

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Forestry Division, within the Department of Forestry and Parks, faces complex challenges spanning in topic across economic, environmental, social, and cultural values. A systems thinking approach is required to conduct issues or systems analysis, and to generate creative solutions that align with the goals and priorities of Forestry Division, the Department of Forestry and Parks, and the Government of Alberta.

Reporting to the Senior Policy Lead within the Strategic Forest Initiatives & Policy Section, the Strategic Systems Advisor provides leadership, coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with strategic issues, and systems challenges or initiatives within the Division and Ministry. This involves designing, planning, leading and evaluating systems analysis of major projects/programs, as well as the coordination of cross-government initiatives. In leading these highly complex processes, this position acts as a change agent interacting with the forest sector, interest groups, research groups, business and industry, environmental policy groups, Indigenous communities, staff from the ministry, cross-government and inter-government teams. This position operates in an environment which is both highly political and technically based.

This position provides highly specialized expertise essential for exploring system/program solutions to issues pertaining to the use and management of crown forests, including wildfire, in Alberta. Public forests, wildfire, and forest industry related issues and initiatives are typically sensitive and involve multiple and competing social, economic, environmental, safety, and political perspectives. The Strategic Systems Advisor balances and integrates the diverse rights, views and perspectives of stakeholders, to identify emerging issues relating to management of crown forests and wildfires. Then through analysis, jurisdictional scanning, foresight, and systems analysis, provides strategic advice and recommendations to senior Department, Government of Alberta (GoA), or stakeholder representatives, informing and furthering initiatives related to Forestry Division's strategic, policy and intergovernmental agendas. In analyzing issues this position seeks to provide solutions that are aligned with the strategic goals and priorities of the GoA, and of the Department of Forestry and Parks.

The Strategic Systems Advisor works closely with Forestry Division and Department staff, other departments, other jurisdictions (including federal, provincial, territorial or international jurisdictions), Indigenous peoples, the forest sector, municipalities, and stakeholder organizations to manage and compile the research and analysis needed to develop strategic recommendations, briefings, and responses. The Strategic Systems Advisor, as part of the Strategic Forest Initiatives and Policy section, provides support to staff across the entire Forestry Division.

Responsibilities

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

1. Provide timely information, in the form of research, analysis, horizon scanning, or foresighting that supports recommendations for policy or program adjustments and decisions.

- Provide strategic advice and support on a broad range of policies, programs, or initiatives led by program areas throughout the ministry, and Government of Alberta, to support consistent and comprehensive legislative/policy analysis and coordination, and/or program evaluation.
- Conduct regular engagement with program areas, legislative council office, policy coordination office, Environmental Law Team, Department Corporate Strategic Services, Communications and Public Engagement, and divisional executive regarding policy development, program issues, and legal issues associated with policy options that may have legislative or regulatory implications.
- Identify and assess current and emerging trends and issue that have the potential to significantly influence the ministry's core business areas. This position will anticipate, evaluate, and provide recommendations on emerging policy issues and highly politically sensitive topics.
- Lead staff training related to strategic planning or systems thinking.
- Support other branch, division, department, and government priorities by providing strategic planning, systems thinking, or horizon scanning skills as required.

2. Employ change management principles to support streamlining of Divisional processes, procedures, policies, and programs to improve efficiencies and effectiveness of internal operations.

- Working with government staff and external stakeholders, ensure holistic consideration is taken prior to recommending a regulatory or legislative policy by identifying policy implementation options, change

management, and implications.

- Undertake relevant scanning or research to identify best practices and solutions applied in other jurisdictions, including liaising with other levels of government within Alberta and Canada, to understand varying approaches and applications.
- Draw on a spectrum of practices (project management, effective communication, the policy process, systems thinking, etc) to develop tailored approaches or recommendations for effective change management in relation to Forestry Division programs, policies, or activities.
- Coordinates, communicates, develops, and maintains interactions with a wide network of contacts.
- Fosters an environment of information sharing, education, and learning for division staff with respect to the policy system.
- Engages with subject matter experts to identify pathways for successful policy development and implementation.
- Maintains periodic meeting series with key contacts, organizations, and stakeholders; this includes coordination of meeting materials such as agendas, presentations, and supporting documents to assure successful engagement.
- Actively seeks opportunities for improvement with respect to the division's policy process, with a key focus on best practices for engagement.
- Conducts jurisdictional scanning, and/or takes part in communities of practice to identify means of improving the division's policy or program systems.

3. Develop policy or program scenario models for analyzing changing policy or programs, and their impacts on the management of forests, wildfire, or forest industry.

- Employ the principles of systems thinking and systemic design to both analyze and develop recommendations for policy or program shifts.
- Support the development of briefings, correspondence, advice and recommendations to the executive team, minister, and Executive Council on strategic policy or program issues, which are led or coordinated by the position and supported by internal staff.
- Identify and assess current and emerging trends and issue that have the potential to significantly influence the ministry's core business areas. This position will anticipate, evaluate, and provide recommendations on emerging policy issues and highly politically sensitive topics.
- Draw on a spectrum of practices (project management, effective communication, the policy process, systems thinking, etc) to develop tailored approaches or recommendations for effective change management in relation to Forestry Division programs, policies, or activities.

4. Support business transformation and improvements in Forestry Division, ensuring alignment with the Department and Division's core business goals and objectives.

- Support the development of briefings, correspondence, advice and recommendations to the executive team, minister, and Executive Council on strategic policy or program issues, which are led or coordinated by the position and supported by internal staff.
- Prepare materials for sound decision-making by senior civil servants, and political decision-makers. Ensure materials meet expectations for accuracy and quality.
- As necessary, provide supporting information for the director(s), executive director(s), assistant deputy minister, deputy minister, and/or minister for meetings as required.
- Review and utilize legislative or program best practices from other departments or jurisdictions where applicable.
- Provide effective leadership and/or participation on cross-ministry or intergovernmental committees and initiatives to ensure the division's interests are represented, as needed.

5. Support ongoing mandate and operations of Forestry Division and the Department.

- Acts as a lead in the division for facilitation, engagement, issues analysis, or strategic planning.
- Actively seeks opportunities for improvement with respect to the division's policy process, program delivery or strategic planning, with a key focus on change management and systems thinking.
- Conducts jurisdictional scanning, and/or takes part in communities of practice to identify means of improving the division's policy or program systems.
- Leads or supports the exploration of strategic projects, programs, plans, or policy relevant to Forestry

Division or Departmental mandate.

6. Continuous professional development and enhancement of relevant skills, including project management skills.

- Actively seek informal and formal learning opportunities for self and others.
- Provide challenging work to those supervised (if relevant) and mentor or coach colleagues as necessary to improve knowledge, competencies, and job satisfaction.
- Support learning and growth opportunities for self and others.
- Manage resources in alignment with government human resources and fiscal goals.
- Foster a positive and professional work environment.

7. Provides other support, as required, across the Forestry Division.

Problem Solving

Typical problems solved:

Reporting to the Senior Policy Lead, the Strategic Systems Advisor has a significant degree of independence in leading and managing policy, program or assigned projects impacting the Division, Department, GOA, stakeholders, and Albertans. Collaborative work is imperative to achieve results. Although policy processes, and legislative frameworks are in place, the position primarily is tasked with addressing atypical requests which are diverse, politically sensitive, relating to court decisions, and complex - a high degree of creativity and extensive network development is required to successfully address such requests

This position is responsible for preparing high quality and timely briefing or analysis packages to support GOA direction and mandate; some documents drafted by this position are of a legal nature, requiring a high degree of accuracy, attention to detail, and quality assurance to ensure they are legally sound.

Foresight and systems thinking are required for this position to anticipate and work through potential solutions, options, implementation challenges, and change management required of programs, policies, or atypical issues.

Types of guidance available for problem solving:

The Strategic Systems Advisor works with a variety of staff, including their supervisor, Director, section team, Executive leadership, and departmental colleagues (including the Environmental Law Team) to understand, analyze, and propose solutions to complex and inter-related issues. The Strategic Systems Advisor works both within and outside of established legislative and regulatory framework, or GOA processes; as such, the position must be able to think creatively, analyze systems, and rely on a broad network of SMEs to develop tailored solutions to requests. Communities of Practice, mentorship programs, and formal/informal learning are available for the Strategic Systems Advisor.

Direct or indirect impacts of decisions:

As a result of recommendations made by this position, decision makers are informed of multiple perspectives of issues and the implications of potential options, including the decision to not take any action.

Key Relationships

Major stakeholders and purpose of interactions:

Forestry Division staff, management and executive, Departmental Corporate Strategic Services and executive, other GoA Departments, other jurisdictions, Indigenous communities, industry and non-government stakeholders, academia, community of practice colleagues.

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:

Policy, Futures/Strategy/Innovation, Strategic Foresight, Systems Design, Public Admin, Comms, or related

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

Experience working in (or completed training for) strategic planning, project planning, change management, policy or program analysis, or horizon scanning is required.
 Working with diverse teams and stakeholders with competing interests is required.
 Excellent communication skills are required.
 Project or team leadership experience is an asset.

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		
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 risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	Employs a systems thinking approach and horizon scanning to conduct research and lead innovation in the adoption of systems design methodology for policy and programs.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> Uses wide range of techniques to break down problems Allows others to think creatively and voice ideas Brings the right people together to solve issues Identifies new solutions for the organization 	Ability to assess options and implications in new ways to inform decision making on potential solutions to achieve outcomes.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> Encourages broad thinking on projects, and works to eliminate barriers to progress Facilitates communication and collaboration Anticipates and reduces conflict at the outset Credits others and gets talent recognized 	Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve desired outcomes.

		<ul style="list-style-type: none"> • Promotes collaboration and commitment 	
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Actively shares knowledge, expertise, skills and perspectives with others to provide insight and gain information.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Proactively considers and adapts to a changing environment, supports staff through change, and focuses on desired outcomes.