

New

 Ministry

Describe: Basic Job Details
Position

Position ID <input type="text"/>	Position Name <input type="text" value="Sr Advisor, Planning and Risk"/>
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 Requested Class

Job Focus <input type="text" value="Corporate Services"/>	Supervisory Level <input type="text" value="00 - No Supervision"/>
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Agency (ministry) code <input type="text"/>	Cost Centre <input type="text"/>	Program Code: (enter if required) <input type="text"/>
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Employee

 Employee Name (or Vacant)

Organizational Structure

 Division, Branch/Unit

Supervisor's Position ID <input type="text"/>	Supervisor's Position Name <input type="text" value="Dir, Planning & Performance"/>	Supervisor's Current Class <input type="text" value="Senior Manager (Zone 2)"/>
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Design: Identify Job Duties and Value
Job Purpose and Organizational Context

Why the job exists:

Environment and Protected Areas (EPA) conservation mandate is to develop shared stewardship of the province's environment and natural resources for Albertans. The Senior Advisor, Planning and Risk, nestled within the Corporate Performance Branch, places a strong emphasis on meticulous planning strategies. The Senior Advisor, Planning and Reporting has an exclusive focus on planning inclusive of reporting. Reporting to the Director, Planning and Performance, the core responsibility lies in meticulously developing and publishing AEP's three-year business plan and annual report, mandated by legislative requirements. They play a vital role in shaping the Government of Alberta Strategic Plan and Annual Report, contributing their planning expertise. Within this results-based management framework, the Senior Advisor serves as a beacon of guidance, providing expert advice and support to elevate the Ministry's planning practices to new heights, with reporting as a natural outcome of meticulous planning efforts.

While the primary focus is on ensuring AEP's operational and strategic readiness through comprehensive planning, the secondary emphasis is on risk management. The Advisor, Planning and Risk is instrumental in crafting and maintaining an Enterprise Risk Management (ERM) program including a Risk Registry that aligns closely with Government of Alberta (GoA) standards. They instill a culture of thorough planning, embedding planning and risk management methodologies deeply into decision-making processes across all levels of the Department. Their expertise is pivotal in leading strategic and operational planning efforts, devising robust plans that anticipate and mitigate risks pro-actively. With a nuanced understanding of

AEP's operations and interdepartmental dynamics, they adeptly identify potential risks to environmental and natural resources, weaving them into comprehensive planning strategies. Moreover, the Senior Advisor's role extends to metrics development, project management, and change management initiatives, ensuring that planning efforts are seamlessly implemented and optimized for effectiveness.

Responsibilities

1. Participate in development and publication of Ministry business plan and Ministry contributions to the Government of Alberta Strategic Plan

Activities:

Assist with development and publication of the Ministry's business plan and associated processes to ensure a plan and related deliverables are produced in a timely, efficient and effective manner to meet Government of Alberta business planning standards and Ministry accountability obligations under the *Fiscal Management and Transparency Act and Financial Administration Act*.

Contribute to development, implementation and integration of best practices in strategic and operational planning process(es) on behalf of the Ministry, including working with departmental performance measurement staff to ensure business plan performance metric content meets required planning standards and needs.

Use effective and timely communications to inform and facilitate knowledge transfer to Ministry's staff of the Ministry's accountability under the Government of Alberta accountability framework and related Ministry planning and reporting activities.

Aid in the ministry's contribution to development and publication of the Government of Alberta Strategic Plan.

Prepare briefing notes, binders, presentations, reports, memos and responses to action requests related business planning and associated information.

Contribute to development of materials for Committee of Supply.

Provide advice regarding options and opportunities to incorporate Ministry strategic risks and recommendations made by the Auditor General into various levels of Ministry planning.

2. Participate in development and delivery of Ministry annual report and Ministry contributions to Government of Alberta Annual Report.

Activities:

Support the collection and analysis of Ministry results associated with deliverables and performance metrics described in the Ministry business plan and Government of Alberta Strategic Plan.

Coordinate Ministry staff, Divisions and related working groups through the annual report development processes that result in publication of the Ministry's annual report to meet Government of Alberta Annual Report Standards and Ministry accountability obligations under the *Fiscal Management and Transparency Act and Financial Administration Act*.

Contribute to the implementation and integration of best practices in reporting processes for effective and efficient workflows within the Ministry and with partners such as Treasury Board and Finance, CPE, and Office of the Auditor General.

Aid in preparing the Ministry's contribution to Government of Alberta Annual Report.

Provide advice regarding options and opportunities to incorporate Ministry strategic risks and recommendations made by the Auditor General into various levels of Ministry reporting.

Prepare briefing notes, binders, presentations, reports, memos and responses to action requests related to reporting processes and associated information.

Contribute to development of briefing materials for Public Accounts Committee.

3. Supports the implementation and continuous improvement of AEP's Enterprise Risk Management (ERM) program and encourages the use of best risk management practices in the Department.

Activities:

Regularly review the AEP's risk management practices to identify opportunities to continuously improve the Enterprise Risk Management program and to increase organizational risk maturity ensuring it adds value to the Department.

Develop tailored risk management information and tools, which are adaptable, scalable and relevant to the department's business and legislated responsibilities and makes these products available to AEP and the GOA as appropriate.

Research risk performance measures and recommend appropriate indicators and measures of key department risks; provides advice on how to incorporate risk measures into department and business unit performance measures.

Monitor and evaluate the department's progress in implementing and improving the Enterprise Risk Management program including updating the risk registry; provide written and verbal progress reports and presentations to divisional management team, Executive Committee, senior executives, and relevant governance committees as appropriate.

Maintain awareness and research trends and best practices in risk management, adapt this knowledge to fit the needs of the department and shares with department staff, incorporating these practices into AEP where applicable.

4. Provide guidance and advice to department staff to build the department's capacity and skill in planning and reporting

Activities:

Provide advice and consultation for department staff and teams regarding planning and reporting including operational planning and reporting concepts and methods to enhance efficiency, effectiveness and accountability.

Guide business on how to apply planning and reporting processes on divisional operational plans and the linkage up to the ministry business plan and down to branch operational plans and staff performance plans. Provide assistance in development, implementation and reporting of management performance metrics to assist in decision-enhancing as required.

Establish common language and planning and reporting management tools for department staff and provides customized training sessions for department teams as required.

Develop and implement training and communication products to increase staff awareness of and capability for planning and reporting in support of ongoing enhancement of a positive planning and reporting culture.

5. Provide guidance and advice to department staff to build the department's capacity and skill in Enterprise Risk Management

Activities:

Provide advice and consultation for department staff and teams regarding risk management concepts and

methods such as the ISO 31000 framework and process, risk assessment plans, workshop design and delivery, risk management plans, control assessment and documentation, and monitoring, measuring and reporting on risks.

Guide business on how to apply current risk theory and the ERM framework to real-life risk management situations and business processes, and participate in and contribute to the incorporation of risk into strategic, operational and other department plans and decision making (an example of an operational risk application - to assess risks to the environment from various activities and sectors and then design a risk based inspection process to manage highest risks and follow up on critical risk controls).

Project management support for risk projects within the department including the development of assessments, risk management plans, and key control documents; monitor and report on project deliverables and performance measures.

Establish common language and risk management tools for department staff and provides customized training sessions for department teams.

Develop and implement training and communication products to increase staff awareness of and capability for risk management in support of ongoing enhancement of a positive risk management culture.

Problem Solving

Typical problems solved:

The Senior Advisor must analyze the importance and urgency of each risk, considering factors like environmental impact, stakeholder priorities, and regulatory requirements. They would need to develop a systematic approach to prioritize risk and mitigate impacts to the ministry. The Senior Advisor may face the challenge of devising adaptive strategies to mitigate its effects on EPA. This involves conducting thorough research, identifying mitigating strategies, and proposing innovative solutions.

The Senior Advisor must participate in planning sessions. This requires collaborating with internal teams, government agencies, and community stakeholders often with competing interests and perspectives. The Senior Advisor may encounter conflicts between conservation goals, economic development, and indigenous rights. They must employ conflict resolution techniques, such as mediation or consensus-building, to find mutually beneficial solutions that balance environmental protection with socio-economic needs and cultural sensitivities.

The Senior Advisor needs to conduct thorough risk assessments, identify gaps, and develop corrective action plans to address deficiencies while minimizing disruption to ongoing operations.

The Senior Advisor may encounter complex data sets and uncertainties. They must possess strong analytical skills to interpret data, conduct risk assessments, and model potential outcomes.

These examples illustrate the diverse problem-solving challenges that a Senior Advisor, Planning, and Risk at Alberta Environment and Protected Areas may encounter in their role. Effective problem-solving requires a combination of critical thinking, collaboration, creativity, and adaptability to navigate complex environmental issues and achieve sustainable solutions.

Types of guidance available for problem solving:

The Senior Advisor, Planning, and Risk, utilizes guidelines, frameworks, and policies to craft documentation tailored to the specific business context through meticulous analysis and adaptation. They benefit from the availability of guidance from senior resources within the organization to grasp the intricacies of the business environment and adeptly implement established protocols. By fostering collaboration and sharing knowledge, the Senior Advisor enhances their problem-solving abilities, ensuring that solutions harmonize with organizational standards while addressing the distinctive challenges of the

context at hand.

Direct or indirect impacts of decisions:

Senior Advisor, Planning and Risk, recommends approaches to achieve effective solutions that support the both the ministry's business plan and division's operational plans by providing guidance and best practices to impacted stakeholders.

The role impacts decision-making, shaping outcomes and influencing the overall success or failure of initiatives. Understanding and evaluating these impacts are essential for making informed decisions and effectively managing risks and opportunities across various domains.

This incumbent must be able to positively interact with internal and external resources and possess current knowledge of strategic directions, apply effective communication, negotiation, problem solving skills, and leverage best practices.

The direct impacts of decision-making by the Senior Advisor, Planning and Risk, involve immediate outcomes that directly affect the implementation of risk management and planning strategies within an organization. For example, a decision to allocate resources towards mitigation activities directly impacts the organization's preparedness for potential issues, ensuring swift and effective responses to risks.

Indirect impacts, on the other hand, are less immediate and may have broader, long-term effects on the organization and its stakeholders. For instance, a decision to prioritize initiatives in planning processes may indirectly contribute to the organization's reputation as an environmentally responsible entity, positively influencing stakeholder perceptions, attracting environmentally-conscious investors, and fostering long-term partnerships with communities and regulatory bodies.

Overall, the direct impacts of decision-making by an Senior Advisor, Planning and Risk, are evident in the immediate changes to risk mitigation strategies and planning efforts, while the indirect impacts manifest over time, shaping the organization's reputation, relationships, and long-term sustainability.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with Manager, Planning and Reporting and weekly with the Director, Planning and Performance to receive direction and advice, and share information.

Participate in the Business Planners Working Group facilitated by Treasury Board and Finance and other committees and networks pertinent to continuous improvement of planning and reporting processes and deliverables.

At key points in the Ministry planning and reporting cycle and the enterprise risk management cycle engage the following areas to support consultation, collaboration, alignment and integration of planning and reporting activities:

- o Section Director, Planning and Performance
- o Branch Executive Director
- o Branch Finance staff
- o Divisional management, staff and committees
- o Staff in other Government of Alberta ministries
- o Ministry affiliated agencies, boards, commissions and delegated administrative organizations

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

University graduation in a field related to the position assignment, supplemented by 2 years progressively responsible experience. Related experience or education may be considered as an equivalency on a one for one basis.

Skills required:

- Knowledge of planning and reporting principles (strategic to operational), policy development, performance measurement and evaluation.
- Knowledge of results-based management concepts, techniques and practices, and organizational analysis techniques.
- Knowledge of enterprise risk management principles and processes.
- Knowledge and skills in developing client consultation processes, stakeholder analysis and relationship management to facilitate and support training and working sessions for the Ministry in the area of planning and reporting.
- Knowledge and understanding of the Ministry's outcomes, strategies, performance metrics and organizational structure.
- Knowledge of government functions, accountability frameworks, structures and systems especially business planning processes, deliverables, annual reports and related processes including government planning and reporting standards, and decision processes.
- Understanding of the dynamic and continually changing societal, political and governmental complexities facing the Government of Alberta.
- Understanding of the drivers impacting the economic, social and environmental benefits Albertans receive from natural resources and their development.
- Understanding of overall government direction and policy, and public administration practices.
- Understanding of governance and the ability to apply shared responsibility and accountability.
- Developed leadership and project management skills to support project goal setting, procedures and scheduling.
- Ability to analyze complex and complicated issues and opportunities, synthesize findings, identify actions, and recommend solutions.
- Strong organizational, time and prioritization skills to effectively balance multiple priorities demands and manage large amounts of information.
- Strong interpersonal skills and capability to work independently or in a multi-disciplinary team environment, as the situation requires.
- Ability to build and maintain effective and productive relationships, teams, collaborations, and partnerships while balancing client needs and interests with those of the Ministry.
- Strong interpersonal skills to manage and resolve conflict and motivate others to accept and support change to undertake business planning and reporting.
- Excellent communication skills (written and verbal) to effectively communicate with a wide range of diverse clients and prepare formal written communication.

Work experience required:

- Strategic and Operational Planning and Reporting
- Risk Management
- Evaluation and Performance Management
- Facilitation
- Governance
- Relationship Management and demand management

Behavioral Competencies

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 checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<ul style="list-style-type: none"> • Holds true to principles and confronts problems directly; takes steps to rectify problem situations, even if they prove unpopular. • Factors in the complexity of issues, and strategically aligns decisions and plans based on values, outcomes and broader organizational needs
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <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 	<ul style="list-style-type: none"> • Collaborates effectively with business partners program areas and branch colleagues. • Promotes positive conflict resolution by identifying issues and facilitating discussion and/or coaching others to constructively resolve conflict.
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<ul style="list-style-type: none"> • Apply systems thinking when facilitating risk identification and risk mitigation strategies with stakeholders and alignment with government wide enterprise risk management framework. • Formulate and maintain EPA Risk Register and Risk plan • Considers and plans for how current policies, processes and methods might be affected in the short, medium, and long-term by broader trends.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p>	<ul style="list-style-type: none"> • Required to form and maintain working relationships and

