

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Senior Intergovernmental Officer	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Intergovernmental Relations, Social Policy	Ministry Executive Council
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Present Class	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

In order to give senior level support to the core business of providing strategic advice and policy analysis, analyzing and disseminating information, coordinating Alberta’s policies and activities, and advancing Alberta’s interests, this position monitors intergovernmental developments in social policy, and reports to an Associate Director of the Social Policy team.

The Senior Intergovernmental Officer works with the entire Intergovernmental Relations Section to pursue a consistent and coordinated approach to the province’s intergovernmental agenda. This includes pursuing effective participation by Alberta in the federation, working to achieve a federal system that better serves Albertans’ needs, and attaining effective leadership by Alberta that supports a strong and united Canada.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Provides intergovernmental monitoring and liaison, in support of the core business areas of strategic advice, policy analysis, and information analysis and dissemination, as identified in the Ministry’s Business Plan. Particular attention is paid to social policy issues. Activities include:
 - Monitors media sources, federal and provincial government announcements, Ministerial speeches, and legislative proceedings for knowledge of events that shape the intergovernmental environment. Discerns trends and their political implications for Alberta.
 - Ensures that the department is aware of and therefore in a position to respond to intergovernmental developments.
 - Updates the Social Policy team, as well as other interested members of the Intergovernmental Relations Section, on recent developments in social policy issues.
 - Monitors and evaluates the ongoing activities and positions of the Canadian governments and political parties at the provincial and federal level, with respect to social policy.
 - Maintains relationships with Alberta Ministries involved in social policy issues. Assumes key contact role for specified Ministries and/or issues.
 - Represents Ministry’s views at interdepartmental and/or external meetings, and provides input into the formation of policies and strategies.
 - Makes presentations as required.

2. Provides support to senior officials of the Ministry. Activities include:
 - Provides support as requested to other members of the Social Policy and other Canadian Intergovernmental Relations teams. Provides input as to trends and their implications.
 - Disseminates information both through oral briefing and using a variety of writing structures, including briefing notes, letters, memos, e-mail messages, summaries, speaking notes, tables, and visual diagrams.
 - Reviews intergovernmental agreements to ensure their terms align with the Division’s legislated obligations and Alberta’s intergovernmental objectives. Tracks and works with Federal/Provincial Relations and Records staff to ensure agreements are catalogued and properly placed in inventory.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

3. Assist the section with its role in coordinating Alberta's participation in intergovernmental meetings and conferences, including Council of the Federation meetings, the Western Premiers' Conference, First Ministers' Meetings, meetings of the Alberta, British Columbia and Saskatchewan Cabinets, and other intergovernmental meetings. This helps to ensure effective participation by Alberta in the Canadian federation, in keeping with the Ministry's Business Plan goals of securing benefits for Alberta as an equal partner in a revitalized, united federation and ensuring that Alberta's priorities and interests are advanced at intergovernmental meetings of Ministers and officials. Activities include:
 - Prepares draft issue updates and briefing materials.
 - Drafts related speaking notes for the Minister and other members of government.
 - Coordinates and organizes briefing materials.
 - Gathers and organizes information from line Ministries concerning Alberta's priorities on sectoral issues.
 - Seeks input from other governments on their objectives and priorities for upcoming conferences and meetings.
 - Conducts follow-up to conferences/meetings (i.e. informs line Ministries and other governments of outcomes, status of follow-up activities, and directions for future work).

4. Participates in developing policy recommendations and strategies with regards to social policy and other related issues as they emerge. Ensures that accurate and up-to-date background information is readily available if requested by other staff members or government, and also helps to provide a broader understanding of social policy issues. Activities include:
 - Initiates, undertakes, and assists with related research projects.
 - Keeps abreast of relevant academic proposals and commentaries and, if necessary, provides summaries and analysis of these materials to support the development of Alberta's response and position.
 - Follows issues and trends which may be of concern to the government in the present and future.
 - Summarizes books, academic articles, government releases, and other documents.
 - Analyses federal and provincial initiatives for their implications on Alberta.
 - Drafts briefing materials.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Works directly with Division staff, providing requested advice and support to advance Alberta's intergovernmental objectives.
- Assists with interdepartmental work resulting in better coordination of overall provincial initiatives through cross-ministerial information exchange, environmental scanning, and strategic planning.
- Contacts other officials in Alberta Ministries as required to coordinate an Alberta response to any number of public policy issues (e.g. coordinating responses on Action Requests).
- Interacts with federal and provincial counterparts to exchange information and coordinate activities, with the aim of advancing Alberta's intergovernmental interests.
- Contacts members of the academic community to arrange meetings on issues relating to Canadian public policy.
- Occasional contact with the general public to discuss and provide information on intergovernmental issues.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, 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 12-14](#)).

- Thorough understanding and/or experience in the Canadian federal system of government, including the Canadian political system, operation of Canadian political institutions, and political processes (generally requiring at least an undergraduate degree in Political Science, Canadian Studies, Law, or a related discipline plus four (4) years progressively responsible related experience; or Masters degree in a related field plus two (2) years related experience.
- Significant knowledge of the Canadian Constitution (particularly as it relates to division of powers).

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, 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 12-14](#)).

- Knowledge and experience in a Canadian intergovernmental relations environment, and awareness of jurisdictional issues, emerging issues and current events impacting intergovernmental relations.
- Experience in related research techniques.
- Knowledge and/or relevant experience in committee work and project management.
- Ability to undertake multi-disciplinary research and analysis of public policy, using a variety of resources and analytical tools.
- Ability to analyze current events and discern trends that will have implications for Alberta.
- Capacity to provide original analysis and creative thought in the development of strategic options and policy recommendations.
- Excellent writing skills and the ability to present information in a clear, concise, and accurate manner.
- Strong interpersonal skills focusing on the ability to communicate effectively (verbally and in writing) with individuals at different levels of government, in the private sector, and from the general public.
- Well-developed facilitation, influencing, and team-building skills.
- Well-developed organizational, prioritization and time management skills.
- Ability to work both independently and in a team environment.
- Ability to meet tight deadlines.
- Ability to take initiative.
- Knowledge and/or experience in program and policy development.
- Communication, interpersonal and presentation skills.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Works directly with Division staff, providing requested advice and support to advance Alberta's intergovernmental objectives.
- Contacts other officials in Alberta Ministries as required to coordinate an Alberta response to any number of public policy issues (e.g. coordinating responses on Action Requests).
- Interacts with federal and provincial counterparts to exchange information and coordinate activities, with the aim of advancing Alberta's intergovernmental interests.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

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.