

Update

Ministry

Indigenous Relations

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policy Advisor

Current Class

Program Services 4

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position is accountable for leading grant program delivery, strengthening Indigenous community and stakeholder relationships, advancing cross-government collaboration, and driving research, evaluation, and program redesign to support initiatives that address violence and improve the safety and economic security of Indigenous women, girls, and 2S+ people, guided by the Alberta Missing and Murdered Indigenous Women and Girls (MMIWG) Roadmap.

Due to operational demands, the position must adopt ownership across the full grant lifecycle, build and sustain relationships with Indigenous partners, represent IWI on complex interdepartmental committees, and lead advanced research and evaluation activities that inform strategic decision-making. This includes reviewing and recommending grant applications, supporting prospective and approved applicants, ensuring compliance with deliverable timelines and reporting requirements, conducting developmental evaluation, and preparing high-level analysis and briefings.

These actions ensure that grant programs are delivered with integrity, government commitments to MMIWG2S+ priorities are advanced, Indigenous communities receive coordinated and culturally grounded support, and program adjustments are based on community priorities.

Responsibilities

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

Key responsibilities for this position include:

1) Lead Grant Program Delivery

Provide leadership across the full grant program cycle to ensure strategic funding, integrity in project delivery, and improved safety and economic security for Indigenous women, girls, and 2S+ people. Corresponding activities are as follows:

- a) Evaluate and recommend grant applications by assessing alignment with strategic priorities, community needs, and other division considerations.
- b) Guide and support prospective and approved applicants to strengthen project design, resolve delivery challenges, and ensure culturally grounded approaches.
- c) Oversee compliance and performance, monitoring deliverables, timelines, and reporting requirements to maintain accountability and program integrity.
- d) Lead grant closure and analysis, synthesizing results and lessons learned to inform future funding cycles and program improvements.

2) Strengthen Indigenous Community and Stakeholder Relationships

Build and sustain relationships with Indigenous communities, organizations, and partners to ensure programs remain community-driven, culturally grounded, and responsive to the lived realities of Indigenous women, girls, and 2S+ people. Corresponding activities are as follows:

- a) Cultivate strategic relationships with Indigenous communities and organizations to support long-term collaboration.
- b) Liaise with cross-jurisdictional partners to share knowledge, align initiatives, and support community path-finding across government systems.
- c) Respond to inquiries from communities, provide advice on project status, capacity supports, and available resources.
- d) Identify opportunities for collaboration, leveraging networks to enhance supports and reduce barriers for Indigenous communities.

3) Advance Interdepartmental Collaboration

Represent IWI on interdepartmental committees and working groups related to gender-based violence and other related issues to ensure that division priorities, Indigenous perspectives, and MMIWG2S+

commitments are integrated into cross-government strategies and decisions, in alignment with the Alberta MMIWG Roadmap. Corresponding activities are as follows:

- a) Lead or represent the ministry on cross-government working groups addressing violence prevention, MMIWG2S+ priorities, Indigenous community safety, and other matters impacting Indigenous women, girls and 2S+ people.
- b) Share strategic insights to strengthen alignment, reduce the duplication of efforts, and advance coordinated approaches.
- c) Develop and deliver presentations to increase awareness of IWI initiatives and support informed dialogue among community partners.
- d) Identify opportunities for collaboration, recommending ways ministries can coordinate efforts and strengthen supports for Indigenous communities.

4) Lead Research, Evaluation, and Program Redesign

Conduct advanced research, evaluation, and strategic analysis to inform program evolution and ensure that programs are informed by community priorities and aligned with government commitments, including the Alberta MMIWG Roadmap. Corresponding activities are as follows:

- a) Lead the design, review, and implementation of program evaluation approaches, including performance indicators and outcome analysis, to assess the effectiveness of grant programs and guide continuous improvement.
- b) Conduct targeted research to understand impacts on Indigenous communities and advance division priorities related to MMIWG2S+.
- c) Synthesize complex information from multiple sources and produce briefing material that supports senior leadership decisions.
- d) Design and recommend program enhancements, using evaluation results and insights from grantees to strengthen future initiatives.

Problem Solving

Typical problems solved:

The position routinely solves complex, unstructured, and multi-stakeholder problems related to community-led initiatives that aim to prevent violence and improve the safety and economic security of Indigenous women, girls, and 2S+ people. This position interprets diverse community needs, varying capacities, and project scopes to determine grant applications eligible for funding. Projects involve multiple partners at different levels of readiness, shifting community priorities, and broader outcomes that extend beyond initial project plans. The position must analyze these dynamics, infer risks or emerging challenges, and exercise judgment to guide projects in ways that uphold community autonomy while meeting government accountability requirements. This requires advanced reasoning, evaluation, and synthesis, especially when information is incomplete, sensitive, or conflicting.

The position draws on a comprehensive understanding of Indigenous service delivery environments, internal grant frameworks, and cross-government initiatives. However, the position will need to recognize that established procedures often require adaptation to fit the complexity of real-world situations. The position must evaluate when to apply existing practices, when to modify them, and when to propose new approaches to address systemic barriers or emerging issues. Internally, the position solves problems related to integrating and aligning multiple ministry and government initiatives, identifying overlaps, gaps, and opportunities to leverage resources. This requires the ability to hypothesize impacts, evaluate options, and recommend approaches that strengthen coherence across government while respecting Indigenous perspectives.

Creativity is applied to designing engagement strategies, presentations, and evaluation approaches that resonate with diverse communities and stakeholders. The position must determine how best to build trust, support capacity, and guide projects in respectful and effective ways. This includes analyzing community needs, identifying capacity supports, and tailoring relationship-building strategies to support long-term success.

Overall, the role demands a high level of analytical depth, strategic judgment, and adaptive problem-solving, enabling the position to navigate changing situations, anticipate emerging issues, and develop solutions that advance long-term outcomes for Indigenous communities while meeting relevant accountability requirements.

Types of guidance available for problem solving:

Guidance for this role is broad and principle-based, not prescriptive. The position receives high-level direction through government priorities, frameworks, and strategic objectives, but specific instructions for handling complex or sensitive situations are rarely available. Because initiatives vary widely by community, capacity, partners, and evolving needs, established procedures often require interpretation, adaptation, or innovation.

The position must independently analyze issues, weigh competing interests, and determine culturally grounded approaches that balance community priorities with government accountability. Senior leadership provides overall intent, but the position is expected to define the problem, choose the method, and recommend solutions in environments where information is incomplete, contexts are sensitive, and situations change quickly.

Direct or indirect impacts of decisions:

Decisions at this level directly shape how government programs address the deeply rooted, colonial causes of violence, safety inequities, and economic insecurity experienced by Indigenous women, girls, and 2S+ people. The role must apply cultural awareness and strategic judgment when engaging communities and making recommendations, as choices influence program design, funding direction, and the effectiveness of community-led initiatives.

Indirectly, the decisions of this position affects trust in government, the quality of relationships with Indigenous partners, and the alignment of cross-government actions related to MMIWG2S+/GBV priorities. The impacts extend beyond individual projects, influencing long-term outcomes, community capacity, and the coherence of broader systemic responses.

Key Relationships

Major stakeholders and purpose of interactions:

- 1) Management**
To raise awareness of emerging issues, provide strategic advice, shape program direction, and support executive-level initiatives through high-quality briefings, analysis, and recommendations.
- 2) Division and Ministry Staff**
To coordinate cross-ministry alignment, integrate Indigenous perspectives across initiatives, ensure grant processes support strategic outcomes, and identify opportunities to leverage resources and partnerships.
- 3) Federal, Provincial, and Territorial Partners**
To share intelligence, align priorities, coordinate joint initiatives, and strengthen coherence across governments on MMIWG2S+/GBV and Indigenous safety priorities.
- 4) Indigenous Communities and Organizations**
To build and sustain strong relationships, support community-driven project development, identify needs and systemic barriers, and guide initiatives toward culturally grounded, successful outcomes.

Required Education, Experience and Technical Competencies

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

If other, specify:

Indigenous Relations/Native Studies, Social Sciences, Women's and Gender studies

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

This position requires advanced knowledge and experience in program design, evaluation, research, and cross-government collaboration on issues related to Indigenous people and communities.

Competencies are outlined as follows:

1) Knowledge Requirements

- a) Deep understanding of ministry and government strategic priorities, policy directions, and cross-ministry initiatives relevant to Indigenous women, girls, and 2S+ people.
- b) Comprehensive and trauma-informed understanding of Indigenous service delivery environments, including the historical and systemic factors contributing to violence, safety inequities, and economic insecurity.
- c) Knowledge of federal and provincial programs, funding mechanisms, and initiatives related to MMIWG2S+ and Indigenous community safety.
- d) Advanced proficiency in qualitative and quantitative research methods, evaluation design, data analysis, and synthesis of complex information.
- e) Familiarity with applicable legislation, regulations, and ministry policies governing grant programs and community-based initiatives.
- f) Strong command of professional communication, including briefing development, strategic writing, and presenting to senior leadership and cross-government partners.
- g) Proficiency with digital tools required for analysis, reporting, and collaboration (e.g., Microsoft Office suite).

2) Experience Requirements

- a) Experience leading complex, multi-stakeholder projects involving Indigenous communities, governments, and partner organizations.
- b) Demonstrated success in program evaluation, policy analysis, and program redesign, including the ability to interpret findings and recommend strategic changes.
- c) Experience working directly with Indigenous communities and organizations, with an understanding of cultural protocols, relationship-building, and community-driven approaches.
- d) Experience providing advice to senior leadership and contributing to cross-government initiatives.

3) Behavioural Competencies

- a) Strategic analysis and judgment to interpret complex issues and recommend sound, evidence-informed solutions.
- b) Advanced problem-solving to navigate ambiguity, sensitive contexts, and rapidly changing situations.
- c) High-level relationship-building and consultation with Indigenous partners and cross-government stakeholders.
- d) Clear, strategic communication to convey complex information to senior leaders and diverse audiences.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: • Creates opportunities	

		<p>for improvement</p> <ul style="list-style-type: none"> • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	
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 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy 	

- Addresses behaviours that challenge progress

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

DM Name _____ Date yyyy-mm-dd _____ DM Signature