

Working Title Manager – Policy Innovation & IGR	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Policy Innovation and IGR	Ministry Indigenous Relations
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Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
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Dept ID	Program Code	Project Code (if applicable)
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POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Reporting to the Director, Policy Innovation and IGR, this position provides leadership and direction for strategic policy coordination including planning processes, policy review and development, internal and external communications and stakeholder liaison and engagement. The position also is accountable for leadership and direction for two senior policy advisors.

The Senior Manager, Corporate Policy and Innovation directs policy research, analysis and development as appropriate, contributes to the strategic direction of the division consistent with department strategies and with an understanding and support regarding Ministry priorities and decision-making. The Senior Manager ensures strategic advice is provided to the Director, Policy Innovation and IGR, the ADM, DM, Minister and broader government in a timely and accurate manner.

The Senior Manager leads the policy coordination for key Ministry initiatives as required.

The position is responsible for developing effective working relationships and partnerships with staff within the Government of Alberta, with federal, provincial and territorial counterparts, and with external research and community organizations. This position must be able to influence the activities of other departments and build relationships with all partners to create sources of, and access to information, in order to ensure that the policy team is able to analyze and understand the issues and trends that affect Ministry priorities. The Senior Manager must look beyond the immediate and plan for addressing short, medium and long term impacts on current Ministry policies and processes.

The Senior Managers will work with other Directors and Managers to provide expert specialized advice and innovative solutions to support enhanced policy decisions that meaningfully consider current trends in Indigenous economic, social and governance policy. The position also provides leadership, direction, support and oversight of the activities of policy staff. The Senior Manager is considered a key management position within the team and provides support to the Director, Policy Innovation and IGR by representing the Director as requested, and provides the necessary managerial level presence for external committees, strategic initiatives and cross ministry work. The Senior Manager is designated to act in the absence of the Director, Policy Innovation and IGR.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- **Provide senior level leadership, advice and assistance**
 - Provide leadership to the Corporate Policy team relating to the design and function of policy, research and analytics in order to identify future trends, risks and options.
 - Provide expertise on policy development, emerging trends, issues and innovative solutions from international, national, provincial and community perspectives to advance the Ministry's priorities.
 - Identify challenges and provide strategic advice and guidance to policy team members to advance policy activities.
 - Provide leadership for high performing and motivated; multi-disciplinary professionals on the team, guided by the GoA's core values.

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- ➔ ○ **Manage six direct reports and support all team members** to see their role in achieving results and builds a collaborative environment to drive for results effectively.
 - Develop position descriptions and lead hiring/recruitment of positions for permanent and project positions, assign work to program services staff, review and provide direction or advice on assignments.
 - Coordinate and manage team work, including the procurement of contract services as required.
 - Work with staff to develop and evaluate performance agreements and assist career development by identifying on-the-job learning and leadership opportunities; formal training opportunities; etc.
 - Attend unit, branch and division leadership team meetings and participate in division decision-making.
 - Attend Senior Manager, Executive and ADM committees when required.
 - Act for the Director, Policy Innovation and IGR when absent.
- **Build and refine the role and work of Corporate Policy and Innovation**
 - Provide leadership, working the Director of Policy Innovation and IGR to **define the functions of** policy, research and analytics for the Ministry.
 - Create **strategies that** support the Ministry's vision and goals.
 - Contribute effectively to the decision-making within the Ministry by **identifying challenges** and providing **strategic advice and guidance** to address or work around them.
 - **Monitor and report regularly** on new approaches, developments or trends in Indigenous policy in Canada.
 - Lead a co-ordinated and consistent approach in all policy and intergovernmental forums, and ensure appropriate departmental representation at the working group level as required.
 - Communicate the priorities of the unit to a variety of audiences using appropriate mediums.
- ➔ ● **Proactively establish networks and build relationships**
 - Lead the **development and maintenance of effective cross-ministry relationships** to advance, support and monitor key proposals, programs and trends.
 - Develop and ensure effective **relationships and strategic alliances** with federal, provincial and territorial governments to promote Alberta and the Ministry's position on Indigenous policy.
 - Collaborate with external **research and community organizations** and build relationships that create sources of, and access to, information that enhances the Ministry's ability to understand the issues and trends that affect Indigenous policy and priorities.
 - Facilitate **cross-ministry tables and meetings as required** to advance the Ministry's priorities.
- **Lead and coordinate strategic policy development aligned with the Ministry's key priorities.**

Provides leadership to team in collaboration, relationship management, strategic planning and policy development.

 - Provide leadership, working the Director of Policy Innovation and IGR to **define and implement** the functions of policy, research and analytics for the identification of future trends, risks and options that align with the Ministry's vision and goals.
 - Create strategies that support the Ministry's vision and goals by coordinating policy activities across divisions.
 - Contribute effectively to the decision-making within the Ministry by identifying challenges and providing strategic advice and guidance to address or work around them.
 - Monitor and report regularly on new approaches, developments or trends in Indigenous policy in Canada.
 - Lead a co-ordinated and consistent approach in all policy and intergovernmental forums, and ensure appropriate departmental representation at the working group level.
 - Communicate the priorities of the team and Ministry to a variety of audiences using appropriate mediums.
- **Build subject matter understanding and expertise**
 - Manage the identification, data collection, research, and interpretation of findings related to social policy, Indigenous and Treaty rights, and Indigenous participation in Alberta's economy.
 - Identify and propose relevant responses to **emerging trends** when contributing ideas to the development of broader priorities, strategies and approaches
 - Undertake **policy analysis** to provide specialized policy advice, recommendations and options.
 - Develop **briefing materials**, policy papers and Cabinet Reports for senior officials within Indigenous Relations including the Minister, DM, ADM and staff including Executive Council (IGR) and Justice.

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- Support other Ministries in the development of policy options and advice which impact Indigenous peoples, governments and organizations.
- Coordinate verbal and written briefings, incorporating intergovernmental or international expertise for the Minister, DM, ADM and Director as they interact with the federal government, other provincial or territorial governments, other Alberta departments and key stakeholders on Indigenous policy matters.
- **Lead/Co-Lead specific initiatives**
 - Coordinate or cross-government responses to federal, provincial and territorial policy initiatives, including legislation and declarations on matters relating to Indigenous social and economic policy by using multiple avenues ranging from data collection and analysis, forecasting and strategic insights.
 - Prepare or influence the preparation of briefing materials related to intergovernmental policy for Executive Council regarding the Council of Federation (CoF) meeting, Premiers and National Indigenous Organization Leaders pre-CoF meeting, Western Premiers' Conference, and any other meetings upon request.
 - Support, advise and provide strategic guidance as needed on special projects, when requested.
 - Participate and lead discussions with Ministry staff on key policy initiatives, proposed policy shifts or emerging policy trends that impact the Ministry priorities.
- **Support branch and department business goals**
 - Develop and maintain a close working relationship with Aboriginal Law in Justice and Solicitor General and with senior officials within Intergovernmental Relations in Executive Council.
 - Translate business plans and priorities into operational plans and ensure their alignment.
 - Coach and mentor team members.
 - Support corporate and cross-ministry strategic planning.
 - Support Protocol Agreements, including stakeholder relations.
 - Ensure effective use of Unit financial and human resources.
 - Provide effective and timely issue management.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- University degree, is minimum requirement; post-graduate degree preferred.
- Minimum seven years experience in provincial or federal policy development, research and analysis, strategic planning or a combination of this experience is required.
- Leadership experience that includes management of projects, working with cross-functional teams, building linkages with diverse stakeholders, program development and implementation is required.
- Solid knowledge of government processes including legislative process, regulatory process, reporting to cabinet, and other government decision-making is required.
- Excellent understanding of the policy cycle and experience leading teams and/or projects through the components.
- In-depth knowledge of systems thinking, the approaches and components to systems design models and understanding of complexity and system leverage points.
- Understanding of contemporary Indigenous priorities, historical Treaties, Canada's Constitutional and fiscal arrangements and Alberta's perspectives.
- Understanding of how to influence others successfully by conceptualizing and communicating innovative solutions, focusing on a strategic direction and seeking alliances to move work forward.
- Strong conceptual, analytical and problem solving skills as well as robust critical thinking skills are essential.
- Creative problem solving and the ability to think innovatively about the "big picture" to develop options and solutions to issues or to advance the Ministry's priorities.
- Well developed and effective communication skills is required. Robust and confident presentation skills to brief senior officials is required.
- Consensus building, conflict management and networking skills preferred.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

This position requires a knowledge leader and a people leader.

The leadership style and methods employed will ensure Branch, Ministry and government agreements, policies and priorities are met while risks and relationships are managed.

The Senior Manager provides leadership, direction and advice to:

- Up to 6 professional staff responsible for information and data acquisition and analytics; policy analysis, advice and development, cabinet report review. This also entails coaching and mentorship.
- To other Departmental and cross-Ministry staff on matters having an Indigenous interest or implications to indigenous stakeholders and Department programs.
- The Ministry and the Government on new programs, policy options and implications.

The Senior Manager facilitates relationships and open communications within the Ministry, across the GoA, with stakeholders and other jurisdictions for timely and effective responses regarding Indigenous policy, programs, legislative reforms, agreements and funding matters with a focus on socio-economic matters.

This position oversee research, policy and programs development as well as leading cross-government initiatives. It also works directly with stakeholders on the development execution of Protocol work plans and deliverables.

The Senior Manager is required to show sound judgement, foresight and political acumen while approaching problem solving strategically, acknowledging diverse perspectives and impacts. This is done by facilitating a safe environment where trust is built and conflict resolution is used (as needed).

The Senior Manager must prioritize and resolve problems that may not meet staff, stakeholder or other Ministry objectives.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

The Senior Manager is challenged daily by emerging issues and stakeholder relation matters requiring short-term, fulsome and sound options. Managing multiple issues daily with limited staff, data and financial resources is a norm. The Senior Manager must be abreast of emerging issues and practices affecting Indigenous issues, programs, legislation and related matters in Canada and other jurisdictions. Working with senior and executive leadership, elected officials and industry leads, the Senior Manager will be required to develop solutions to long-standing and emerging issues using a sound knowledge of legislation, other Ministry mandates/resources and practicality. The Senior Manager will be required to negotiate with partners and stakeholders that have diverse and sometimes conflicting interests/agendas. Lastly, the position ensures that all communications align with Ministry and GoA messaging.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
Deputy Minister	As required	Provide briefing, recommendations and advice
Assistant Deputy Minister	Daily	Seek out and provide policy, issues and program clarification,
Director	Daily	Seek out and provide policy options, program clarification, issues resolution and status reports.
Senior Policy/Emerging Issues Advisors	Daily	Supervise and assign responsibilities, receive reports, guide/mentor and develop.
Department Staff	Daily	Provide advice and collaborate/assist as required.
Government staff	Weekly	Represent IR, provide advice and assist as required.
External		
Indigenous Stakeholders	As required	Consult, facilitate, provide information, manage issues, and collaborate in programs design and implementation.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

This position directly impacts the capacity and ability of the Ministry and government to strategically and proactively develop Indigenous policy, program and funding options in response to government priorities, Cabinet direction and Federal initiatives/legislation. The Senior Manager is responsible and accountable for establishing consistent, effective and timely strategic and policy options to Indigenous socio-economic priorities. The work and stakeholder relations are complex and politically sensitive. The Senior Manager is responsible for ensuring communications and processes are aligned with the politically sensitive nature of the Division's messaging.

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

None.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

Director – Policy and Program Development – FCR/ Early Childhood Development – Child Services

Director – Quality Assurance and Strategic Supports – Curriculum division – Education

Director – Metis Relations – Indigenous Relations

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff **MUST** be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

