

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

IntergovPriorities Coordinator

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:

The position, reporting to the Manager of Intergovernmental Priorities and Policy Coordination, is responsible for supporting areas or work that are integral to the strategic priorities of the department, including cross-divisional, cross-departmental, and cross-jurisdictional priority files. The position works closely with colleagues across the department to coordinate and support federal, provincial, territorial (FPT) meetings for the Minister, Deputy Minister, and Assistant Deputy Minister. This position is a key resource for coordinating and supporting the department's FPT priorities across different working groups and committees to ensure that Alberta's priorities are appropriately reflected in FPT meeting agendas. This position supports the Manager of Intergovernmental Priorities and Policy Coordination in building positive relationships with key FPT contacts, both within the department, and with counterparts across Canada. In working with contacts in divisions, this position must ensure consistent responses that facilitate linkages between divisions to reduce duplication of work, identify and reduce gaps, and create opportunities for collaboration across FPT files.

This position is also responsible for leading and coordinating the work for a team of policy professionals to meet the requirements of the FPT portfolio, with particular focus on divisional interactions and impacts. The position is required to apply a strategic lens to the work undertaken at FPT fora, and as appropriate, flow information from the department to other GOA departments or government counterparts in other jurisdictions. This position provides centralized coordination and support for FPT involvement by department staff. The position provides assistance and support to the Manager of Intergovernmental Priorities and Policy Coordination to ensure a comprehensive picture and understanding of the strategic policy initiatives within the department and cross ministry, in turn informing strategic dialogue on emerging issues.

This position provides a range of information and advice to key contacts within the department to ensure timely and accurate information is created for the Minister, Deputy Minister, and/or Assistant Deputy Minister(s) in preparation for meetings with their FPT counterparts. This includes working with the department's FPT leads on their respective files and facilitating the distribution of information across the department relating to the FPT files. A key part of this role requires a strong ability to develop partnerships that enable work to be completed within short timeframes. This includes the coordination of complex briefing materials, as well as maintaining an FPT SharePoint site.

The position will be required to brief the Manager of Intergovernmental Priorities and Policy Coordination on any emerging and continuing FPT issues and supporting decisions to be made by the Deputy Minister with respect to this work. This position operates within the framework of the department's strategic business map and champions these initiatives in the FPT context. This position may also be required to support the Manager of Intergovernmental Priorities and Policy Coordination at FPT working groups to ensure that Alberta is properly represented at FPT fora, and to advance Alberta's strategic policy position on key FPT files. The scope of these files could vary depending on the priorities of the department at any given time.

The position will support and assist other Branch sections on projects and initiatives through being quick to learn, having a positive approach, and willing to work in topic area not part of the primary area of comfort or job duty.

Responsibilities

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

Support the scope of the department's involvement at FPT meetings:

- Maximize the impact and presence of Alberta on the FPT stage and within the federation.
- Maximize opportunities to collaborate and learn from other jurisdiction's innovation and success, thereby enriching the department's work, policies, and programs.
- Coordinate and support the production of FPT briefing materials for the Minister, Deputy Minister, and Assistant Deputy Minister, as required.
- Support the Manager of Intergovernmental Priorities and Policy Coordination at FPT meetings to ensure that Alberta's position and priorities are appropriately reflected.
- Foster relationships within the department with key FPT leads that promotes an integrated and strategic approach.

With support from the Manager of Intergovernmental Priorities and Policy Coordination, lead a team of policy professionals on FPT related tasks:

- Provide advice, process support, and coordination support to subject-matter-expert teams working on specific FPT initiatives.
- Coordinate the FPT meeting process for the ministry in collaboration with the divisions and provide a corporate lens, and delegate work as required.
- Assist the Manager of Intergovernmental Priorities and Policy Coordination to prepare and support the Director to brief the Minister, Deputy Minister, and Assistant Deputy Minister(s) on FPT issues.
- Identify policy linkages across initiatives within the department to improve coordination of Alberta's FPT priorities.
- Support the Manager of Intergovernmental Priorities and Policy Coordination in accomplishing operational goals for the team such as planning and reporting.
- Provide regular status updates to the Manager of Intergovernmental Priorities and Policy Coordination to advance the FPT agenda.

Support the Manager of Intergovernmental Priorities and Policy Coordination in providing advice and guidance to policy related initiatives across the department to foster alignment to the policy development process and timelines, and to align policy options with ministry frameworks and priorities.

- Prepare a variety of briefings and reports in accordance with government standards to inform executive leadership teams of progress on FPT policy priorities and support decision-making.
- Work with department program areas to develop and coordinate briefings, background documents, and correspondence to ensure that materials are accurate comprehensive, and consistent.
- Coordinate the development of strategic responses, issues papers, and briefings in response to emerging issues and issues identified through consultation and external advice processes.

- Support, coordinate and complete briefing documents and agendas on a variety of ongoing FPT policy initiatives.
- Analyze and review issues and related information to ensure senior division and ministry representatives have appropriate input and briefings to make strategic decisions and provide advice and recommendations to the Minister and senior department and Government officials.

Promotes, develops, and maintains effective communication, relationships and partnerships with staff across the ministry, and supports the Manager of Intergovernmental Priorities and Policy Coordination, in cross-government and inter-jurisdictional partnerships.

- Use effective communication to ensure appropriate and timely resolution of issues.
- Working closely with FPT leads, ensure that materials are prepared in a timely and effective manner.
- Supports the approval process to secure decisions in alignment with processes and requirements.
- Develops templates and other mechanisms to share and distribute information relevant to key FPT contacts which requires strong relationships across the department and knowledge of where and when information and support is required.

As required. this position provides support to other priorities within the Strategic Policy and Planning Branch.

Problem Solving

Typical problems solved:

This position strengthens a common, ministry approach to FPT priorities and commitments. This includes the development and review of policy options in alignment with department frameworks and priorities. By providing advice and consultation, and by supporting the Manager of Intergovernmental Priorities and Policy Coordination, this position supports all subject matter experts working in the FPT space. This position also synthesizes and collates policy information for the Manager of Intergovernmental Priorities and Policy Coordination, to enable executive leadership teams to review a coordinated view of department policy issues and priorities. This work helps to enhance department policy decision-making and to enhance the capacity for the development of quality policy options so that the department can effectively advance Alberta's interests among federal, provincial, and territorial governments bilaterally as well as multilaterally at intergovernmental fora.

This position achieves success in providing consultative advice and guidance through influence over time, which draws on creativity to determine how and when to best present advice and guidance. It is also critical for this position to apply a strategic policy lens to the spectrum of FPT initiatives underway. The incumbent must be able to provide relevant and valuable advice to divisions to gain credibility for the unit.

This position must be able to quickly determine the essence of an issue and determine how best to resolve it. This is accomplished by analyzing the risks and benefits associated with an outcome. This information must be presented to the Manager of Intergovernmental Priorities and Policy Coordination for consideration.

Using strong relationship building and interpersonal skills, this position will lead a team of policy professionals in strategic thinking to anticipate and analyze emerging issues. Strong coordination skills are required to manage the accountabilities of the team, often in response to very short timelines. Strong coordination skills will also be required to manage the development of responses and strategies from across the department that involve multiple parties, which may express divergent views.

Sound evaluation and prioritization skills are absolutely required to balance competing priorities. This position will deal with policy and intergovernmental issues that cross divisional, ministry, and/or FPT boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to adapt and adjust to shifting priorities and timelines and undertake exploratory analysis to support dealing with emergent issues in an effective and expeditious manner. The position will be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and partners, manage expectations, and build effective alliances and partnerships to move initiatives forward.

Strong influence and negotiating skills will also be required to get buy-in from key FPT leads and other stakeholders across the department. This position will be required to support Manager of Intergovernmental Priorities and Policy Coordination to get department contacts to act on advice under short external timelines.

Resolution of challenges draws on strategic thinking (e.g. who should be involved, how policy will be impacted, what are the consequences, can previous lessons be applied). Influence, relationship building, and analysis of issues, which can be complex and multi-faceted. Subject matter expertise is sought from key FPT leads while this position has agency to provide guidance and expertise on the FPT process.

Flexibility and adaptability are required to adjust and respond to the needs of senior leadership within the branch, the Deputy Minister's Office, and the divisions in a timely manner.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Previous Minister and Deputy Minister briefing binders;
- Historical records that provide previous research and examples;
- Templates for completing documents;
- Intergovernmental and policy coordination process documents;
- Legislation, regulations, policies and procedures;
- Typically, the assignment and expected outcomes are known; and
- Regular conversations with the Manager, Intergovernmental Priorities and Policy Coordination and other departmental experts with subject matter expertise.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on department policies and intergovernmental initiatives/relationships are influenced by the information presented by this position.
- These decisions influence Alberta's position within the federation and stature/reputation among other governments.
- These decisions ultimately impact the safety and social vitality of Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director of Strategic Policy and Planning - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director of Corporate Planning, Reporting and IGR - Provide information on project progress, raise awareness on emerging issues, and confirm direction, as required.
- Manager of Intergovernmental Priorities and Policy Coordination - provide updates and raise awareness to emerging issues; receive direction.
- Team Members - Daily information sharing, coordination of activities related to projects, provide support and leadership for resolution of issues to ensure successful completion of priorities and to build a collaborative work environment.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Internal Division Staff - Coordinate FPT responses, share information, coordinate activity, support understanding of processes.
- Department Legal Services - To coordinate and present the relevant policy perspectives on legislative issues.
- Communications - To ensure common and approved messaging.
- Engage resources as required to research and respond to Action Requests and to aid in the management of various issues that are identified by the branch senior leadership or by other means.

Required Education, Experience and Technical Competencies

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

If other, specify:

University degree in a relevant field, such as political science, public policy, law, or the social sciences.

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

Knowledge:

- Strong knowledge of GoA policy development, government structure, operations and decision-making processes.
- Knowledge of government processes and protocol for cross-jurisdictional meetings.
- Broad knowledge of the strategic priorities of the department, which may include knowledge of the business of the divisions.
- Awareness of current issues and political realities related to the department.
- Knowledge of methods and approaches to information and knowledge management.
- Knowledge of the needs of executive leadership within the department with respect to policy.

Skills and Abilities:

- Judgment skills to determine which issues should be raised to the Director, Strategic Policy and Priorities and which issues can be managed by the incumbent.
- Flexibility and adaptability to quickly shift priorities in response to demands and pressures, often in response to timelines that are set external to the department.
- Strong organizational skills.
- Ability to lead a team, set priorities in consultation with senior branch leadership, and align team activities with overall branch direction.
- Ability to effectively employ consulting and consensus building techniques.
- Ability to solve problems and make decisions.
- Strong ability to develop effective relations within the department and with key external FPT stakeholders as required.
- Excellent interpersonal and communication skills, including clear and concise writing ability, and strong active listening skills.
- Ability to ensure that activities are completed within specific timelines and that deliverables are of a superior quality.
- Ability to manage both time and resources; work under pressure and under high demands, often in a fast-paced environment.
- Ability to manage a range of issues and distribute/coordinate tasks to a team of policy professionals.
- Ability to effectively gather, integrate and interpret multi-faceted information from a range of courses and perspectives.

Competencies:

- Build collaborative environments: ability to lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.
- Creative problem solving: ability to assess options and implications in new ways to achieve outcomes and solutions.
- Agility: ability to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.
- Drive for results: ability to know what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and stakeholders.

Experience:

- Managing complex projects or programs under tight timelines.
- Building a collaborative environment that can respond to shifting priorities and support senior branch and department staff.
- Outstanding collaboration skills and a strong teamwork orientation to maximize consultation initiatives within the department.
- Working with varied perspectives to develop shared understandings of outcomes including consultation, coordination, support, and negotiation.

Education:

- Minimum of a university degree in a relevant field, such as political science, public policy, social sciences, law, business and related work experience. Post-graduate education 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 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 	<p>Considers the whole system when evaluating, researching, and conducting policy analysis, including shifting political and policy realities in jurisdictions across the Canadian federation.</p>
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 	<p>Works in projects teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • 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 	<p>Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.</p>

Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</p>
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 	<p>Support the development of intergovernmental strategies and plans and executes them to involve internal and external partners.</p> <p>Uses enthusiasm to motivate and guide project teams.</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments, business areas, and FPT governments.</p>
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"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Cultivates positive relationships internally in the department with key partners to support the effective coordination of intergovernmental initiatives.</p>

Benchmarks

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

024PS10

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.

_____	_____	_____
	Date yyyy-mm-dd	
_____	_____	_____
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