

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

00000000

Position Name (200 character maximum)

Manager, Climate Adaptation

Current Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

00000

Cost Centre

00000

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

ACCT, Clean Grwth Invest Brnch/Adaptation&Progrms

Supervisor's Position ID

00000000

Supervisor's Position Name (30 characters)

Director, Adaptation&Programs

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-01-23

Responsibilities Added:

Supporting broader priorities of the Clean Growth and Investment Branch, and Air, Climate and Clean Technology Division as needed. Other minor updates required to make current.

Responsibilities Removed:

Responsibilities previously detailing the incorporation of climate adaptation into land use planning now blended into broader accountabilities in supporting adaptation in department policy and programs.

Job Purpose and Organizational Context

Why the job exists:

Climate change adaptation management enables the province to better prepare for and adapt to the changing climate, building resilience in infrastructure, ecosystems and a host of social elements. Adaptation management is recognized as a risk-based practice to mitigate financial, social, ecosystem, infrastructure and human harm caused by a changing climate. Through better recognition and awareness of the potential impacts of a changing climate, adaptation management through proactive measures can have a great impact in reducing risks and realizing opportunities.

The Manager, Climate Adaptation will be responsible for overseeing and coordinating Environment and Protected Areas' (EPA) climate change adaptation policies and programs, as well as others involving other government departments. This includes policy and strategy development, information sharing and awareness building, capacity building, establishing and maintaining partnerships, liaising with other ministries, the federal government and other provinces, establishing programs, and other related actions. The position seeks alignment between national, provincial and regional goals and policy tools, and supports integration of climate change mitigation and adaptation policy and programs. Integration and information and capacity building includes embedding climate change resilience into existing programs and measures for efficient delivery (e.g., infrastructure programs)

This position will involve policy leadership, project management, program planning, grant and contract management, stakeholder engagement and cross-ministry coordination. This position works collaboratively with other ministries, orders of government, research institutions, non-governmental organizations, professional associations and industry to achieve provincial adaptation goals. A key success factor of the position is to develop and maintain effective, open and consultative relationships with internal and external stakeholders.

Responsibilities

1. Lead the development and implementation of government climate change adaptation policies and programs.

Activities include:

- Develop and implement of government and departmental climate change adaptation policies, with support of cross-ministry partners to ensure holistic and integrated policy. The development of such policies may include public and stakeholder engagement, and may encompass:
 - role of the provincial government (policy, programs, and procurement);
 - role of municipalities and economic sectors;
 - capacity building with specific focus on vulnerable communities;
 - information and knowledge building and sharing; and
 - development of key partnerships to further adaptation initiatives.
- Lead and guide the development and implementation of capacity building programs (e.g., Adaptation Resilience Training Program), growing capacity for climate change adaptation in the GOA and externally for Albertans.
- Facilitate the management of unique adaptation needs such as those of the Indigenous communities.
- Support Alberta's participation (advice, feedback, strategic input, reporting within Alberta) on federal and cross-jurisdictional work on climate change adaptation. Such as the federal Adaptation Strategy and federal Adaptation Action Plan, and the national plenary of Natural Resources Canada.
- Develop and support partnership opportunities with external stakeholders and governments, as appropriate utilizing tools such as grants and contracts to deliver on objectives where appropriate. E.g. Lead Alberta's role in ClimateWest; a partnership of Alberta, Saskatchewan, Manitoba and Environment and Climate Change Canada.
- Support the integration of climate adaptation policy and programs across the Government of Alberta, meets the needs of Albertans, communities and industry and meets provincial outcomes and objectives.
- Integrate adaptation policy with cumulative effects management and climate change mitigation policy.
- Represent the department and Government of Alberta on climate change adaptation at meetings, conferences and events, including federal-provincial-territorial tables.

2. Ensure policy and programs are developed with sound understanding of climate science, environment / human health perspectives and risk management. Activities include:

- Share adaptation-related information and build adaptation capacity within the department and government departments with the goal of embedding climate adaptation into existing policy and programs.
 - This includes programs such as flood/drought management, wildfire management, infrastructure

development etc.

- This included embedding adaptation into strategies like Water for Life, Air Management etc.
- Ensure risk-based frameworks are in place.
- Participate in regional planning initiatives to ensure adaptation is considered in environmental, social and economic models and assessment.
- Ensure environmental and health relationships as well as economic considerations are understood and incorporated in adaptation policies.
- Ensure policy advice to the Minister is sound, comprehensive and evidence-based.
- Propose policy and program changes to promote continuous improvement to achieve outcomes.
- Where capacity exists, oversee priority adaptation research and knowledge initiatives, including contracted analysis and research to further Alberta's understanding of climate change and its impacts on the province from an economic, social and environmental perspective.
- Provide integrated assessment and advice and support policy integration through:
 - Lead cross-ministry Government of Alberta climate change adaptation coordination to oversee provincial action and strategy development.
 - Lead a government-wide adaptation network, providing a central location for coordinating departmental action on climate adaptation and community of practice.
- Point of contact for key stakeholders on adaptation initiatives.
- Develop provincial policies, guidelines, standards and programs relating to the achievement of desired outcomes are developed with effective and credible science as well as social and economic analysis.

3. Manage and direct the work of the Adaptation Team including policy research, analysis, advice, issues management, program development and management, and evaluation of implementation. Effective leadership is fundamental to this position . Activities include:

- Achieve business plan goals and links services and program activities within the department to develop processes and optimize capacity. Supports other departments in achieving their goals.
- Provide effective leadership and support to a team of policy professionals.
- Manage budgets with fiscal accountability
- Assure that resources are allocated in an equitable and efficient manner.
- Coordinate staff meetings and sessions and provide coaching, advice, motivation and mentoring to staff.
- Manage staff performance to ensure a high performing, respectful workplace that encourages staff engagement and participation.
- Provide effective performance management feedback.

4. Support priorities of the Clean Growth and Investments Branch, and Air, Climate and Clean Technology Division more broadly as needed. Activities include:

- Contribute to leadership team discussions and initiatives for the Clean, Growth and Investments Branch.
- Lead and support response to requests coordinated through the department's Action Request Tracking System.
- Lead and support projects necessary to delivery on priority initiatives for branch, division and department as required.

Problem Solving

Typical problems solved:

The position must represent Alberta in multi-stakeholder and multi-jurisdictional forums, which will require on-the-spot communication and management of issues. The position must work on complex files that require a balance of economic, social and environmental outcomes with multiple inputs and positions.

Climate change adaptation is a complex, multi-sector area that requires strategic thinking, the ability to obtain support from multiple competing interests, and leadership to move forward on an overarching strategic approach. Experience working with stakeholders and governments with varying perspectives and leading multi-year strategies, policies and/or programs will be required.

Work on frameworks, policies and strategies will have to be accomplished within the context of changing information, multiple interests and positions, multiple partners, varied scenarios and distributed influence. Frameworks, policies and strategies will have to be articulated in a manner that provides a meaningful context for actions to be taken by multiple actors within and outside government and demonstrate progress through mechanisms where drivers will include

economic, social and environmental aspects.

- The position must coordinate and organize the team's activities by providing direction to staff on policies and procedures, ensuring the direction is consistent with overall government direction, including environmental planning, disaster mitigation, water management, infrastructure investment, etc.
- Position facilitates relationships on behalf of team with other government departments, other governments, industry, associations, the public and other partners.
- Position is also responsible for evaluating the team's performance and deliverables.
- Position must interact with internal and external senior officials (e.g., leading adaptation policy development with the federal government, CCME tables, and stakeholder/industry associations) on multi-sector issues to explain and promote the GOA positions.
- Identify options or courses of action, setting priorities and having the team carry out the work efficiently.

Types of guidance available for problem solving:

The incumbent will have supports from within the Branch and across government as they attempt to integrate issues and find solutions through innovative policy development that reflects stakeholder inputs.

Direct or indirect impacts of decisions:

This position has impact on the oversight of building a resilient province to the impacts of climate change, and in building capacity and a network across Alberta.

- The Manager, Climate Change Adaptation has extensive responsibility to analyze, advise and brief the government on major policy decisions.
- Poorly informed policy decisions can affect communities and the provincial economy and the ability to achieve desired economic, social, health and environmental outcomes.
- This position looks beyond the day-to-day issues and helps the Government of Alberta understand environment and health relationships as well as economic impacts for long-term investments.
- The alignment of plans and policies with other Government of Alberta strategies is complex and requires briefing and working with department executives, industry, ENGO and partner representatives as well as officials of other governments. The position influences staff in other departments - Environment and Protected Areas, Agriculture and Irrigation, Forestry and Parks, Primary and Preventative Health Services, Transportation and Economic Corridors, Energy and Minerals, Infrastructure, Municipal Affairs, Indigenous Relations, etc.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL

- Adaptation Team Staff - Assigning work, ensuring priorities are set and deadlines are met
- Director, Adaptation and Programs - Informing and receiving direction, provide assistance in setting priorities and identifying goals for the section
- Executive Director, Clean Growth and Invests- Informing, seeking direction on goals and government interests
- Cross-division and cross-ministry adaptation contacts - Leading/coordinating initiatives, ensuring policies are integrated and ensuring priorities are delivered

EXTERNAL

- Federal, Provincial and Territorial Climate Change Staff -Sharing information, working on joint actions and responses to national and international issues, ensuring alignment where possible.
- Partners such as ClimateWest
- Industry and municipal associations
- Non-government organizations
- Stakeholder organizations (advisory councils and committees)
- Scientific and Technical forums and conferences -Representing Ministry priorities and positions.

For each of the above duties may include: identify and resolve complex issues, including facilitating decision making and problems-solving and negotiating solution; exchange information, identify opportunities for collaboration; propose strategies, communicate key policy and legislative initiatives; encourage innovation, develop strategic partnerships and working relationships, provide leadership to stakeholder committees; provide presentations to public, professional,

industrial and other associations as required; and exchange best practices related to adaptation policy.

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:

Envi. science, sustainable or community development, poli or social science, business admin or related

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

A degree (masters preferred) in environmental science, geography, sustainable development, community development, political science, social science, business administration, or other related field plus experience managing policy advisors, and strategic analysts.

Specific experience, knowledge and skills for the Manager are as follows:

Required

- A broad knowledge of the functions and processes of government and the public service.
- Effective communication skills, verbal, non-verbal and written, effective interpersonal and management skills, and proven skills in systems thinking, problem solving, decision making.
- Experience in policy analysis, policy research, design and implementation fields.
- Experience working with stakeholders that often have competing interests.
- Strong interpersonal and negotiation skills, including the ability to influence others.
- Ability to work effectively and diplomatically with senior ministry officials, and to liaise effectively with other entities (e.g., other ministries, agencies and levels of government).
- Knowledge of strategic planning, issues management and public administration practices.

Assets:

- Experience or ability to supervise team members, ensuring work is conducted satisfactorily.
- General understanding of the multi-faceted approaches within a climate change policy (e.g., national/international), as well as climate adaptation and resilience-building processes, policies and programs for governments, communities and stakeholders.
- Understanding Government of Alberta's overall direction and current actions and priorities related to climate change within the broader energy context, adaptation and resilience.
- Understanding of the environmental, policy and legal context in which various outcomes are to be achieved.

Behavioral Competencies

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for 	<p>Alberta's approach to embed climate change adaptation into existing programs, which requires understanding of government systems in a manner to integrate climate risks (e.g. adjustments to infrastructure investments, water management community design, etc.)</p>

		collaboration	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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 • Promotes collaboration and commitment 	Leads Alberta's input/ influence of regional partnerships, including other governments, academia and business stakeholders. Works to find areas of common interest to achieve provincial goals.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Manages a team of staff in an effective manner.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Manages programs with accountabilities to Government of Alberta and other funders (e.g. designs and executes programs to meet objectives of multiple organizations.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	Leads coordination of Government of Alberta input to federal and national initiatives on adaptation, including identifying Alberta's priorities and opportunities.

- Goes beyond to meet stakeholder needs
- Ensures all needs are heard and understood

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature