

New

Ministry

Energy

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Community Rel.

Requested Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Energy Policy, Resource Stewardship Policy

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Community Rel.

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Background Information

Resource Stewardship Policy branch leads the department of Energy and Minerals' participation in the Government of Alberta's Integrated Resource Management System (IRMS). The IRMS is a holistic approach to natural resource management that incorporates all resources - those with consumptive and ecological values - in order to achieve the environmental, economic and social outcomes that Albertans want. The system aims to examine the cumulative impacts of development on the environment as a whole and is the forum through which government sets out its resource management policies to achieve both short- and long-term objectives. Resource Stewardship Policy branch's role in the IRMS is to ensure that provincial resource management policies support the Department's responsible resource (energy and mineral) mandate.

The development and delivery, or use, of Alberta's subsurface resource endowment is a major contributor to the province's economic and social well-being - providing revenues, employment and products that contribute to quality of life. To optimize and sustain these contributions, Alberta must ensure that its energy and mineral resources remain competitive with other jurisdictions and attractive to investment and development. Alberta's investment climate is supported by its tenure and royalty systems but surety of investment and development is also dependent on sustained public support, including from Indigenous communities, and timely access to resources.

Both of these outcomes can only be achieved with clear and effective life-cycle rules and this is the space in which Resource Stewardship Policy operates. The branch is responsible for helping the government establish and sustain relationships regarding energy and mineral development with Indigenous communities and other interest and stakeholder groups, manage upstream oil and gas liabilities, and establish land use policies that balance resource development goals with environmental objectives, including at risk species. In each of these work areas, Resource Stewardship Policy's work is focused on developing strategic, risk-informed policy recommendations, implementing policy direction, and facilitating conflict resolution.

Within this context, the Community Relationships and Monitoring team focuses on building internal and external capacity and awareness to effectively engage with communities and stakeholders including, but not limited to, industry, landowners, municipal and environmental organizations and Indigenous peoples. This work includes gathering and communicating the values and perspectives of communities, providing engagement advice, supporting engagement and consultation planning, researching and analyzing issues, and fostering strong relationships between Alberta Energy and communities and supporting resource access in the required engagement and any risk mitigation stemming from cumulative effects and regional planning.

Community Relationships and Monitoring helps support Alberta Energy's input into Alberta Government Indigenous relations and other policies and initiatives, including Additions to Reserve, Treaty Land Entitlement, and specific claim discussions and negotiations where provincial mines and minerals are transferred to Canada for the benefit of First Nations. Community Relationships leads the Engaging Communities Practice Group, and is also actively engaged in the co-ordination of key litigation issues, including cumulative impacts claims against the government of Alberta.

Position Summary

Reporting to the Director of the Community Relationships and Monitoring team, the Manager will provide leadership, guidance and support to the policy analysts in the Community Relationships and Monitoring business unit, and will support the Director in the delivery of government priorities on responsible resource development and community relations related to mines and minerals development. Working with integrated resource management system (IRMS) partners and other non-IRMS ministries, the Manager will provide support to the Director in promoting integration and alignment among the Government of Alberta (GOA), the Alberta Energy Regulator (AER) and external stakeholders in the design, development and completion of resource community relations initiatives, including but not limited to landowners, the regulated community, local governments, local organizations, environmental organizations, and Indigenous communities.

Working collaboratively with subject matter experts across Alberta Energy and Minerals teams and cross-ministry partners, Community Relationships and Monitoring leads and participates in initiatives to complete projects and programs mandated by elected and executive Ministry and department leadership. Community Relationships is a key success factor in the delivery of Alberta Energy's contribution to the Government of Alberta's Integrated Resource Management System.

The Manager will be responsible for supporting the delivery of GOA and Department priorities related to sustainable development and community relations, and will provide leadership and guidance to the Community Relationships team by:

- Helping to develop Ministry capacity (internal and external) for engaging with Albertan communities, including non-Indigenous and Indigenous communities - both rural and urban.
- Providing support towards development of reports and briefing materials for the Executive, elected officials and government staff as required.
- Providing analysis and policy advice on key Government of Alberta and department of Energy policies and key initiatives as required.
- Department representation on community relationships and litigations issues and related networks / working groups.
- Supervise and mentor staff.

The Manager works closely with senior managers, managers, and other professional staff within the Department of Energy and Minerals, and across government, including the Ministries of Indigenous Relations, Environment and Parks, Jobs Economy and Innovation, Treasury Board and Finance, Agriculture and Forestry,

Municipal Affairs and other ministries leading government priority initiatives related to sustainable development, Indigenous relations and community relations.

The Manager's portfolio requires demonstrated talent in all seven Alberta Public Service (APS) competencies, and relies on both generalized breadth of responsibility and knowledge and specialized depth of knowledge and skills to deliver success. This makes the position a key senior manager development role contributing to succession management for the Branch and the Department of Energy and Minerals.

Responsibilities

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

1) Develop Ministry capacity (internal and external) for engaging with Albertan communities, including non-Indigenous and Indigenous communities - both rural and urban by:

Activities:

- Supporting the Director in identifying emerging policy issues, gaps or barriers that could impact the Ministry's mandates with respect to responsible resource development and/or community relations.
- Supporting the Director in leading in the identification, development and promotion of Alberta Energy's interests in policy proposals related to responsible resource development, Indigenous relations and community relations.
- Providing support towards the co-ordination of key litigation and cumulative impact claims against the Department of Energy and Minerals and the Government of Alberta that will impact Alberta Communities.
- Initiate critical conversations related to administrative decision making to address priority issues and ensuring follow up with the Director, Executive Director, ADM, Alberta Justice and statutory decision makers as appropriate.
- Provide timely, accurate, well-articulated information and strategic program advice.
- Ensure strong working relationships are developed with internal stakeholders using trust, clear communication, knowledge sharing and critical thinking to support collaborative resolution that aligns with the ministry' and the Government of Alberta' strategic direction and priorities.

2) Provide support towards development of reports and briefing materials for the Executive, elected officials and government staff as required

Activities:

- Provide leadership and guidance to the analysts in the Community Relationships and Monitoring team in the preparation of reports and briefings as required to department/government staff, the Executive, Minister and Premier offices as required.
- Collaborate with other Policy Division teams and Divisions within the ministry, develop strategic options, policy advice, recommendations and perspectives relating to the department's engagement with communities, including Alberta's Indigenous communities and their involvement in Alberta's energy sector.
- Conduct research and prepare background documents to support regulation amendments, or provide opinions on policy related matters.

3) Provide analysis and policy advice on key Government of Alberta and department of Energy policies and key initiatives as required.

Activities:

- Support the Director in providing the contributions of the Community Relationships team to the Resource Stewardship Policy Branch and Alberta Energy and Minerals leaders in achieving the mandate and goals of the section, branch, division and Ministry.
- Synthesize complex information in order to understand and provide clear direction to staff and meet expectations.

- Ensure that policy recommendations are advanced through the government's policy decision and approval mechanisms necessary for their implementation.

4) Department representation on community relationships and litigations issues and related networks / working groups.

Activities:

- Support and implement Government's policy decisions.
- Represent the Branch and Department on meetings, committees and teams with multi-stakeholders groups, with other Departments, other Governments and with industry. This could be formal negotiations with other governments or industry associations in order to facilitate the interests of the Department.
- Provide leadership and guidance to the analysts in the Community Relationships team in preparing briefing notes and recommendations for the Director and Executive Director.
- Participate in public education initiatives.

5) Supervise and mentor staff

Activities:

- Supervise and review work prepared by policy analysts.
- Provide feedback, guidance, and support to staff where necessary.
- Help ensure that staff achieve objectives laid out in the branch planning documents and individual staff development plans.
- Develop and maintain relevant Share Point sites.
- Develop and maintain relevant project charters and project plans
- Manage and lead a team of analysts while promoting fairness and balanced workload responsibilities.
- Lead and manage the operations of the unit, including staffing needs and performance management processes.

Problem Solving

Typical problems solved:

The Manager is faced with the significant challenge of planning and managing team activities, including providing guidance for the effective resolution of energy and mineral resource access issues and support for the implementation of department and government policies.

The Manager works in an environment of complex issues, relationships and perspectives. Sound professional judgment is required given the politically sensitive nature of information dealt with. This position must be able to establish effective working relationships with Alberta Energy and Minerals, government, industry, and stakeholder representatives. Highly developed collaboration, negotiation, and interpersonal communication skills, along with a strategic orientation to problem-solving and decision-making, are essential.

The Manager functions within the context of policies, directives, guidelines, and targets developed by Alberta Treasury Board and Finance and Cabinet. Key pieces of legislation and policy that set parameters and expectations for the work of this position include the Government Accountability Act; the Financial Administration Act; Regulatory Reform initiatives; and policies and guidelines established by Cabinet, the Minister and the Deputy Minister. The Director is available to clarify goals, objectives, and priorities and provide consultation and guidance as required. Within these parameters, this position is delegated significant authority to determine approaches to responsibilities and manage the operations of the team.

Types of guidance available for problem solving:

The manager works in a fast-paced environment and is expected to work independently and collaboratively with the team while demonstrating sound judgment when leading the team through unique and complex problems faced by the branch and department. The manager is expected to bring a solutions-based approach when seeking guidance and support from leadership. The Director is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary. Regular internal check-ins with other teams are also available for raising issues and testing solutions.

Direct or indirect impacts of decisions:

Decisions made by this position can impact the department's awareness and understanding of policy issues. It can also impact the quality of analysis and engagement on policy items.

Key Relationships

Major stakeholders and purpose of interactions:

The position requires a demonstrated ability to communicate effectively and collaborate strategically with a wide variety of internal and external stakeholders, including those within ADMO, DMO, and MO. The manager is responsible for ensuring the team delivers quality client services and will need to develop close networks with internal and external stakeholders.

Internal:

1) Policy team members and subject matter experts: Daily interaction

- Provide guidance, direction and supervision; and facilitate collaboration within other Divisions.
- Maintains existing relationships and seeks to cultivate effective cooperation, in support of the department's priorities.

2) Directors in Resource Stewardship Policy Branch: Regulatory and ongoing interaction

- Provide briefings, recommendations, advice and analysis, project management updates, and staff development updates.

3) Senior Division representatives, including Branch Heads and Directors: Regular interaction (e.g., standing meetings) and ad hoc.

- Exchange information on policies, business rules, and regulation development related to liability for upstream oil and gas, municipal issues, and other land access issues; provide advice and consultation on application of policies and regulations.

4) Legal Services: Interaction as required related to legislative / regulatory matters and legal advice where appropriate.

5) Representatives from other Ministries engaged in matters related to issues impacting Alberta communities, liability systems and access management. (e.g., AER, Environment and Protected Areas, Municipal Affairs, Indigenous Relations, Forestry and Parks): Regulator interaction (e.g., recurring meetings) and ad hoc.

- Exchange of information, policy clarity, policy alignment, issues identification and recommendation development.

External:

1) Representatives from industry and industry associations: Interaction as needed.

- Exchange of information, participate in consultation process related to development of policies, business rules, and regulations; represent department interests; identify and resolve complex issues.

2) Other Provincial and National Governments, and regulatory networks and working groups (as needed): Regular interaction (as systems stood up), and ad hoc.

- Exchange of information, development of unified position (where appropriate), identification of issues of mutual interest.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related degree in business, law, political science, science or other similar related field

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

Knowledge

- Knowledge of Alberta legislation and regulations related to energy development, tenure, liability management for upstream oil and gas, and others that impact responsible resource development.
- Demonstrated knowledge and experience with the Government of Alberta's integrated resource management system and the key players involved in responsible resource development.
- Understanding of energy industry and related regulatory and environmental issues.
- Understanding of national and international liability policies and related regulatory regimes.
- Knowledge in economic theory and ability to perform complex analysis and research.
- Understanding of government process.

Skills required

- Leadership of internal teams of peers and working groups comprised of staff from other ministries and external stakeholders.
- Well-developed research, analytical and problem solving skills.
- Human resources skills are required to liaise with and influence peers within the department, senior management, and members of other government department, external consultants and external stakeholders and Indigenous communities.
- Excellent teamwork skills, and proven written and verbal communication (including presentation) skills
- Work effectively on teams or independently.
- Personal organization skills. Project management skills are desirable.

Experiences

- Demonstrated experience in managing complex issues, leading teams to achieve results, and applying a collaborative and integrated approach to achieve corporate goals.
- Minimum of five years of experience in the development or implementation of resource development, public policy, environmental management, or government programs.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, 	Many aspects of the manager's role will require strong systems thinking skills.

		<p>political environment and risks when considering possible actions</p> <ul style="list-style-type: none"> • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>Providing policy advice to decision makers while balancing competing workloads and imposed deadlines will require a focus on delivery while also ensuring a user-friendly approach to supporting the department in responding to the demands.</p>
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"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The Manager consistently operates in a complex, multi-stakeholder environment with competing interests and priorities.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	

Benchmarks

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

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