

New

Ministry

Indigenous Relations

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Relationship Agreement Advisor

Requested 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

Job Purpose and Organizational Context

Why the job exists:

The Relationship Agreement Advisor is responsible for the coordination of secretariat functions that facilitate agreements and commitments between First Nations organizations and the Government of Alberta (GOA). The scope of work includes coordinating meetings/events; obtaining, and/or writing support documents to inform discussions; liaising with relevant parties to ensure the development and implementation of Workplans; and organizing annual Premier and Chiefs' meetings.

Under the direction of the Manager, the Relationship Agreement Advisor monitors the implementation of solutions to ensure measures and deliverables are achieved. This work includes maintaining profiles of current table information and managing projects within the framework of the Ministry's business and operational plans. The Relationship Agreement Advisor also leads research into policy issues and provides recommendations to senior department leaders, other department branches, and other ministries.

This position maintains relationships with First Nations via meetings and corresponding with staff at the First Nations organization level. The Relationship Agreement Advisor engages in project management, teamwork, and collaboration with other provincial ministries. This work contributes to increased capacity, stronger governance, more effective delivery of services, and increased self-reliance within First Nations.

The Relationship Agreement Advisor also oversees the administration of grants in support of the

Responsibilities

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

Lead ministry secretariat functions to support First Nations Protocol and Relationship Agreements.

- Coordinate and prepare the government's participation in meetings (e.g., agendas and supporting documents delivery, coordinate schedules, meeting communications and logistics)
- Liaise with partners to ensure they have the information needed
- Engage with and maintain relationships with First Nations organizations to be informed of priority issues and options for their resolution
- Prepare documents that will help to set conditions and inform discussions
- Manage the recording of meeting minutes and post-meeting paperwork summaries and distribution to parties across government for follow-up to maintain current information about discussions, decisions, and actions
- Sustain relationships and communication across ministries and with First Nations organizations to maintain awareness of emerging issues relevant to discussions and agreements to foster bilateral communication between all parties to resolve issues
- Oversee the synthesis of meeting outputs (e.g., distribution of meeting minutes) and action items to provide comprehensive updates and reflections of the status of the tables and annual meetings
- Provide guidance on the development and distribution of outcomes to all relevant parties to guide processes, deliverables, and results
- Enhance other ministries' consideration of First Nations perspectives in developing legislation, policy and programs and undertaking cross-ministry initiatives
- Develop and maintain open communication and effective relations with multiple partners
- Develop and share information, knowledge and expertise in critical areas of policy, program and relationship within the Ministry
- Provide advice on complex issues or situations involving legal and jurisdictional issues, political sensitivities, multiple interests that have significant potential for precedent and significant consequence of error

Guide the development and monitor the implementation of action items, action plans and commitments that result from table discussions and annual meetings.

- Coordinate and support the development of workplans by table participants
- Liaise with other ministries to coordinate their leadership roles on specific initiatives
- Monitor and track the status of various action items and workplans, working with relevant parties to address barriers to progress
- Provide guidance as needed on the GOA processes needed to prepare approval/ decision documents (e.g., provide information on approval processes, timelines)
- Build and implement a process for information sharing and updates so that the participants are kept informed of progress on initiatives
- Develop and manage grant agreements to support the implementation of the agreements and table workplans

Provide synthesized reports for the senior leadership to inform ministry plans and reports.

- Prepare contributions consolidated across tables to the ministry Business Plan and Annual Report

- Contribute to branch and division planning and reporting
- Develop and present reports on functioning and progress of the tables in alignment with established outcomes to inform related ministry or cross-ministry initiatives
- Participate in meetings/events on behalf of secretariat
- Provide advice and guidance to senior and executive ministry leaders related to table and agreement processes
- Provide relevant advice and recommendations on courses of action to senior and executive managers, other ministries, First Nations communities and organizations and other stakeholders

Coordinate and guide Indigenous Relations completion of commitments and deliverables that result from the agreements.

- Develop briefing materials, Ministerial Reports, requests for decision documents, workplans, recommendations, and perspectives for ministry executive leaders
- Provide context and support as needed to ministry leads on specific issues and ministry representatives on topics led by other ministries
- Plan and implement the annual Premier and Chiefs' meetings, including developing briefing materials, coordinating with other ministries and First Nations organizations, and organizing meeting logistics

Problem Solving

Typical problems solved:

Develop or expand on interpersonal skills to work with multiple internal and external stakeholders (e.g. First Nations organizations, finance, other ministry representatives, senior leadership).

Awareness and interpretation of the sensitive nature of First Nations issues. This may also be impacted by political, historical, and cultural objectives of the First Nations communities and organizations.

Diverse solutions required to address specific situations and meeting organizational needs. What may work for one organization may not work for another.

Independent judgment and evaluation skills are required to analyze issues.

Responsible for working within the established procedures, policy, and guidelines while fostering continuous process improvement of those procedures.

Ability to exercise independent decision-making and objectivity in the drafting of briefing notes and Ministerial correspondence.

Understanding of current First Nations issues in Alberta and Canada.

Project management skills and experience as a leader and as a team member.

Critical thinking and problem solving skills, including the ability to analyze financial data, policies, correspondence, and other documentation.

Ability to apply innovation in problem solving.

Types of guidance available for problem solving:

Executive Director, Director, Manager, Finance, Communications, other Government of Alberta ministry staff.

Direct or indirect impacts of decisions:

The Relationship Agreement Advisor's work impacts the development of policies, strategies, and

performance measures related to the implementation of: the ministry's mandate, the Government Business Plan (goals, strategies and measures) .and the principles and objectives of the United Nations Declaration on the Right of Indigenous Peoples recommendations and strategic options are in many cases considered by the Minister; some may be considered by Cabinet. Subject matter expertise in First Nations issues is regularly provided to others. This, in turn, impacts the well-being of First Nations Peoples across Alberta and their engagement in economic, and social development, as well as the development of strong First Nations communities. This work also influences the relationship between the Government of Alberta and First Nations organizations and communities.

Diverse solutions might be required to address specific situations-what works for one organization might not work in another. The priorities can also vary across organizations. Some solutions could be shared across organizations to more effectively and efficiently use resources to meet First Nations priorities. The Branch considers all these factors in working with specific organizations to build a solution to address their needs.

Priorities and solutions are complex, involving several factors (social, economic, available resources). Certain historical and current relationships between governments, First Nations, and First Nations organizations strongly impact approaches to be considered. Key to this role is the ability to broker relationships and engage relevant partners; this can mean that there are multiple partners involved in a project, which increases the complexity for monitoring and managing forward progress.

Creativity is regularly applied to different approaches and methods for partner engagement and research. The Relationship Agreement Advisor looks across projects to determine common themes or areas that might require a more coordinated attention or impact policy decisions. Evaluation of project successes and challenges feeds into the future consultation and project planning processes.

The Protocol and Relationship Agreements and the principles and objectives of the United Nations Declaration on the Rights of Indigenous Peoples provide the framework for Alberta's relations with Indigenous Peoples. They can be used as a reference and a guide for cross-ministry initiatives, other agreements/processes, and initiatives. All related Memorandums of Understanding and agreements signed between the Alberta government, Alberta ministries, and First Nations governments and organizations in Alberta will also guide the work of this position. When required, the Director, ED and/or the ADM, FNMR will provide additional guidance.

Key Relationships

Major stakeholders and purpose of interactions:

Minister and Deputy Minister: provide briefings for information and decision; coordinate meetings with First Nations organizations, the Premier's office, and other ministries.

Manager/Director: raise awareness on emerging issues, provide advice and recommendations on strategies and projects, support the Manager/Director's participation on initiatives and projects (e.g. research, develop presentations, background documentation), provide briefings, provide updates on agreement activities, support participation of the Manager/Director's involvement in executive management initiatives.

Branch and Ministry staff: collaborate on developing relationships with First Nations organizations, identifying needs and linkages across initiatives, and ensure grant processes are maintained in accordance with ministry and government requirements.

Cross-Ministry (Government of Alberta): coordinate meetings and briefing materials, support activities occurring under agreements, provide advice on First Nations issues, and support relationships with First Nations organizations.

First Nations Organizations: building and maintaining strong working relationships, guide work occurring under agreements, provide advice on government policies and procedures, and support relationships with

other ministries.

Required Education, Experience and Technical Competencies

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

If other, specify:

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


- Thorough knowledge of and sensitivity to First Nations history and culture, which strongly influence First Nations perceptions and the ministry's working relationship, is essential to develop positive working relationships.
- Knowledge of First Nations organizations as well as broader provincial and federal issues related to First Nations communities and Peoples in Alberta.
- Strong understanding of current First Nations issues in Alberta and Canada.
- Knowledge of structure and operations of First Nations governments.
- Analytical and synthesis skills to make sound judgment of courses of actions.
- Financial and grant management skills to oversee these aspects of projects.
- Ability to work effectively on project teams.
- Ability to think strategically and develop solutions to complex problems.
- Ability to identify policy implications and provide options and recommendations on alternate paths.
- Strong negotiating skills and ability to influence the actions of others so that each project has the required support and engagement of partners.
- Strong project management skills and ability to manage multiple projects at different phases at one time.
- Strong research and analytic abilities assimilate data from multiple sources and distill conclusions.
- Excellent interpersonal skills to work with multiple internal and external partners (e.g., First Nations leaders, First Nations organizations, peers in other ministries).
- Excellent verbal and written communication skills 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		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<ul style="list-style-type: none"> • Takes past experiences into consideration when making plans and adjusts plans based on past learning. • Identifies underlying causes for success or lack of success which may or may not involve self and takes action to ensure future success. • Holds self and others

			<p>responsible for achieving results and agreed upon targets.</p> <ul style="list-style-type: none"> • Identifies and acts on opportunities to partner with other groups to achieve desired outcomes. • Identifies ways to exceed performance expectations. This may involve identifying potential efficiencies, different ways of working, or opportunities to contribute to the work of others.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<ul style="list-style-type: none"> • Identifies key stakeholder contacts in the organization with whom a relationship must be established. • Makes an effort to have informal or casual contact with a range of colleagues, clients and stakeholders. • Actively supports the interests of colleagues, clients and stakeholders by making choices and setting priorities that incorporate their needs. • Influences others by considering the meaning of what is being said, the environment and how the information is being presented.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> • Takes advantage of opportunities to change how work is done to better anticipate obstacles and improve service. • Anticipates changing environmental demands and changes behaviour accordingly. • Remains calm and composed even in difficult or stressful situations. Is able to see the positive side to a difficult situation.

			<p>Remains optimistic and perseveres in finding solutions.</p> <ul style="list-style-type: none"> • Proactively seeks advice and support when priorities change to appropriately assess, prioritize and meet changing demands. • Works creatively within policies and procedures to proactively meet goal 
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 	<ul style="list-style-type: none"> • Considers the inter-relationships among different aspects of an approach including how they relate to other programs or areas. • Considers emerging trends when contributing ideas to the development of broader priorities, strategies and approaches. • Seeks insight about the implications of different options from both a people and organizational perspective. • Seeks information and analyzes long-term outcomes. Focuses on the goals and values in addition to the process. • Identifies unintended

Benchmarks

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