performance management, succession planning, and leave management.
 - Model and coach staff participation in stakeholder and cross-ministry initiatives.
 - Collaborate across teams and ensure alignment with those working in Anti-Human Trafficking Initiatives, Victim Services, and others in the Community and Public Safety Services Branch.
- 2. Provide strategic direction and program oversight FILU.**
 - Accountable for leadership and oversight for FILU program delivery, including adherence to case management best practices, financial standards and P-Card management, inter-agency coordination protocols, and continual program improvement.
 - Support the Family Information Liaison's criminal justice system navigation efforts through the establishment of collaborative relationships, ensuring families are able to access the information they seek from police, Crown prosecutors, the Medical Examiner's Office, etc.
 - Support operational needs for program delivery, including managing fleet vehicles, accommodations, and safety planning to ensure regional service delivery.
 - Oversee FILU financial administration, including reviewing and approving staff/client budgets, oversight of financial and grant reporting, and ensuring compliance with financial protocols, directives and guidelines.
 - Ensure the FILU program and its services are culturally grounded and trauma-informed to support the families of Missing and Murdered Indigenous People (MMIP).
 - Oversee federal contribution agreements, reporting, evaluation, and compliance.
 - Participate in Justice Canada and FPT coordination efforts, given that FILU is a national program with liaisons located across the country.
 - Represent FILU in intergovernmental, inter-ministry, and community/external forums.
- 3. Inform development and coordinate implementation of department policy relating to Indigenous safety.**
 - Lead Indigenous policy coordination for PSES across divisions and partner ministries, including chairing the PSES Indigenous Advisory Network, a forum for information sharing and

collaboration.

- Identify emerging Indigenous public safety issues and advise on systemic impacts.
 - Support development and implementation of policy related to addressing the crisis of MMIP in Alberta and Canada, improving access to culturally relevant services for Indigenous people and communities, and through coordination and information sharing, advance emerging issues related to Indigenous policing, emergency management, and other public safety initiatives.
 - Ensure Indigenous policy efforts and PSES Indigenous initiatives are aligned with Protocol Table work plans, Alberta's 10-Year Strategy to End GBV, and the work of Premier's Council on MMIWG2S+ People.
 - Engage in Federal-Provincial-Territorial forums and MMIP discussions to facilitate sharing of trends, issues, and best practices to inform policy.
 - Collaborate across government with managers in Justice, Indigenous Relations, Health ministries, Mental Health and Addiction, Children and Family Services, Education and Childcare, and Assisted Living and Social Services, to identify opportunities for partnership and ensure synchronization of policies and program.
- 4. Responsible for development and effective administration of grants in alignment with department priorities and strategies.**
- Identify opportunities for projects or initiatives to support families of MMIP and/or improve the safety of Indigenous communities.
 - Manage grant budgets and forecasting, including tracking allocations and making payments.
 - Work with Legal Services, Financial Services and other areas to effectively manage risk.
 - Ensure financial accountability of grant recipients, such as compliance with conditional grant agreements and reporting expectations.
 - Accountable for grant performance and achievement of outcomes.
- 5. Effective engagement of Indigenous communities and partners to inform policy direction and advice to leadership.**
- Build and maintain respectful, collaborative relationships with Indigenous communities, organizations, Elders, and Protocol Table partners.
 - Ensure Indigenous perspectives inform ministry and government initiatives, programs and policies.
 - Leverage subject matter expertise and advice from stakeholders to inform policy and strategy for potentially complex and politically sensitive issues.
 - Lead and plan relevant presentations, including inviting guest presenters, to the PSES Indigenous Advisory Network, ensuring cross-divisional information sharing and dissemination of Indigenous best practices.
 - Provide advice within the department on protocol and Indigenous cultural knowledge and best practices when working with Indigenous partners and communities.
 - Advance efforts to create an Indigenous Elders Advisory Committee to ensure the IPP and FILU team, or PSES staff working with Indigenous people, are guided by ceremony, protocol, and have access to cultural guidance, traditional knowledge, and community-based insights.
- 6. Support unit and branch activities as required.**
- Provide strategic advice and inform direction on ministry goals and initiatives as a member of the unit's management team.
 - Lead preparation of action requests, briefing materials, and research reports, as required, to inform senior leadership within the Ministry and other government departments.
 - Serve as Acting Director as required.

- Collaborate with managers from other units/divisions to ensure that Indigenous safety initiatives consider the needs of other programs areas.
- Participate in corporate initiatives and assist with tasks related to ministry business planning and reporting, Committee of Supply, and other tasks, as required.
- Contribute to a positive and engaged branch culture.

Problem Solving

Typical problems solved:

The Manager, Indigenous Programs and Policy, routinely addresses complex, multi-layered issues involving Indigenous safety, culturally grounded service delivery, and cross-government policy alignment. Problems often involve navigating gaps or inconsistencies in programs, legislation, or service pathways that affect Indigenous individuals, families, and communities. The role must resolve challenges related to trauma-informed program delivery, intergovernmental coordination, and the administration of grants with significant public accountability requirements. The Manager also troubleshoots operational barriers within the FILU, responds to emerging public safety concerns affecting Indigenous communities, and mitigates risks associated with politically sensitive or high-profile issues such as Missing and Murdered Indigenous Peoples. Many problems require balancing diverse stakeholder perspectives, addressing systemic inequities, and ensuring that ministry initiatives meaningfully reflect Indigenous knowledge, rights, and priorities.

Types of guidance available for problem solving:

The Manager draws on a combination of strategic direction from senior leadership, established government priorities, reconciliation commitments, and federal-provincial-territorial agreements to guide decision-making. Guidance is also available through collaboration with partner ministries, Indigenous communities, and subject matter experts who provide cultural, legal, and policy insight. Internal supports such as Legal Services, Financial Services, Human Resources, and cross-ministry working groups offer specialized advice on risk management, compliance, staffing, and program administration. The Manager benefits from established protocols within FILU, government-wide Indigenous engagement frameworks, and policy development processes that help structure responses to emerging issues. While high-level direction is available, the role requires significant independent judgment to interpret guidance, adapt it to complex real-world contexts, and ensure culturally appropriate and trauma-informed approaches.

Direct or indirect impacts of decisions:

Decisions made by the Manager have substantial impacts on the safety, well-being, and trust of Indigenous individuals, families, and communities across Alberta. Direct impacts include the quality and cultural integrity of FILU services, the effectiveness of Indigenous safety policies, and the success of grant-funded initiatives aimed at improving Indigenous public safety outcomes. The Manager's decisions influence how government programs reflect Indigenous perspectives, how ministries collaborate on shared priorities, and how responsive the system is to emerging issues. Indirect impacts extend to public confidence in government, intergovernmental relationships, and the province's progress toward reconciliation commitments. Effective decisions can strengthen partnerships, improve service access, and reduce systemic barriers, while poor decisions may contribute to service gaps, strained relationships, or reputational risk for the ministry and government.

Key Relationships

Major stakeholders and purpose of interactions:

The Manager, Indigenous Programs and Policy, engages with a wide range of stakeholders whose

perspectives and collaboration are essential to advancing Indigenous safety and program outcomes. Key stakeholders include:

- Indigenous communities, Elders, leadership, and organizations, with whom the Manager builds respectful, trust-based relationships to ensure programs, policies, and services reflect Indigenous knowledge, cultural protocols, and community priorities.
- Internally, the role works closely with senior ministry leadership, the Family Information Liaison Unit, and cross-division colleagues to align strategic direction, coordinate policy development, and support integrated service delivery.
- Externally, the Manager collaborates with partner ministries such as Justice, Indigenous Relations, Health, Mental Health and Addiction, Children and Family Services, and others to synchronize initiatives and address systemic issues affecting Indigenous peoples.
- Nationally, federal partners, particularly Justice Canada staff, work closely with the Manager, as do FILU program staff across the country.
- Additional stakeholders include intergovernmental working groups, grant recipients, and community service providers, with interactions focused on compliance, reporting, risk management, and shared policy development. These relationships enable the Manager to gather insights, navigate complex and sensitive issues, and ensure that government actions are culturally grounded, trauma-informed, and aligned with reconciliation commitments.

Required Education, Experience and Technical Competencies

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

If other, specify:

Bachelor's Degree (4 Years); Public Administration, Indigenous Studies, Social Work, Law or related field.

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

University degree in a related field, supplemented by four years progressively responsible and related experience. Related experience or education may be considered as an equivalence on a one to one basis.

The following knowledge and experience is required:

- Knowledge of Indigenous public safety issues, reconciliation, trauma-informed practice, and culturally safe service delivery.
- Knowledge of legislation, such as the *Criminal Code*, *Youth Criminal Justice Act*, *Victims of Crime and Public Safety Act* and other relevant federal/provincial statutes and pertinent case law.
- Understanding of government policy development, intergovernmental relations, and grants administration.
- Experience in a management or supervisory role and strong leadership, coaching and people management skills. Experience leading a front-line team is an asset.
- Understanding of government and ministry financial and administrative policies and directives to plan and manage fiscal and material resources.
- Excellent facilitation, negotiation and conflict-resolution skills.
- Experience working effectively in complex, politically sensitive environments.
- Strong written and verbal communication skills, including briefing senior executives.
- Proven ability to build and sustain respectful relationships with Indigenous partners and stakeholders.

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		
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 	Analyzes complex, multi-dimensional issues by drawing on diverse perspectives, evidence, and Indigenous knowledge to identify culturally grounded and practical solutions. Anticipates downstream impacts and develops innovative approaches that address systemic barriers and improve safety outcomes for Indigenous communities.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of others Anticipates obstacles and stays focused on goals Makes decisions and takes action in uncertain situations and creates a backup plan 	Adapts quickly to shifting priorities, emerging public safety concerns, and evolving Indigenous community needs while maintaining a steady focus on long-term strategic goals. Demonstrates resilience and flexibility when navigating uncertainty, political sensitivity, or rapidly changing operational environments.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> Looks broadly to engage stakeholders Open to perspectives towards long-term goals Actively seeks input into change initiatives Maintains stakeholder relationships 	Builds and sustains strong relationships across the justice system, law enforcement, Indigenous communities, and partner ministries by demonstrating integrity, cultural humility, and respect. Leverages these networks to share

			information, align initiatives, and strengthen trust in government programs and services.
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"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Ensures programs, policies, and initiatives achieve meaningful, measurable outcomes that advance Indigenous safety and well-being. Holds self and others accountable for high-quality work, effective service delivery, and continuous improvement grounded in community needs and government priorities.
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"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Fosters trust-based, culturally respectful partnerships with internal teams, Indigenous communities, and external stakeholders to support shared problem solving and coordinated action. Encourages open communication, mutual understanding, and collective ownership of outcomes.
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"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal 	Actively supports staff learning, professional growth, and well-being through coaching, mentorship, and trauma-aware leadership practices. Seeks opportunities for personal development and models reflective practice to strengthen

		development	team capacity and cultural competence.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

M410-03 Manager, Program Development and Delivery
M410-15 Manager, AISH Strategic Planning

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
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature