

**TITLE: STRATEGIC ENGAGEMENT ADVISOR**

**CLASSIFICATION: PROGRAM SERVICES 4**

**POSITION NUMBERS: 00056383, 00036312, 00042860, 00058478, 00056948, 00044181, 00021610**

**ORGANIZATIONAL CONTEXT**

The *Strategic Engagement and Policy Innovation* (SEPI) branch is a Centre of Excellence within the Consultation and Land Claims (CLC) division. SEPI provides a strong foundation of policy development, strategic engagement, expert advice and relationship building through education, training, and capacity funding to ensure Alberta fulfills its duty to consult in matters related to land and natural resource development and management while considering the needs of all parties; including Indigenous communities, industry, municipalities and regulators. The Branch also leads the development of ministry strategic policy.

The SEPI branch is comprised of complimentary and interconnected business teams that focus on:

- *Strategic Engagement*
- *Education and Capacity Building*
- *Land Policy and Strategic Policy Innovation, and*
- *Knowledge Management.*

Together the SEPI units work in concert to develop strategic policy positions and province-wide consultation policies, guidelines and best practices; develop tools and education resources to support effective and efficient engagement and consultation; and, provide capacity funding to support Indigenous communities’ participation in meaningful consultation and engagement.

SEPI supports government priorities by working closely with the Integrated Resource Management System (IRMS) departments and providing expert advice to facilitate the inclusion of Indigenous perspectives in the development and implementation of regional plans under Alberta’s Land Use Framework and contributing to various government initiatives which support reconciliation.

**JOB OVERVIEW**

The position provides advice and recommendations on complex initiatives and projects (e.g., high priority and/or with strategic/political complexities) to foster inclusion of Indigenous perspectives on broad policy and/or land use and resource development plans and decisions. Review and advice on engagement plans or other materials (including materials for public release) and/or development of documents such as full engagement and consultation analysis and recommendations (ECAR) inform planning and project decisions made at senior and executive levels in the Ministry and other Ministries (e.g., Energy , Environment and Parks). The Advisor can lead or co-lead projects or project components on behalf of the Ministry or cross-ministry partners and facilitates active external involvement in projects.

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Projects span government engagement on broad strategic topics (e.g., new or revised land use policies, regulations or procedures, consultation guidelines, plans that could become specific formal consultation projects over time, and regional land use planning led by the Land Use Secretariat.).

The Advisor establishes and maintains relationships across the Government of Alberta (GOA), with other levels of governments, communities, leaders and technicians in Indigenous organizations or communities, and other key stakeholders to develop an understanding of positions, and perspectives for the effective resolution of concerns and problems. The Advisor also provides guidance on protocols to effectively engage specific First Nations and Metis communities across the province based on sound understanding of their culture and maintenance of trusted relationships.

## **ACCOUNTABILITIES**

Design and support implementation of consistent and effective strategic cross-ministry engagement and consultative initiatives.

- Build and manage key strategic relationships with Indigenous communities and organizations (e.g., First Nations, Tribal Councils, Treaty Organizations, Metis Settlements, Metis Settlements General Council) in support of Protocol driven collaborative consultative initiatives
- Design and deliver collaborative processes with Indigenous communities and organizations that support strategic policy objectives and that result in better common understanding of issues between the Provincial Crown and First Nations and Metis
- Provide recommendations to internal department and cross-ministry partners to support improved working relationships with Indigenous peoples
- Provide expert advice on consultation and engagement specific protocols with Indigenous communities across Alberta
- Raise attention to sensitive engagement/consultation issues, funding priorities, and associated risk to ensure the success of the processes, frameworks and guidelines
- Oversee collaborative engagement/consultation processes to ensure that First Nations Treaty Rights and Traditional Uses and Metis concerns are meaningfully considered in strategic policy development.
- Influence, inform and implement pre-consultation processes to ensure consistency and mitigation of risk, considering all possible situations prior, during and after consultation projects
- Respond to inquiries from other ministries regarding best practices for engagement and consultation (e.g., who to approach, specific community protocols).

Deliver Strategic Crown-led Indigenous engagement and consultation processes that support high-profile Crown-led policy initiatives on land management and resource development.

- Advise on the risk regarding the consultation or collaborative opportunity to mitigate any impediment to provincial economic develop to ensure continued credibility and reputation of the GoA
- Assist in the determination of which First Nations and Metis communities and organizations to engage/consult; other internal and external stakeholders to engage; protocols to follow; and the timing and nature of the approach to each individual First Nation or community.
- Produce Engagement and Consultation Plans in line with current consultation framework.
- Advise on the exploration of blending Traditional Ecological Knowledge with Western Scientific approaches to better Inform environmental management policy and planning
- Provide protocol advice and knowledge of Indigenous and key stakeholders

Advocate for increased strategic level consultation activities to augment existing disposition-based consultation.

- Review strategic consultation initiatives to determine potential impacts to Treaty Rights and Traditional Uses.

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- Support efforts to enable the implementation of strategic level consultation at the regional level.
- Advocate to staff and stakeholders for more participation in strategic level consultation to reduce consultation capacity needs of government, Indigenous groups and industry.
- Ensure that strategic level issues arising through consultative processes and collaborative initiatives are communicated to operational staff so they can be addressed locally at the individual community level.
- Ensure that operational issues that are brought up at the strategic level are communicated to appropriate GoA staff members.

Inform the priorities and planning for Strategic Engagement unit to advance achievement of its goals.

- Provide inputs to the development and implementation of Operational Plans.
- Research and complete briefing notes and responses to Action Requests
- Prepare background materials to support meeting preparations and management decision-making
- Support the professional development of Strategic Engagement Analysts and other branch staff on areas of expertise
- Collaborate with other branch units on common priorities (e.g., policy, education)
- Develop recommendations to support continual improvement of team processes and functions
- Stay current and informed on relevant ministry issues, industrial developments, Indigenous issues, Aboriginal Law, proactively recommending review and evaluation of policies and programs.
- Provide consolidated updates and advice across multiple policy projects

### Optional Ministry Specific Accountabilities:

## JOB REQUIREMENTS

The position requires a related post-secondary degree (e.g., natural resource/environmental management) and four years of related experience or equivalent. Experience working with Indigenous communities or organizations is an asset.

- Thorough knowledge of existing policies and guidelines and processes (e.g., The Government of Alberta's Policy on Consultation with First Nations on Land and Natural Resource Management, related policies in other ministries)
- The work of this unit is often politically sensitive. The incumbent is expected to maintain a broad view of the ministry and its strategic priorities, short- and long-term impacts, stakeholder considerations, and the evidence gained through research when providing information, analysis, and recommendations to senior management

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- Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Team Lead and the unit is evidence-based, comprehensive, and reliable
- Awareness of emerging and current trends, issues, and best practises across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to ministry representatives
- Understanding of land management and resource development terminology, priorities, and issues in Alberta and their relationship to legislated duty to consult Indigenous people
- Natural resource economics, including various Instruments used by government to incent resource development in an environmentally sustainable manner
- Knowledge of current Indigenous issues, specifically in the area of economic development and resource development
- Knowledge of law and history as it relates to Indigenous issues
- Project management skills and experience
- Well developed writing skills with an ability to communicate complex Ideas to a variety of audiences
- Organizational skills, including ability to multi-task and prioritize multiple responsibilities to meet deadlines
- Commitment to client service, confidentiality, discretion, tact, and innovation
- Ability to communicate effectively with multiple stakeholders in a politically complex environment and anticipate and balance the needs of key stakeholders
- Conflict resolution and negotiation skills and the ability to influence the actions of others
- Ability to build and maintain good working relationships with clients
- Ability to facilitate and chair meetings

## **BEHAVIOURAL COMPETENCIES**

Systems Thinking – keeping broader impacts in mind.

- Consider multiple inter-relationships and connections when developing policy options
- Integrates emerging trends and implications of different options
- Identifies potential policy or guidelines conflicts and related resolution strategies

Creative Problem Solving – assess options and implications in new ways to achieve outcomes and solutions.

- Designs and utilizes different research and/or consultation approaches and methods to suit project and stakeholder needs
- Tailors project approaches to meet expected outcomes
- Looks for ways to improve guidelines, frameworks and processes for consultation and engagement
- Reviews and debriefs on project successes and learnings to share with others
- Demonstrate due diligence, critical thinking, leadership and administrative acuity in addressing key issues.

Agility – anticipate, assess, and adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.

- Proactively anticipates and adapts to shifting priorities and tight timelines and adjust project plans accordingly
- Steps in to support team staff adapt to changes and be open to new approaches
- Be open to inputs from several diverse sources and how that might lead to shifts within projects

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Develop Networks – Proactively building networks, connecting and building trust in relationships with different stakeholders.

- Fosters professional relationships with First Nations or Metis communities, proponents, stakeholders and the public
- Creates effective working relationships with First Nations that are highly sophisticated in the field of consultation and who regularly challenge resource management decisions, with the goal of reducing impacts to First Nation Treaty Rights and Traditional Land Uses, and to minimize legal and political risk to the Crown
- Strong skills in building relationships with cross-ministry partners and Indigenous communities in potentially adversarial and highly charged situations
- Actively engages stakeholders early and ensures their voice is heard and their concerns acknowledged
- Communicates regularly with staff and internal and external stakeholders

**CHANGES SINCE LAST REVIEW**

Minor changes since last review:

- Reformatted
- Updated Division and Branch names
- Updated Organizational context to reflect new organizational design
- Job duties and responsibilities unchanged from previous version

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