

Update

Ministry

Indigenous Relations

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Community and Policy Advisor

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Metis Relations

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Metis Relations

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-06-20

Responsibilities Added:

N/A

Responsibilities Removed:

N/A, position changed to vacant

Job Purpose and Organizational Context

Why the job exists:

The position provides leadership and analysis, and participates in initiatives aimed at supporting the development of accountable, self-regulating and self-reliant Metis Settlements in Alberta. The position provides research, advice, and recommendations on GoA programs and policy matters affecting the Metis Settlements. This includes building and maintaining effective linkages and relationships with internal and external stakeholders such as the Metis Settlements, the Metis Settlements General Council (MSGC), and other provincial ministries or federal departments.

The position also has responsibility for leading projects related to the administration, implementation, and further development of Metis Settlement capacity, governance, financial sustainability, and associated agreements, including the GoA-MSGC Protocol Agreement.

The position provides support to the Metis Settlements Manager and is able to cover off as required. This means that the role must stay informed on a broad range of topics related to the Metis Settlements including existing GOA legislation, policies, and agreements, as well as ministry priorities and business plan goals, GOA policy development and decision-making processes, and branch operational plans guide the work of this position.

Responsibilities

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

1) Metis Settlement Sustainability

- support Settlements in understanding their needs and directing them to existing grant programs.
- assist in training and capacity building to Settlement administrations.
- Lead initiatives to increase governance capacity within Metis Settlements organizations.
- Build and maintain relationships (including community visits) with Metis Settlements to serve as a trusted advisor on responding to emerging issues
- Participate in initiatives focused on increasing Metis Settlement sustainability
- Analysis of GoA policy issues affecting Metis Settlements
- Implement and coordinate approved strategies and initiatives that reflect current and future policy
- Participate and represent the Branch and Ministry on provincial and national policy committees as required.
- Research initiatives to ensure projects are planned and completed to address relevant Metis Settlement issues

2) Issues Management

- Participate in research, analysis and recommendation of action to address emerging issues.
- Maintain relationships with stakeholders (MSGC, other ministries involved in cross-ministry initiatives) to serve as a trusted advisor on responding to emerging issues
- Provide analysis, advice and guidance within the existing policies, legislation, and agreements to inform decision-making regarding solutions
- Research and analyze issues to development recommendations for the path forward.
- Prepare and present documents and reports that define options and recommendations.
- Assist with the intake of communication (phone calls, letters, emails) related to the Protecting the Public Interest initiative (Settlement compliance with the Metis Settlements Act)
- Maintain relationships with stakeholders (e.g., Metis Settlements Appeal Tribunal, other ministries involved in cross-ministry initiatives) to serve as a trusted advisor on responding to emerging issues

3) Manage Grants with Stakeholders

- Implement policy through program delivery - draft grant agreements and track documents through the approval process.
- Track grants and associated deliverables; provide updates and reports when required.
- Monitor progress of the projects, providing guidance and assistance as needed to maintain project integrity
- Communicate with grants recipients to secure deliverables in a timely manner and work with communities to enable completion of any outstanding deliverables.

4) Support the Manager, Metis Settlements in reaching the performance objectives of the team.

- Develop and coordinate briefings and background materials to inform decision making and direction.
- Develop and maintain effective communication and relations with the MSGC, the Metis Settlements and GoA

departments.

- Represent the ministry on various working committees, as required
- Attend workshops relevant to Metis Settlements to maintain awareness of current issues and trends.

5) Engage in cross-ministry and ministry initiatives to share information and increase the integration of common work with Indigenous communities and related stakeholders.

- Participate in cross ministry/government working groups to facilitate partnerships in the delivery of economic development programming.
- Share information about related projects/ linkages across the ministry.
- Identify opportunities and linkages based on networking and information sharing
- Support other program areas, when/where appropriate

6) Other duties as assigned.

Problem Solving

Typical problems solved:

This position focuses on the implementation of Metis Settlement legislation and associated agreements between the GOA and the Metis Settlements. Projects and initiatives undertaken are of a pilot or developmental nature in a complex and often politicized environment where parameters are not always clear. The diversity and numbers of stakeholders and complexity of their issues adds to the challenge. Complexity is the result of the sensitivity of legal and policy issues and the volatility of multi-party negotiation or conflict resolution processes, all with significant legal and financial impacts. There is a high degree of political sensitivity surrounding this work.

Types of guidance available for problem solving:

Direction on activities from leadership, discussions with co-workers and management on past experiences, directives included with existing agreements and/or Metis Settlement legislation guide the process. Existing relationship with Settlement leaders also guides issues management.

Direct or indirect impacts of decisions:

Recommendations made by this position contribute to the long term sustainability of the Metis Settlements, and lead to greater self-reliance and self-governance of the Metis Settlements, as well as impact relationships with other Metis organizations and communities.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager Metis Settlements, Director - receive direction, provide project status updates; raise awareness to emerging issues;
- Branch staff - share information and collaborate on projects
- Department staff - share information; provide input, advice, and guidance related to Metis Settlements
- Public - service as back up to Protecting the Public Interest initiative; receive and respond to correspondence
- MSGC and Metis Settlement staff and leadership - maintain strong working relationships; deliver policy into programs/initiatives; represent the ministry's position and priorities; collaborate to identify current issues and priorities; lead specific projects related to policy, legislation, or issues management

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Indigenous Studies, Political Science, Social Sciences, Education, Science

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

- Knowledge of issues and concerns as they relate to the Metis Settlements.
- Knowledge of Metis Settlement interests, protocol, and their relationship to provincial government programs and policies.
- Awareness of law, history and legislation as it relates to Metis Settlements governance issues.
- Knowledge of the priorities and agreements between the GOA, ministry, and Metis Settlements

- Knowledge of government operations and policy development process and decision-making factors
- Knowledge of the GOA legislation and policy development and review processes
- Knowledge of different approaches for stakeholder consultation
- Knowledge of governance processes
- Process oriented to guide legislation and policy reviews through each step ensuring that all documents and requirements have been met
- Able to lead policy projects including research and development of options and impacts and recommendations
- Strong consultation and facilitation skills
- Sound research and analytical skills
- Sound verbal and written communication skills to communicate and prepare documents for a variety of audiences
- Strong interpersonal and relationship building skills
- Ability to think strategically about policy and legislation impacts and their application
- Project management/development skills
- Ability to exercise discretion and diplomacy in a highly sensitive political environment
- Issues management / knowing where to refer/manage caller queries
- Ability to collaborate with internal and external stakeholders to share information and complete multi-faceted initiatives on time and on budget, producing high quality deliverables

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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts 	

		behaviour to change <ul style="list-style-type: none"> • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	
Develop Networks	○ ● ○ ○ ○	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Drive for Results	● ○ ○ ○ ○	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Community and Policy Liaison, Program Coordinator, Employment Partnership Advisor