

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

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:

**Organizational Context**

As steward of Alberta's energy system, the Department of Energy and Minerals and its leadership is taking a proactive, networked approach to managing the many perspectives, relationships and interactions within government, industry and stakeholders who comprise or influence the energy system.

**Position Summary**

The Senior Risk & Strategy Advisor utilizes expert-level knowledge on risk analysis and mitigation methodologies, deep knowledge of risks within the energy and mineral resource sector, and comprehensive understanding of interactions and impact of government policy with specific environmental and economic outcomes to analyze risk and provide advice on all ministry policy proposals and cabinet reports to assist Deputy Minister, Minister, Premier and Cabinet in making risk-informed decisions on all major work and priorities of the ministry. The role undertakes assessment and problem solving to deal with potential impacts of government policy and other interventions before they affect the capacity of ministry and government goals. Processes are being implemented to ensure this role's expert advice is operationalized as part of the ministry's policy development process.

The Senior Risk & Strategy Advisor operates in a dynamic and complex environment, analyzing local and global political, economic, social, technological, legal and environmental factors and their impacts to the ministry's outcomes to provide recommendations and facilitate decision-making processes with the ministry's Executive Leadership Team that will drive the future operational and strategic direction of the ministry. The role regularly leads cross-ministry, industry, intergovernmental, and other stakeholder consultations and negotiations that are complex, integrated and frequently

involve multi-stakeholders, and include creating adhoc and full time working teams, that affect the capacity of large, high profile projects, that are at the forefront of Deputy Minister, Minister, and Executive Council priorities.

The Senior Risk & Strategy Advisor works well under pressure in an environment of ambiguity, engaging with key stakeholders and often represents the department in interdepartmental work teams, and supporting the ministry executive to plan for and implement significant strategic shifts. This role is responsible for developing trusted, impartial strategic advice to executive leadership, industry and other orders of government that will assist Alberta in ensuring continued prosperity and maintaining competitiveness in the development of Alberta's vast resources.

The position reports to the Director, Business Services, to support the alignment of outcomes and opportunity for the senior advisor to add value to ministry business planning and the corporate service function, but the position itself is not representative of a core corporate service function. The Senior Advisor works independently of the formal branch organizational structure and the reporting relationship to the Director is mainly for strategic direction and administrative rather than technical supervision. The position regularly receives direct guidance and direction from Assistant Deputy Ministers and Deputy Minister. The position is unique in its depth and breadth of expertise to address the strategic context and risks to the ministry and Government of Alberta in relation to Energy and Mineral policy development.

## Responsibilities

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

### **Risk and Strategic Advisory Services**

- As an expert on risks within the energy and mineral resource sector, review and conduct risk analysis on all ministry policy proposals and cabinet reports to assist Deputy Minister, Minister, Premier and Cabinet in making risk-informed decisions on all major work and priorities of the ministry.
- Work with ministry policy and operational teams to identify risk mitigation strategies or revisions to government policies to mitigate risks as a key input to the ministry's policy development and cabinet report process. This may involve instigating discussions and analysis that re-shape government policy approaches and interventions.
- Undertake assessment and problem solving to deal with potential impacts of government policy and other interventions before they affect the capacity of ministry and government goals.
- Initiate work with functional areas within the department or across government to identify and assess strategic issues and risks related to the ministry's new/existing/ongoing projects and initiatives.
- Develop timely, high-quality analysis and advice on policy options and processes (e.g. risks, strategic alignment).
- Develop recommendations, ensuring completeness and accuracy and providing any additional information for Executive Leadership Team or other decision makers.

### **Lead and Provide Expert Facilitation to Cross Ministry, Intergovernmental and Stakeholder Tables and Sessions**

- Lead stakeholder and intergovernmental consultations and negotiations that are complex, integrated and frequently involve multi-stakeholders including creating adhoc and full time working teams that affect the capacity of a program. The teams have a variety of agendas (could be federal, provincial, municipal and/or industry working groups).
- Lead and support large, high profile projects, that are at the forefront of Deputy Minister, Minister, and Executive Council priorities.
- Lead/facilitate discussions on challenging issues and policy questions with stakeholders and partners with varied backgrounds, interests and perspectives. Assist stakeholders with widely differing views and perspectives on issues to find points of commonality towards achieving strategic objectives.
- Anticipate the potential effects of proposals, ask the appropriate questions, and bring issues and options forward for consideration by ministry/GoA leadership and key stakeholders as appropriate.
- As lead/facilitator, integrate expert-level broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource systems.

### **Strategic Advisor to Ministry Executive**

- In close collaboration with Executive Leadership Team execute executive strategic planning sessions, with outcomes which may be broad-reaching in nature, and ultimately have province-wide impacts. Decisions made and decisions recommended by the position have the potential for significant implications for the energy and minerals industries and the environment, including regional and community level socio-economic and environmental outcomes.
- Develop strong, trusted relationships with Ministry executive leadership and key senior-executive-level stakeholders from industry and other orders of government.
- Anticipate and advise Executive Leadership Team
- Initiate, lead, and coordinate targeted research to address strategic issues facing the ministry.
- Undertake assessment and problem solving to deal with potential impacts of a program, policy or course of action before they affect the capacity of ministry and government goals.
- Lead, identify and prioritize issues that need to be examined or studied in conjunction with senior management and

executive.

- Maintain and develop new elements of knowledge of current issues and environmental changes that may impact the ministry's projects and initiatives or may require additional tools to achieve defined outcomes.
- Lead research and develop briefing materials, options, and recommendations for Executive Leadership Team related to strategic initiatives and risks.
- Establish and work to time-lines and milestones for advice and product development in order to implement changes within desired time frames. Support recommendations for project plans, resourcing and timelines to reach milestones.
- Conduct internal stakeholder analysis to determine ministries and work teams that are connected or impacted by the issue/strategic initiative.
- Liaise with Energy and Minerals program areas and other ministries to share information and to create opportunities for feedback and input.

### **Integrate and Operationalize Risk Assessment and Mitigation in Ministry Operations**

- Lead the development, implementation and continuous improvement of an integrated risk process for the ministry that identifies, assesses, assigns and mitigates key strategic risks to the ministry's outcomes.
  - Provide overall process leadership and expert advice to implement risk assessment and mitigation practices in all branches and divisions.
  - Lead branch-level and senior-leadership risk committees.
  - With a thorough knowledge and understanding of ministry outcomes, the environmental factors that may impact those outcomes, analyze and assess risk in collaboration with key ministry stakeholders to annually develop a ministry risk register.
  - Through expert facilitation, elicit SME input on risks to key policy files.
- As an unparalleled expert in the field of risk analysis, provide strategic advice and analysis to ministry leadership on:
  - Political, economic, social, technological, legal and environmental trends that may impact the ministry's ability to achieve its outcomes.
  - Actions the ministry can take to treat/mitigate the risks, which may include anything from operational/process changes to wide-reaching changes in policies, programs, to realignment of the strategic direction of the ministry.
- Develop a risk-aware culture in the ministry by implementing broad participation in risk discussions and building risk analysis capacity through training and information sharing.
- Working with the Director, integrate risk and risk analysis with ministry business planning and reporting processes.
- Participate in cross-government committees, representing the ministry, to share expertise and advise on the risk field.
- As part of the ministry's policy development process, assess risks related to various policy proposals and provide analysis for inclusion in Cabinet Reports.
- Keep abreast of new and emerging trends in enterprise and integrated risk management and make relevant adjustments and continuous improvements to the ministry's processes
- Represent the ministry in cross-ministry risk management initiatives, such as the Integrated Resource Management System in the capacity of the deep knowledge and seasoned expertise of the position, where the ongoing nature of contact and interaction of system requires the position to bring closure on complex matters.

### **Indirect supervision of staff, including the provision of mentoring services to develop their knowledge, experience and skills**

- Consistent knowledge transfer in the Advisor's areas of expertise to ensure continual capacity and knowledge building within the department. This mentorship role is with staff as well as peers and leadership across the department, which allows for well informed decision making at senior and executive levels.
- Working with the Director, Business Services to provide day-to-day supervision to team members assigned to support the work of the Advisor, including identification of work priorities and performance management.

### **Support branch as required**

- The Senior Risk and Strategy Advisor may be asked to provide surge support to the Business Planning and Performance team as needs require.
- Similarly, other members of the Business Planning and Performance team will be called upon to support the Advisor as needs require.

### **Problem Solving**

Typical problems solved:

The Senior Risk & Strategy Advisor operates in a dynamic and complex environment, analyzing local and global political, economic, social, technological, legal and environmental factors and their impacts to the ministry's outcomes to provide recommendations and other support to executive that will drive the future operational and strategic direction of the ministry. This position demands a high attention to detail, strong organizational and planning skills, and an ability to prioritize and deliver on multiple ongoing projects.

The Senior Risk & Strategy Advisor must:

- Operate in an environment of ambiguity. Roles, responsibilities, process, and deliverables are often fluid and left to the position to determine for themselves.
- Lead/facilitate in-depth discussions on risk and strategy, sometimes without knowledge or previous exposure to the policy area or focus.
- The Senior Risk & Strategy Advisor performs a highly collaborative role, interacting with staff at all levels, and ensuring that input from all applicable areas of government is presented within planning documents in a coordinated and comprehensive manner.
- Information reported must be analyzed and reviewed to ensure that diverse branch/division/ministry perspectives are reflected in planning documents.
- Issues are diverse, complex, and politically sensitive, with this position expected to demonstrate discretion and political acumen.
- Initiate the delivery of high quality work in very short timeframes. Quality and accuracy is critical, given that plans, reports and analysis are presented directly to the ministry's Executive Leadership Team with minimal management oversight.
- Have the ability to lead and support large, high profile projects, as strategic initiatives are often at the forefront of Deputy Minister, Minister, and Executive Council priorities.
- Demonstrate exceptional agility, as the Senior Risk & Strategy Advisor is required to shift focus daily - or even hourly - to meet the needs of the Executive Leadership Team.
- Initiate, plan, organize and implement projects based on high-level direction and the intended outcome.
- Lead or conduct research on various topics while incorporating a clear understanding of issues sensitivities and the overall impact of recommendations, ensuring that Executive Leadership Team is appropriately advised.
- Creativity and judgment are required to develop and present strategic planning and risk analysis information in a manner appropriate for a variety of audiences.

Types of guidance available for problem solving:

This position is expected to maintain a broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource systems.

The Director, Business Services provides general guidance and performance oversight, reviewing work for alignment with government goals and strategic outcomes, while the Senior Risk & Strategy Advisor is accountable for their own quality of analysis, recommendations and solutions provided and professional judgment. The position is also responsible for linking policy complexities across files in both the department and across the GOA.

Direct or indirect impacts of decisions:

The impact of decisions and recommendations made by the Senior Risk & Strategy Advisor are considerable: province-wide, with national impacts. Decisions made and decisions recommended by the position have the potential for significant implications for the energy and minerals industries and the environment, including regional and community level socio-economic and environmental outcomes. Decisions and recommendations affecting the ability of industry to develop resources can also have implications for Ministry and Crown revenue. Issues are complex and often politically sensitive. This position is expected to maintain a broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource systems.

The Senior Risk & Strategy Advisor interacts extensively with stakeholders and partners with varied backgrounds, interests and perspectives. The Senior Risk & Strategy Advisor must be able to influence others and lead and participate in discussions on challenging issues and policy questions towards achieving strategic objectives. This position is expected to anticipate the potential effects of proposals, ask the appropriate questions, and bring issues and options forward for consideration by senior department staff and Executive as appropriate.

The Senior Risk & Strategy Advisor works within the parameters of established legislation, regulations and government directives with significant discretion in determining how responsibilities are performed. The Director provides general guidance and performance oversight, reviewing work for alignment with government goals and strategic outcomes, while the Senior Risk & Strategy Advisor is accountable for their own quality of analysis, recommendations and solutions provided and professional judgment. The comprehensiveness of engagement, consultation and advice provided to clients and stakeholders is critical, with the work of the Senior Risk & Strategy Advisor also evaluated based on the effectiveness of partnerships and working relationships established with the wide variety of stakeholders and clients. The position is tasked with ensuring appropriate staff are contacted on various files, requiring significant organizational awareness and strong relationships. The work of the department is regularly impacted by the decisions and analysis of the Senior Risk & Strategy Advisor.

This position is delegated considerable independence to exercise judgment when presenting results of research and analysis and associated recommendations to senior representatives and cross-ministry colleagues, developing policy options and recommendations, and prioritizing responsibilities. As a member of cross-ministry teams, the Advisor is empowered to speak on behalf of the department and make in-meeting decisions to advance solutions. Matters with the potential to significantly impact Ministry operations, resource allocation, or client and stakeholder relations are referred to and discussed with the Director and Branch management team. Matters with significant precedent-setting possibility are referred to the Director.

## Key Relationships

Major stakeholders and purpose of interactions:

The Senior Risk & Strategy Advisor has regular and ongoing contact with:

- Branch and Ministry representatives to exchange information, resolve issues, ensure Ministry risks and strategic direction are appropriately considered, and provide consultation, advice and recommendations;
- Executive Leadership Team (Deputy Minister and Assistant Deputy Ministers) as a trusted advisor and facilitator.
- Director, Business Planning and Performance
- Other government departments as a ministry representative and/or to support information sharing and knowledge building.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Other	Business	Other

If other, specify:

Public administration, business, economics, political science, international relations, STEM or related.

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

Public administration, business, economics, political science, international relations, STEM or related.

### Education:

Master's Degree in public administration, business, economics, political science, international relations, areas of Science, Technology, Engineering or Mathematics (STEM), or a related discipline.

University graduation in a related field plus six years progressively responsible related experience; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

### Knowledge:

- This position will provide expert advice, options, and recommendations on how to develop and implement policy changes related to the ministry's strategic priorities.
- Knowledge of policy, planning and decision-making processes in large and complex organizations, as a key function of the position and branch is navigating organizational systems and structures to get timely decisions to move projects forward efficiently.
- Provincial priorities and emerging issues. Strategic initiatives will typically either focus on, or be related to, these priorities/issues.
- Familiarity with research theories and methods, including organizational evaluation, project management approaches, and information/data management and security.
- Familiarity with problem-structuring methods for effective structuring of a complex and ill-structured problem situations
- Comprehensive knowledge of the acts, regulations, and major policies administered by Energy and its ABCs as well as other provincial and federal legislation that is applicable to, and may impact, ministry strategy and risks.
- Other statutes to which the Ministry is subject, such as the Government Organization Act, Freedom of Information and Protection of Privacy Act, the Alberta Public Agencies Governance Act (APAGA), etc.
- Extensive knowledge of the process and best practices for developing emergency plans, including excellent knowledge of risk management and mitigation strategies and techniques. Certification (CBCP or ABCP) would be an asset and provide additional authority/credibility when decisions are made relevant to the various components of the area of responsibility.

### Skills:

The Advisor should have the following skills and abilities:

- Excellent interpersonal skills, relationship management and communication skills, including the ability to consult,

negotiate with, and communicate direction to, Ministry staff and executive leadership.

-Well-developed analytical and research skills. Ability to assess complex problems and issues and prepare strategies and solutions in response.

*-Expert facilitation skills for supporting groups to navigate complex problem situations, develop shared understanding and negotiate outcomes.*

-Ability to probe for, and subsequently present, information and options that facilitate good Ministry and government decision-making. Ability to develop an idea from the conceptual stage through to implementation, to translate concepts and objectives into a clear and meaningful options.

-Expert relationship, consensus building, and facilitation skills to manage and coordinate small groups in meeting project deliverables; ability to work collaboratively in multi-disciplinary, multi-level team settings.

-Excellent written communication skills with an aptitude for detail and accuracy and the ability to modify writing style for different target audiences.

-Independent and self-directed working style with excellent project planning, strong time management, and well-developed organizational skills for managing individual projects and project teams; managing under pressure of short time-lines; and ability to assess and balance competing demands on confidential and sensitive matters.

-Ability to exercise a high degree of independent decision-making by exercising sound judgement and objectivity in dealing with program areas.

-Good personal decision-making, sound judgment, and objectivity when working with program areas.

-Strong political acumen and ability to assess sensitivity and risk to specific legislative issues and take actions to manage or mitigate those risks.

-Well-developed oral and presentation skills for conveying information to peers and senior management.

-Competency in Microsoft Office software, (e.g. Word, PowerPoint, Excel, Microsoft Project) to organize and present information that promotes good decision-making.

**Experience:**

-Change Management experience.

-Project management experience, including setting and meeting timelines, and delivering results.

-Proven ability to establish positive working relationships with a broad variety of clients and demonstrated success in managing complex issues within short timelines.

-Managing information flows to ensure decision-makers have timely access to information.

-Ability to perform effectively on and with a variety of project teams, and with many stakeholders, dealing with highly complex issues and interrelationships.

-Leading planning sessions, writing project charters, and establishing outcomes and measurements.

-Experience with databases search techniques and with computer applications including Microsoft Word, Excel, SharePoint, Visio, and PowerPoint and ability to prepare documents with charts and graphs.

-Conducting research, analysis, and environmental scanning, and developing strategy documents in response to issues.

The Advisor must be able to:

-Consistently demonstrate initiative and professional judgment;

-Provide high quality deliverables and operate effectively within a complex organization and continually changing business environment;

-Quickly become familiar with new or newly relevant pieces of legislation, including those outside the mandate of the Department of Energy and Minerals;

-Quickly review, understand, and administer formal agreements and contracts;

-Understand the social, economic, political and environmental implications associated with energy, environmental, and resource development policies and projects;

-Proactively anticipate and plan for requirements of Ministry, Government of Alberta departments, diverse clients and stakeholders;

-Prioritize actions effectively in order to respond to numerous, diverse challenges and demands in a timely manner, including being adaptable and flexible when faced with changing situations and priorities;

-Identify and monitor sensitive issues and develop appropriate responses and recommendations;

-Identify emerging trends, issues and opportunities relating to project management and policy analysis functions;

-Develop and maintain collaborative working relationships with colleagues, clients, stakeholders and other affected parties;

-Maintain a strategic focus while delivering results at both the strategic and operational level; and

-Function successfully independently as well as lead and contribute effectively within team environments.

## 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 type="radio"/>	<input checked="" type="radio"/>	<p>Shapes APS goals with a view of entire network:</p> <ul style="list-style-type: none"> <li>• Considers whole system and links; sets goals for long-term outcomes and broad perspectives</li> <li>• Evaluates short, medium, and long-term impacts to inform progress</li> <li>• Shapes organization to meet client needs; helps others see their role in this</li> </ul>	<p>The Advisor will be required to have in depth knowledge of political, economic, social, technological, legal and environmental context as it relates to the GoA outcomes and goals in order to provide expert analysis, advice and facilitation services to the ministry's executive leadership. This work will help shape the operational and strategic direction of the Ministry, and has the potential significantly influence broader economic and environmental outcomes in Alberta.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>Is able to identify unique solutions to one-off situations that the position often has to deal with, while remaining within the bounds of the government decision-making process.</p> <p>Understand who needs to be engaged on complex issues or problems in order to identify a successful solution and proactively engage those individuals.</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"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates</li> </ul>	<p>Is able to quickly assess the priority level of new tasks and initiatives and the impact the new priority may have on existing initiatives.</p> <p>Readily adjust work plans to address changes in timing or other emergent issues to ensure that deliverables are still achieved.</p>

		change in existing work • Readily adapts plans and practices	Provide calm and clear guidance to program areas when an initiative is progressing under short timelines.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Creates an open environment of communication: • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration	Has a clear understanding of the functions of different areas within the department and across government.  Builds strong and trusted professional relationships with executive leadership, department staff, members of the ADMOs, DMOs, and relevant staff in other departments.  Develops effective methods of sharing and gather information to ensure that all relevant parties are properly informed on the progress of initiatives.  Empowers junior team members to develop working relationships with department staff to improve the overall effectiveness of the team.

**Benchmarks**

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



**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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature