

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Indigenous Liaison Specialist

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry, Forest Stewardship and Trade Branch

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:

The Indigenous Liaison Specialist is responsible for developing and managing productive and respectful working relationships to support strategic alliances with provincial, regional or Treaty-level Indigenous organizations, and Indigenous communities on behalf of Forestry Division (the Division) of the Ministry of Forestry and Parks (the Ministry). The position operates under the Crown's duty to consult and/or policy commitments where Ministry and Divisional initiatives concerning management and/or development of Alberta's Forest resources may potentially have an adverse affect on Treaty rights and traditional land uses, as well as the Government's direction to support Indigenous Peoples to pursue reconciliation, inclusion, and opportunity.

Through coordination within and across ministries, the Liaison Specialist will lead and support the development of policy, protocols, guidance, procedures, and best practices, along with training to build and maintain Divisional competencies and cultural awareness to support meaningful consultation and engagement with Indigenous people, communities and organizations. The position will support the Division's participation on multiple cross-ministry groups addressing Indigenous matters. They will help ensure the Division's input is appropriately considered and is kept appraised of issues being addressed.

The position operates within a very complex, evolving and politically sensitive environment, interacting with a wide range of Government, Indigenous and industry representatives, mandates, and interests. Throughout this, the liaison specialist considers the mandate of the Ministry, the legal and economic implications of proposed actions,

along with forest sector and other key stakeholders when carrying out their duties.

Responsibilities

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

1. Developing and maintaining respectful and effective working relationships with Indigenous people, organizations, communities, relevant GOA Ministries, other jurisdictions, public, the forest industry and other stakeholders.
 - Identifying opportunities for partnerships and collaboration with Indigenous Organizations and Communities, and mutually beneficial goals that can be achieved through these strategic relationships/partnerships.
 - Builds and maintains productive relationships with industry stakeholders
 - Providing strategic advice to support senior Division and Ministry leadership to address complex communication and relationship issues with Indigenous communities.
 - Promoting transparent and open engagement/communication to increase understanding and effectively address issues.
 - Continually reviewing with Division branches, initiatives and priorities to help maximize coordination/ collaboration and increase consultation and engagement activities efficiencies.
2. Leads the development of policy, protocols, guidance, procedures, and best practices for Indigenous relations for the Division, Ministry and the forest industry.
 - Works collaboratively across Ministries and within the Division to support a common, consistent and meaningful consultation and engagement approach within the Division.
 - Leads and supports the development and continuous improvement of relevant policies, protocols, guidance, procedures, and best practices, along with staff training materials and opportunities that consider changes in case law that may impact Divisional business, as well as address consultation and engagement process gaps and efficiencies.
 - Regularly engages with forest industry representatives and industry associations to identify solutions to industry concerns pertaining to proponent-led Indigenous consultation and engagement activities.
3. Ensures Branch leadership and departmental decision makers are provided with accurate, comprehensive information regarding influencing factors or issues that may potentially impact forest management planning or project approval decisions.
 - Preparing briefing materials and correspondence for Branch leadership, ADM, DM and Minister.
 - Facilitating meetings involving senior management and providing appropriate information.
4. Effectively manage or develop responses to emerging and systemic issues.
 - Works closely with Division staff to identify relevant emerging issues.
 - Determining the most appropriate methods to address these issues through the use of stewardship programs, strategies, policies, guidelines, objectives or other approaches.
 - Leading project teams and/or establish appropriate internal and external partnerships to address the issue.
 - Leading project teams to evaluate the issues and to develop recommended solutions.
 - presents recommended solutions to senior management for their review, input and approval.
5. Lead or support the development of products and opportunities for staff to increase competencies to meaningfully consult and engage with Indigenous peoples and work with Indigenous communities and organizations to support cultural awareness, respect, and reconciliation.

- Lead the development of protocols, guidelines, procedures best practices and training that supports Division staff to effectively and respectfully collaborate with Indigenous Organizations and communities during the development of policies, programs and regulations.
- Lead the development and deployment of information sharing initiatives and resources to support Division staff interactions with Indigenous communities.

Problem Solving

Typical problems solved:

The position represents Division interests in very complex and politically sensitive consultation/negotiating processes at the operational, Divisional and Ministry level with a variety of stakeholders. Therefore negative outcomes may affect the credibility and reputation of the Government. Critical thinking skills are key as there is little direction provided from established policy and procedures. Direction is provided from their Director along with guidance from Executive Team and senior staff regarding political interests and sensitivities however, many issues will have few established solutions. The position will lead and support the development of new approaches and solutions to address and support emerging issues within an ever-evolving legal and political environment. The position works across Ministries to collaborate in the development of these strategic solutions and processes.

The challenges facing the position are:

- Ensuring the appropriate timing and level of Indigenous representation as well as the inclusion of all affected stakeholders in any engagement/consultation process.
- Assessing political sensitivities, legal risks and resistance to change regarding the development of policies, procedures and alliances to adapt to this evolving environment, with consideration for the potential impact on economic development and the GoA's credibility and reputation regarding its relationship with Indigenous peoples.
- Bringing together and working with staff with different perspectives and expertise from within and across Ministries, to apply their knowledge and experience to fulfill the mandate of the GoA and its legal requirements to engage and consult.
- Adapting to the ever-increasing political sensitivities surrounding the development and management of Alberta's natural resources, cumulative environmental impacts, and cumulative impacts of development on Treaty Rights.
- Ensuring the Division is taking a consistent, coordinated and integrated approach to Indigenous consultation and engagement when representing Ministry perspectives on initiatives.

Types of guidance available for problem solving:

Types of guidance available for problem solving

- Researching Indigenous case law along with relevant legislation, regulations, policies, and guidelines.
- Researching Canadian cross-jurisdictional initiatives and approaches.
- Advice from the Director and subject matter experts within and external to the GOA.
- Advice from the Constitutional and Aboriginal Law team, as well as Environmental Law Team experts.

Direct or indirect impacts of decisions:

This position participates in very complex and politically sensitive environment at the Divisional and Ministry level with a variety of stakeholders. The position independently initiates and maintains partnerships and collaborative working relationships within the Ministry and Division, as well as other Ministries and with Government representatives. The position also fosters relations with representatives of Indigenous communities/organizations to achieve key outcomes. The work of the position directly impacts the relationship of the Division with Indigenous communities/organizations, with other Ministries, with the Government of Alberta, and with other levels of government.

The work of the position affects industry/economic development, the public, Indigenous people and other interest stakeholders as it relates to the management and development of Alberta's forests resources but also access to water, public lands, natural resources, and fish and wildlife through involvement in cross ministry initiatives such as land use

planning. This position is critical to the success of fulfilling the legislative mandate that requires the engagement and consultation of Indigenous peoples but also the GoA's direction to support Indigenous people to actively participate in the development of Alberta government policies, programs, initiatives resources and services.

This position supports and enables the Division and Ministry to ensure its meeting its legal duties in regards to Aboriginal and Treaty rights under Sec. 35 of the Canadian Constitution Act (1982) as it pertains to the management and development of Alberta's forest resources. In doing so, it also leads and supports efforts to advance meaningful and productive relationships with Indigenous peoples in consideration of their rights, activities, and interest in the Ministries decisions, policies, and plans. This position will also act as a resource to the Division for best practices of collaboration with Indigenous communities/organizations.

Key Relationships

Major stakeholders and purpose of interactions:

Major stakeholders and purpose of interactions:

Minister, Deputy Minister and Assistant Deputy Minister - Advice and support

Executive Director, Forest Stewardship and Trade - Advice and support

Director, Indigenous Liaison - Direct working relationship, advice and support

Executive Directors, Wildfire Management and Forestry Field Operations Branches - Advice and support

Forestry Division Senior Management - Advice, issue awareness, and support

Forestry Division Staff - Leadership, collaborator, partner, advice and support

Lead strategic coordination of area Indigenous Engagement Field Officers.

Other GoA ministries - Leadership, collaborator, partner and support

Justice and Solicitor General, Constitutional and Aboriginal Law Team, Environmental Law Team - Support, collaboration

Indigenous Relations (Ministry) - Collaboration, strategy, advice

First Nations, Métis representatives, industry, communities, stakeholders - Relationships and building networks

Federal Government and agencies - Collaboration and partnership

Required Education, Experience and Technical Competencies

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

If other, specify:

Natural Resources, Environmental Sciences, Indigenous Studies, Public Policy

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

The position requires excellent knowledge and understanding in the following areas:

- GoA and Ministry mandate, and associated strategic business and operational plans.
- GoA and Ministry strategic direction and intent regarding engagement and consultation with Indigenous peoples.
- Alberta's Integrated Resource Management System and/or land use/management planning
- Related Ministry and cross-government policies, regulations and legislation (The Government of Alberta's policies and guidelines for Indigenous consultation on Land and Natural Resource Management; United Nations Declaration on the Rights of Indigenous People; etc.).
- Indigenous culture, First Nations/Métis organizations, First Nations and Métis communities, including interests, issues and any legal implications.
- Decision-making processes and decision makers in the individual First Nations and Métis communities and organizations.
- Engagement and consultation policies, frameworks, and processes.
- Forestry Division policy, framework, process and guideline development.

The position requires the following skills and abilities:

- Ability to develop strong interpersonal relationships at all levels in internal and external organizations.

- Strong issues and project management skills to handle multiple priorities.
- Dedication to stakeholder management and engagement.
- Able to assess complex situations and provide advice to staff and decision-makers.
- Able to facilitate and promote collaborative and integrated initiatives.
- Able to provide strategic guidance to staff on the consultation processes on complex, integrated projects aligned with Division, Ministry and GoA mandates, policies and strategic direction.
- Excellent oral and written communication skills as well as interpersonal skills are essential as the position deals with a variety of internal and external stakeholders and is required to prepare and present associated communications products i.e.. briefing notes.

Assets would include:

- Detailed knowledge of forest management principles and practices.
- Partnering ministry-related programs, policies and legislation (e.g. Jobs, Economy and Investment, Environment and Parks, Energy, Health, Labour).
- Forestry or other resource management experience and/or background.

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 	This position must have the ability to gather and disseminate information on complex, constantly evolving and politically charged concepts/issues, then communicate those to a variety of internal and external audiences. The position must lead, coordinate and/or organize activities that either provide direct advice and direction, or develop tools for the Division/Ministry to ensure Indigenous engagement/consultation initiatives and projects are developed and carried out consistently and in alignment with Division/Ministry business plan and objectives.
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 	Indigenous consultation, engagement and relations is carried out within a dynamic and ever-

		<p>techniques to break down problems</p> <ul style="list-style-type: none"> • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>changing politically sensitive environment involves constant pivots, shifts and changes. This position must adapt to these shifts and changes while ensuring a common, integrated, and aligned position on indigenous initiatives and ensuring the Crown's duty to consult on resource development approvals, projects, policies and regulatory changes is discharged in an inclusive, meaningful, and adequate manner. This position requires the ability to bring together and work with staff of different perspectives and expertise from within and across Ministries, to apply their knowledge and experience to fulfill the mandate of the GoA and its legal requirements to engage and consult.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>The Indigenous Liaison Specialist is responsible for developing and managing productive working relationships and strategic alliances with Indigenous communities and organizations, within the Division and across Ministries, and industry to effectively advance the Division's priorities.</p>
Build Collaborative Environments	○ ○ ○ ○ ●	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision 	<p>The position has a key role in supporting the Division and Ministry in advancing productive relationships and reconciliation with Indigenous peoples, and to consider their rights, activities, and interest in the Division's and Ministry's decisions, policies, and plans. To do so, this position must</p>

		<ul style="list-style-type: none"> Leads cross-functional collaboration 	<p>conduct and support Indigenous interfaces, and foster respectful and productive relationships between Indigenous communities and organizations and the Division. Collaboration across the Division/ Ministry program areas, other Government of Alberta Ministries and industry is key to the success of this position. Strategic leadership and coordination with area staff involved in Indigenous engagement.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> Creates opportunities for improvement 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 	<p>Indigenous relations is a constantly evolving field. Numerous First Nations and Metis organizations and individual communities often results in a very wide range and constantly shifting suite of issues of concern. Consultation and engagement events can be emotionally challenging and address politically sensitive areas.</p>

Benchmarks

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

