

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

The Manager, Métis Credible Assertion, leads a team of 5 Advisors (PS4) and 5 Analysis (PS3) in the review of Métis organizations' assertions of Section 35 Métis Aboriginal rights made as part of the Métis Credible Assertion (MCA) Process. The Manager is responsible for overseeing the MCA process, which includes identifying and implementing process enhancements on a regular basis, to ensure that assertions are processed in a timely and efficient manner. In this regard, the Manager manages staff assignments to ensure the most optimal allocation of resources to meet workload demands. The Manager provides direction and guidance to staff with respect to the MCA process, including historical, legal, genealogical, and organizational research.

The Manager is also tasked with bringing forward formal recommendations to the cross-ministry Roundtable, and ultimately the Decision Maker, regarding Métis organizations' assertions. The Manager must demonstrate a high level of diligence and attention to detail in the preparation of recommendations, because the decisions made based on these recommendations are highly contentious. To protect the integrity of the MCA process, the Manager ensures that the recommendations going to the Roundtable/Decision Maker are accurate, coherent, and factually correct.

The Manager builds and maintains strong relationships with Métis organizations that are in the assertion process.

through frequent meetings and updates on the progress of their submissions. To this effect, the Manager is able to handle sensitive and confidential information, and ensure that Métis organizations have a good understanding of the credible assertion process.

As the grant administrator of the Métis Credible Assertion Capacity Funding Grant, the Manager is also responsible for the timely delivery of the grant to Métis organizations in the assertion process. This includes timely preparation of relevant grant documents, obtaining approval and sign off from Ministry officials, informing Métis organizations of the grant's scope, collecting relevant deliverables, and processing payments.

Responsibilities Removed:

The previous position, Manager Strategic Supports, is no longer actively working on engagement files. All previous responsibilities are no longer applicable.

Job Purpose and Organizational Context

Why the job exists:

The Métis Credible Assertion Process has been in place since 2015, but the program grew exponentially after successful assertions in 2020 and 2022. The Métis Credible Assertion team is responsible for implementing the Government of Alberta's Métis Credible Assertion Process, which is a program and service exclusive to Alberta Métis based on relevant case law regarding asserted Section 35 Métis Aboriginal rights. The work of the Métis Credible Assertion team is done in a multi-phase review process that requires long term, diligent focus to determine if a Métis organization has provided sufficient evidence to support an assertion of Section 35 Métis Aboriginal rights. The decisions made based on the recommendations of the MCA team are highly contentious and, to protect the integrity of the MCA process, requires a high level of diligence and attention to detail.

The Manager leads this first-of-its-kind program within Canada in a dynamic political and legal environment. The Manager requires an in-depth of knowledge around legislation, the ability to effectively support and manage stakeholder communication, and a recognition of systemic impacts to Alberta's duty to consult with Indigenous communities. To facilitate this, the Manager must establish and maintain working relationships with all 10 ministries that conduct Indigenous consultation, Constitutional and Aboriginal Law, Métis organizations within Alberta, industry, and other governments seeking to mirror Alberta's program.

Responsibilities

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

Outcome 1: Ensure Métis credible assertions submitted to the Government of Alberta are processed in a diligent, confidential, and timely manner.

- Critically reviews and analyzes the Métis Credible Assertion process to identify areas where the process can be enhanced.
- Implements process enhancements and works with staff to ensure new processes are adopted successfully.
- Continually assesses staff workload and the prioritization of files to ensure continued progress on files.
- Researches and implements new technologies and best practices to enhance internal processes and ensure that all relevant data can be extracted from historical, legal, and genealogical documents to gain an understanding of historical communities and the extent of familial, trade, and traditional practice linkages.
- Oversees the work of staff and provides guidance to ensure all qualitative data from historical, legal, and genealogical documents are catalogued, recorded, and analyzed.

Outcome 2: Ensure effective communication with cross-ministry partners and external groups.

- Acts as the chair of the cross-ministry Roundtable and facilitates the presentation of recommendations to the Roundtable and the Decision Maker.
- Provides clarification, advice, and guidance on technical questions regarding the credible assertion criteria, processes and procedures, and assertion review methodology to the cross-ministry Roundtable to help its members reach consensus on assertion recommendations.
- Advises the Director, Strategic Engagement and the Decision Maker on their respective roles and requirements as part of the credible assertion process.
- Works with Métis organization on assertions by preparing correspondence that provides feedback and gaps analysis on submitted materials as well as procedural updates (e.g. process questions, assertion document issues).

- Provides Métis organizations with a better understanding of the credible assertion criteria and associated case law through discussions and engagement sessions.

Outcome 3: Maintaining awareness of relevant case law, the impacts of emerging case law and judicial reviews, administrative procedures, and the political environment.

- Monitors ongoing legal decisions related to Métis communities and aboriginal rights.
- Monitors all legal challenges currently active related to the credible assertion process.
- Monitors Government of Canada policy direction for unilateral changes in their relationship with the Métis in Alberta.
- Analyzes and reports on impacts at legal and political level on credible assertion process.
- Works with Constitutional and Aboriginal Law, Alberta Justice and Solicitor General, to ensure that the work of the Métis Credible Assertion team and its processes are consistent with current case law.
- Provides advise to Director, Strategic Engagement regarding the implications of new case law or changing policy direction on the MCA process.

Outcome 4: Develop and administer the Métis Credible Assertion Capacity Funding Grant.

- Develops and maintains grant infrastructure, including the financial logic model and guidelines.
- Develops application documents for Métis organizations to use to apply for grant funding.
- Develops communication documents for outreach to Métis organizations.
- Coordinates with the ministry on implementation and administration of the grant.
- Coordinate with ministry's Finance team to maintain budget, set timelines, and gain annual approvals for grant program.
- Ensures grants are processed in a timely manner (including obtaining necessary sign-off from Ministry officials, collection of deliverables, and issuance of payments).
- Provides regular grant status updates to Director, Strategic Engagement and Finance to facilitate accurate budgeting for Indigenous Relations.

Outcome 5: Provide senior level leadership and advice

- Provides leadership to the MCA team relating to the design and function of the MCA process.
- Identifies operational and strategic challenges and provides advice to the Director, Strategic Engagement, and guidance to staff on how to address them.
- Manages 10 direct reports and builds a collaborative and engaging environment to drive for results effectively.
- Coaches and mentors team members.
- Works with staff to develop and evaluate performance agreements and assists career development by identifying on-the-job learning and leadership opportunities, formal training opportunities, etc.
- Oversees all on-boarding, training, and mentorship of staff. This includes developing and continually enhancing internal training procedures and materials, operational guides and manuals, etc.
- Lead hiring/recruitment of vacant positions, assign work to program services staff, review and provide direction or advice on assignments.
- Acts for the Director, Strategic Engagement when absent.

Outcome 6: Support branch and department business goals

- Develops and maintains a close working relationship with Constitutional and Aboriginal Law and with senior officials within Indigenous Relations.
- Translates business plans and priorities into operational plans and ensure their alignment.
- Supports corporate and cross-ministry strategic planning.
- Ensures effective use of unit financial and human resources.
- Provides effective and timely issue management.

Problem Solving

Typical problems solved:

- assessing and deciding on the adequacy of information provided by Métis organizations to meet specific MCA criteria.
- developing and implementing innovative process enhancements to meet emerging challenges.
- assessing grant applications and deciding if expenses submitted by Métis organizations meet established criteria.
- incorporating legal advice, case law into the MCA process.

- responding to human resource issues in an timely and effective manner.
- addressing human resources challenges, including staffing and performance management.

Types of guidance available for problem solving:

The Métis Credible Assertion Process is the first-of-its-kind in Canada and has only been in existence since 2015. Operational knowledge and processes are evolving and adapted to as current legal and policy decisions at the provincial and federal government level occur. As this is a ground-breaking process, there is no precedent or example to follow from any other jurisdiction or previous work in Canada. The level of knowledge and skill required of the Manager is extremely high since the outcomes of their work provide surety for industry and other ministries on consultation with non-settlement Métis.

Guidance is available from the Director, Strategic Engagement, and the Executive Director of SEPI. Lawyers from Alberta Justice also provide guidance for legal content.

Direct or indirect impacts of decisions:

The decisions made based on the recommendations of the Manager have a direct and long-term impact on the Indigenous landscape in the province. The Government of Alberta, municipalities and industry will be required to consult on land and natural resource decisions with any Métis organization whose assertion meets the credible assertion criteria going forward. These communities will have a new found recognition in Alberta related to the credibility of their asserted rights and will have an evolved relationship with both the Government of Alberta, municipalities and industry in this province.

Key Relationships

Major stakeholders and purpose of interactions:

- Métis organizations in the MCA process - The Manager builds and maintains strong relationships with Métis organizations that are in the assertion process through frequent meeting and updates on the progress of their submissions.
- Cross-ministry partners that are part of the Roundtable - the Manager must maintain effective working relationships with all ministries to ensure credible assertion recommendations are addressed in a timely manner.
- Constitutional and Aboriginal Law - the Manager works with Alberta Justice to understand and apply case law to the MCA process and to individual assertions.
- Indigenous Relations Finance team - the Manager works with Finance to deliver the MCA Funding Grant in a timely manner.

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:

A degree in History, Native Studies, Genealogy or Policy

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

- Requirements:**
- Four years of related and progressively responsible experience with direct connection to Indigenous issues.
 - Experience with developing briefing packages, conducting research, preparing reports, conducting and presenting analysis, options and recommendations and preparing materials for decision.
 - Experience presenting complex issues through a variety of written and verbal communication forms (for example: developing options analysis, reports and/or executive briefing notes; presentations to diverse audiences and/or leadership).
 - Well-developed organizational, prioritization and time management skills and ability to set and meet timelines.
 - Understanding of the strategic directions and priorities, as well as the processes, of the department, government, and other key stakeholders.
 - Experience managing people and leading efforts in team coordination, strategy development, process enhancements, and performance management.
 - Strong knowledge of, and experience with, project management and project leadership.

Assets:

- Experience in working on sensitive projects preferably on Indigenous subject matters.
- Experience in the analysis of historic and contemporary records in support of decision making.
- Organized and understands the need for proper record keeping and an understanding of FOIP protocols.
- Strong knowledge of the Canadian constitution, legal case law and how these impact Alberta's relationship with the Métis within Alberta.
- Strong knowledge of Alberta's and Canada's Indigenous history with specific knowledge of Aboriginal rights.
- Ability to work both independently with little supervision and in team environments with a drive for results.
- Knowledge of grants development and administration.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <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 	The Manager needs to continually assess the adequacy of the MCA process in meeting priorities and emerging challenges. The Manager must take initiative to address issues that slow down progress on files in order to create an environment that allows for assertions to progress to the Decision Maker in a timely manner.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates an open environment of communication: <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	The Manager leads a team of 10 individuals, who are assigned different assertion files. The Manager must ensure that there is open communication and collaboration across the team to ensure that staff can develop common best practices. This will ensure consistency in work done by all staff.
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, political environment and 	The Manager must be aware that the decisions made based on their recommendations have a direct and long-term impact on the Indigenous landscape in the

		<p>risks when considering possible actions</p> <ul style="list-style-type: none"> • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>province.</p> <p>The Manager needs to be able to observe legal and policy developments and anticipate impacts on the MCA process.</p> <p>The Manager also needs to understand how the MCA process fits into the broader context of Consultation, and set goals and a vision for the team to achieve results.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>The MCA Manager builds and maintains strong relationships with Métis organizations that are in the assertion process through frequent meeting and updates on the progress of their submissions.</p>

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.

	Date yyyy-mm-dd	
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