

New

Ministry

Indigenous Relations

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Planning and Program Analyst

Requested 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

Job Purpose and Organizational Context

Why the job exists:

This position exists to ensure the First Nations Relations branch delivers accurate, timely, and well-aligned corporate planning, reporting, and performance information that supports ministry priorities and Government of Alberta requirements.

The role provides dedicated analytical and coordination capacity to integrate information across teams, track commitments, and support informed decision-making by leadership. By strengthening planning processes, accountability, and cross-branch collaboration, the position helps maintain organizational clarity, manage risk, and support effective delivery of programs and initiatives.

Responsibilities

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

- Coordinate corporate planning and reporting activities**, including business planning, annual reporting, and performance measures, to ensure alignment with ministry direction and corporate requirements.

- Actively communicate and collaborate with other teams within the branch and other divisions within the ministry.
 - Support the development and execution of cross-division planning sessions, to engage with subject-matter experts and capture diverse perspectives regarding priorities and initiatives, as required.
2. **Track and report on commitments and deliverables**, including business plan actions, cross-branch initiatives, and follow-up on identified issues.
 - Assist with maintaining and improving planning and reporting tools and processes, contributing to continuous improvement and consistent practices across branch corporate functions.
 3. **Prepare briefing notes, presentations, and other materials** related to planning, results reporting, and corporate initiatives for leadership and internal stakeholders.
 - Synthesize planning and reporting inputs from teams, analyzing information for accuracy, completeness, and consistency with established frameworks and timelines.
 - Provide analytical support and advice on planning and performance, by identifying trends, risks, and gaps. Propose practical options or improvements.
 4. **Support other branch operational and program activities as required.**

Problem Solving

Typical problems solved:

- Misalignment of plans and priorities across branch teams by ensuring business plans, performance measures, and reports align with ministry direction and corporate requirements.
- Incomplete or inconsistent information by synthesizing inputs, validating data quality, and ensuring consistency across planning and reporting products.
- Missed or unclear commitments by tracking deliverables, monitoring progress, and following up on outstanding actions and issues.
- Siloed work and coordination gaps by facilitating cross-branch and cross-division collaboration and incorporating diverse perspectives into planning.
- Limited performance insight by identifying trends, risks, and gaps and providing practical analysis and improvement options.
- Inefficient or outdated processes by supporting continuous improvement of planning and reporting tools and practices.
- Leadership information needs by preparing clear, accurate briefings and materials that support timely decision-making.

Types of guidance available for problem solving:

Executive Director, Director, Manager, Finance, Communications

Direct or indirect impacts of decisions:

Decisions in this role enable accurate, timely, and well-aligned planning and reporting, supporting effective leadership decision-making and strong corporate accountability. Sound judgment strengthens commitment tracking, cross-branch coordination, risk identification, and the quality of briefings, contributing to clear priorities, informed decisions, and sustained confidence in branch and ministry outcomes.

Key Relationships

Major stakeholders and purpose of interactions:

This position seeks direction, guidance, and mentorship from the Director of the First Nations Development Fund.

Regular interaction with staff in the branch and Finance for the purposes of building relationships, leveraging expertise, and receiving input / building consensus on projects.

Work with leaders within the branch to brainstorm ideas, seek direction, and receive approval.

Collaborate with other teams within the division and department to build consensus and align strategic direction for the ministry and government.

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:

Business, Public Administration, Native Studies, or other related undergraduate degree.

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

- Knowledge of government structure, processes, and corporate planning and reporting frameworks.
- Awareness of Indigenous Relations' mandate and broader government priorities.
- Experience leading cross-functional coordination and facilitation activities.
- Demonstrated ability to prepare briefing notes, reports, presentations, and other materials by synthesizing information into clear, accurate summaries.
- Highly effective written, verbal, and visual communication skills, to convey complex information to diverse audiences, including senior executives.
- Strong organizational and prioritization skills to manage concurrent priorities and deadlines.
- Proficiency in using Microsoft 365 planning, reporting, and tracking tools.

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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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 	Works with other teams to synthesize information for planning and reporting. Establishes processes to support consistent communication and collaboration.
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 	Develops collaborative relationships and participates in cross-functional initiatives. Builds trust through openness to differing views and a focus on sustainable,

		needs of a broader group • Influences others through communication techniques	shared outcomes.
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Considers cross-impacts and interdependencies when planning. Engages with multiple stakeholder perspectives to understand their interrelationships.
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: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Proactively engages others for advice when priorities change to reassess and manage competing demands. Embraces new ways of working to anticipate barriers and improve service outcomes.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Seeks and acts on collaboration opportunities to achieve results. Applies past experience to inform planning and adjusts strategies based on learning.