

Working Title Director, Indigenous Women's Initiatives	Name
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Position Number	Division, Branch/Unit Indigenous Women's Initiatives Division	Ministry Indigenous Relations
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Present Class SM2	Requested Class	Levels to Deputy Minister (Not including incumbent level) 2
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Dept ID	Program Code	Project Code (if applicable)
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POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

The Director, Indigenous Women's Initiatives (IWI), leads the advancement of ministry priorities related to Alberta's response to the National Inquiry into MMIWG and the implementation and coordination of actions under the Alberta MMIWG Roadmap, and strengthening relationships with Indigenous women and 2S+ organizations to improve social and economic outcomes of Indigenous women, girls and 2S+ people.

The role leads secretariat support for and advances the work of the Premier's Council on Missing and Murdered Indigenous Women, Girls and 2S+ People and the First Nations and Métis Women's Councils on Economic Security across the ministry and government. The Director builds and sustains strategic relationships with internal and external partners.

The Director provides strategic advice to other ministries to ensure Indigenous perspectives are considered and reflected in policy and program decisions. The position develops integrated approaches across the division, the ministry, and with partners to address violence and increase the safety and economic security of Indigenous women, girls and 2S+ people, leveraging opportunities to identify and address barriers and enablers. The Director chairs the MMIWG2S+ cross ministry committee and represents the ministry on cross ministry initiatives. The role also directs the administration of grants, including the Community Support Fund which supports Indigenous-led initiatives that address violence and increase safety and economic security of Indigenous women, girls and 2S+ people.

The Director oversees the government-wide Alberta Indigenous Intern Program which aims to increase Indigenous employment in the Alberta Public Service by Indigenous post secondary graduates through meaningful work experience and professional development opportunities.

As a member of the IWI leadership team, the Director provides strategic and collaborative leadership to advance divisional priorities and deliver on ministry objectives. The Director leads a multidisciplinary team by setting clear direction, fostering a respectful and inclusive work environment, and promoting high standards of performance, accountability, and development. Through coaching, mentoring, and effective resource management, the Director builds team capacity to deliver complex policy, program, and secretariat functions and to respond to emerging issues.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

Alberta's response to MMIWG2S+ is advanced through coordinated engagement, policy, governance, and intergovernmental mechanisms:

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- Lead secretariat support to the Premier’s Council on MMIWG2S+ and the First Nations and Métis Women’s Councils on Economic Security, ensuring the councils have access to the information and support they need to achieve their respective mandates
- Support Council appointment processes to recruit and appoint members to the advisory councils
- Lead and advance the work of the cross-ministry committee on MMIWG2S+ which facilitates coordinated action across Government of Alberta ministries to prevent violence and increase safety and economic security of Indigenous women, girls and 2S+ people
- Provide senior-level leadership for Alberta’s participation in federal-provincial-territorial (FPT) engagement on MMIWG2S+
- Provide strategic policy advice to support Alberta’s commitments and implementation priorities under the Roadmap and National Inquiry’s Calls for Justice
- Collaborate with other ministries, Indigenous communities and organizations, and other partners to advance strategies that improve social and economic outcomes of Indigenous women, girls and 2S+ people
- Oversee the administration of the Community Support Fund and other grants, ensuring alignment with provincial priorities and strategies, funding accountability, risk management, reporting and performance outcomes

Indigenous Relations supports the implementation of Alberta’s 10-Year Strategy to End Gender-Based Violence (the GBV Strategy) through coordination, policy alignment, and Indigenous-specific expertise.

- Support the division’s contribution as a supporting ministry to implement the GBV Strategy with a focus on impacts and outcomes of Indigenous women, girls and 2S+ people.
- Participate in and provide leadership on interdepartmental committees and working groups established to advance implementation, coordination, and accountability under the GBV Strategy.
- Represent Indigenous Relations’ perspectives and responsibilities at cross-ministry tables and contribute to policy, program, and funding alignment related to gender-based violence prevention and response.
- Ensure alignment between the division’s work on the Alberta MMIWG Roadmap and the GBV Strategy, considering ministry priorities and direction and Councils’ advice and guidance.
- Contribute to cross-government monitoring, reporting, and performance measurement related to gender-based violence initiatives as appropriate to the ministry’s supporting role.

The Alberta Indigenous Intern Program (AIP) is enhanced and implemented across the GOA.

- Lead coordination and implementation of the Alberta Indigenous Intern Program.
- Work with the Public Service Commission on recruitment, professional development opportunities and supports for Interns and their supervisors.
- Engage Indigenous communities and organizations to participate in the program as community placement partners.
- Identify and implement program improvements.
- Promote the program across GOA

Strategic perspectives and integrated approaches are supported through relationships with internal and external partners and stakeholders.

- Build, sustain and strengthen strategic relationships with internal and external partners and stakeholders within the province and across the country to foster a common vision and advancement on initiatives that address a variety of issues that impact Indigenous women, girls and 2S+ people (e.g., health or workforce participation)
- Identify opportunities to enhance integration and streamline efficiencies in developing and maintaining strong partnerships and effective programs and services
- Provide information and advice to Indigenous Relations and across government including representing the ministry on a variety of committees and teams to provide input and perspectives on programs and strategies that are overarching to the ministry.

Division operations are supported through effective people, financial and planning leadership to enable attainment of the Division’s business goals.

- Working with division leadership, recommend and implement divisional direction, outcomes, goals and priorities of the division in the context of the ministry’s Business Plan

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- Foster within the division a commitment to create, support and sustain an environment that enables staff to achieve results and to develop organizational capacity for the future via performance management, coaching and mentoring
- Foster mechanisms to enhance communications and teamwork within the division and between the division and other ministry divisions and/or other ministries
- Initiate and approve processes that move specific functional projects forward and to completion
- Identify FTE requirements to achieve the division mandate, obtaining approval for recruitment and retaining the FTE allocation
- Oversee the management of financial and human resources within the division
- Report on the division's consolidated progress toward ministry's goals

The accountability and direction of the ministry is informed through advice to the Minister, Deputy Minister and Executive Director.

- Raise awareness of significant emerging issues that impact the ministry and co-develop and implement resolution strategies.
- Support the Deputy Minister and Executive Director participation in cross-government initiatives.
- Maintain knowledge and awareness of leading practices regarding matters impacting Indigenous women, girls and 2S+ people in Canada and globally and identify the relation and impact to Alberta's context

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- Subject matter expertise on issues impacting Indigenous women and 2S+ people
- Knowledge of First Nation, Métis and Indigenous communities in Alberta including histories, cultures, social and economic conditions, governance structures, etc.
- Knowledge of Alberta and federal government priorities, policies, operations, and initiatives with respect to Indigenous women, girls and 2S+ people
- Thorough knowledge of social policy initiatives (e.g., Alberta MMIWG Roadmap, 10-Year Strategy to End Gender-Based Violence, etc.) and their impact on Indigenous people and communities
- Knowledge and understanding of related strategies and priorities of other provincial ministries related to Indigenous issues
- Human resource, financial, and grant management skills and experience at a management level
- Knowledge of effective approaches and strategies for project management and development of project plans
- Thorough knowledge of different approaches for community and stakeholder engagement and liaison
- Experience managing multi-stakeholder projects
- A University degree is a requirement
- Proven leadership experience
- Experience working with Indigenous organizations and communities
- Experience working on policy development and implementation
- Experience working with and interpreting legislation, legal documents and agreements as they relate to Indigenous people

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The Director strategically leads the division whose work advances and informs ministry priorities related to Indigenous women, girls and 2S+ people. The Director also guides and influences the development of skills and experience working in government and with Indigenous partners via the Alberta Indigenous Intern Program. The incumbent ensures the vision and expected outcomes for the division are clearly articulated and that mechanisms, systems and supports are in place to enable branches to achieve their goals in effective, innovative, and efficient manners.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The position is required to communicate effectively and collaborate strategically with senior-level officials, partners and stakeholders to balance the needs and interests of diverse groups.

The following leadership skills are required to be effective:

- A skilled integrative thinker capable of identifying connections and shared objectives among various policies, programs, and initiatives across government that affect Indigenous women, girls, and 2S+ individuals; committed to ensuring their perspectives are included and influencing their representation in relevant decision-making processes.
- Systemic thinking to assess interdependencies across policy and program areas
- Strategic thinking and results orientation to ensure that the business plan goals and objectives are achieved, and that the division is successful in meeting the measures and targets of its business objectives; considers short-, medium-, and long-term outcomes and perspectives
- Ability to build collaborative relationships with senior level officials across the GOA, Indigenous partners and other levels of government, organizations and councils
- Ability to participate effectively in a variety of accelerated decision-making approaches
- Excellent communication skills are utilized to communicate vision and strategic directions
- Ability to plan and lead large and complex projects to aid the implementation of provincial priorities
- Strong negotiation and issue resolution skills with diverse groups and ability to motivate common purpose and direction
- Awareness of political environment that surrounds Indigenous issues to navigate sensitivities effectively
- Balancing short-term goals with long-term strategy and integrating broad vision with attention to detail. Evaluates whether immediate objectives align with strategic direction and considers overall impact when pursuing opportunities or projects.
- Skills and experience leading teams and managing financial and human resources at a division level
- Change management leadership and experience
- Human resource management skills and team leadership skills to guide the performance of staff in the division
- Written and oral communication skills are required to review and approve briefing documents and issue papers, and to make presentations to ministry leadership and government officials, other departments, other governments, Indigenous organizations, and occasionally the public - each of these groups might require a different approach
- Sound judgment in making decisions about who to involve, the content to include, and method of presentation in the development of politically sensitive information throughout the planning and implementation of projects and broader initiatives
- Strong interpersonal skills and the ability to build relationships, to represent the ministry and work on interdepartmental committees on government-wide planning and performance measurement issues
- Analytical skills, to take information from different sources and synthesize into cogent policy and strategy options
- Adaptability, being able to change tactics and approaches mid-stream

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

One of the key challenges of this position is the number and complexity of relationships to navigate and move in a common direction. The First Nations and Métis Women's Councils have developed their own ways of working – there are cultural differences within Councils and diverse agendas, needs and perspectives. The Director must be able to foster and support the accomplishment of the Councils' identified outcomes while respecting their own styles and processes for moving forward. Supports and guidance are tailored to meet specific needs. The Director must also be able to synthesize and communicate coordinated information about what is happening across government and identify which documents they should see and how they might move forward, without directing the Councils specifically. This requires thorough understanding of how government operates and the ability to adapt approaches as needed. Each situation requires judgment and synthesis in unique and evolving contexts. Strong change management and facilitation is also applied to promote acceptance and integration of the work of the advisory councils. The Director must be sensitive to, and aware of, the political and cultural objectives of governments and the Indigenous population.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

Particularly challenging to this position is the ability to represent the Ministry's and the Government of Alberta's best interests and seek meaningful improvements to the well-being of Indigenous peoples in the province in a manner that is fair to all Albertans. Knowledge of Government's business, priorities and objectives with respect to Indigenous issues will provide guidance. This position is a key liaison between the Government of Alberta and the advisory councils to motivate other ministries to integrate and advance relevant council recommendations and initiatives.

Within government the Director is challenged to foster the continued success of the Alberta Indigenous Intern Program and ensure that it is able to deliver on its mandate.

The Director's role in problem solving is to foster the identification of root issues and to question current approaches and seek innovative solutions and adaptability to emerging challenges. To assist this work, the Director is informed by relevant legislation, Memorandums of Understanding and protocols signed between the Alberta government and Indigenous governments, existing policies and strategies. In some cases, precedent may not exist or must be tailored to Alberta's context. Government policies and processes related to human and financial resource management, policy development and decision-making also provide assistance to the Director.

Additional sources of guidance and information include:

- Reports and recommendations stemming from Alberta Joint Working Group on MMIWG and recommendations of the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils on Economic Security
- The National Inquiry into MMIWG
- The Truth and Reconciliation Commission's Calls to Action

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
INTERNAL		
Executive Director	Daily	Provide strategic advice, briefings, and updates; seek direction and approvals; align on divisional priorities, emerging issues, and cross-ministry initiatives; and escalate risks and issues as required
Division staff	Daily	Guide leadership of the division; direct plans and operations; resolve the most complex situations; provide overarching vision for the division; integrate the work of the division with ministry plans
Ministry staff	Weekly or as needed	Provide knowledge and advice regarding priority issues; collaborate on strategic initiatives; provide updates and reports on division activities and plans; provide subject matter expertise, advice and guidance on Indigenous women and 2S+ perspectives
Deputy Minister	As needed	Provide the DM strategic advice and recommendations on approaches, policies and strategies
Corporate Services (e.g., Public Service Commission, Communications, Finance)	As needed	Collaborate on the enhancement and maintenance of the AIIP; resolve queries related to human resources including recruitment and retention; communications products like speaking notes,

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
		news releases, statements, etc.; and reporting and for Finance and Corporate Planning
Officials in other ministries (e.g., Arts, Culture and Status of Women)	As needed	Participate on multiple cross ministry committees to share perspectives of Indigenous women, girls and 2S+ people; link provincial initiatives of interest to the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils on Economic Security; and promote the Alberta Indigenous Intern Program
Minister's Office	As needed	Provide advice and updates; prepare and support Council presentations to the Minister and brief the Minister in advance; support Council appointment process

EXTERNAL

Other levels of government (e.g., federal, municipal, Indigenous)	As needed	Share information; partner in the delivery of federal and provincial strategies and initiatives; represent the ministry's perspectives
Indigenous organizations and community leaders	Regular basis	Sustain strong working relationships to facilitate forward movement on multiple initiatives; represent the ministry's perspectives; monitor grant agreements, etc.
Private sector and non-profit organizations	As needed	Sustain strong working relationships to facilitate forward movement on multiple initiatives such as violence prevention; monitor grant agreements, etc.
Contracted vendors	As needed	Negotiate and administer contracts for services; review and approve deliverables

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

This position plays a key role in advancing the ministry's mandate related to Indigenous women, girls and 2S+ people and the administration of the Alberta Indigenous Intern Program. Support provided to the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils supports Indigenous women, girls and 2S+ people improve their social and economic outcomes and participate in the provincial economy. The provision of expertise and advice on Indigenous women and 2S+ people's perspectives and issues advances ministry and cross-ministry initiatives and policy positions (e.g., coordinate and collaborate on the implementation of the Alberta MMIWG Roadmap).

The Director also builds relationships, influences key decision makers and leads strategic initiatives. This role influences cross-ministry coordination, advisory council effectiveness and partnership-based implementation of initiatives involving Alberta ministries, Indigenous communities and organizations, and other partners. The Director coordinates internal and external partners to support collaborative initiatives and reports on their overall progress.

The Director has the freedom to recommend and implement divisional strategies, goals and objectives within approved ministry direction and Executive Director oversight. This position has freedom to influence, coordinate and facilitate participation from stakeholders to increase engagement and further divisional, ministerial and corporate goals.

The position is accountable for the results produced by the IWI team. Accountability is shared with the Executive Director to enable approaches, strategies, policies, and initiatives to advance the government's agenda on matters impacting Indigenous women, girls and 2S+ people.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

The position is no longer the division head but instead reports to an Executive Director. The specific accountabilities have been updated to reflect Alberta’s response to the National Inquiry into Missing and Murdered Indigenous Women and Girls (i.e., Alberta MMIWG Roadmap and the Premier’s Council on MMIWG2S+). It also reflects the inclusion of 2S+ people in the division’s work.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff **MUST** be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date

Deputy Minister

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.