

Public (when completed)

Common Government

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Stakeholder Engagement Advisor

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Strategic Policy and Planning



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager Stakeholder Engagement

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Engagement Unit within the Strategic Policy and Planning Branch is responsible for the design, delivery and evaluation of engagement activities/materials associated with the Ministry of Public Safety and Emergency Services (PSES) mandate to improve public safety in Alberta including in Indigenous communities. The Unit leads, promotes, and infuses best practices into its engagement activities with internal and external stakeholders in the delivery of this mandate and supports other teams/divisions in delivering on the same.

The Unit is also responsible for the planning and execution of large-scale department events; assessing/planning for employee engagement, diversity and inclusion; and providing secretariat support for special advisors and/or advisory committees.

Reporting to the Manager, Community and Stakeholder Engagement, the Stakeholder Engagement Advisor will liaise with staff in PSES and other ministries (as needed) to support the design, development, implementation, and evaluation of engagement products, tools, and services for engaging internal and external stakeholders on public safety matters.

To be successful in this role, you must be passionate about people and results - and display a keen understanding of how projects are managed (beginning to end); have excellent written and verbal skills; be able to form connections with other teams/divisions and community partners throughout the province; and be able to support design/deliver

various forms of engagement using best practices and those prescribed by the Government of Alberta (i.e., strategic engagement plans). There are times in which the Advisor will also be responsible for booking venues, taking meeting notes, arranging transport and other coordination tasks.

Responsibilities

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

Supports coordination of internal and external stakeholder engagement activities:

- * Supports or develops stakeholder engagement plans and materials to support engagement;
- * Provides recommendations on approaches and tactics for engagement;
- * Undertakes external and internal stakeholder mapping;
- * When applicable, coordinates stakeholder engagement throughout the project - including managing invitations, maintaining communications, enabling and facilitating meetings, taking notes, building relationships, and tracking issues raised; and
- * Coordinates in-person and/or virtual sessions/meetings with internal and external stakeholders.

2. Supports stakeholder engagement projects at the broad system level that are focused on addressing public safety policy trends and issues:

- * Develops or contributes to project proposals, concept papers, and business cases to address issues and pressure points trends as identified by the department;
- * Writes, develops or contributes to strategies to implement proposals/directions;
- * Develops or contributes to necessary reports, briefings, and presentations within at times, very tight time frames; and
- * Creates, develops and writes agendas, meeting notes/outcomes, correspondence, briefing notes, presentations and background materials as required.

3. Leads projects as required:

- * Takes a lead role to develop project charters, terms of reference, work plans, and implementation plans with goals, resource allocations and time frames;
- * Contributes to preparing requests for proposals and manage the process of evaluating and hiring contractors;
- * Monitors project processes, outputs, deliverables and budget using a variety of project management tools. Make adjustments as necessary;
- * Writes or coordinates compilation and delivery of final product; and
- * Evaluates project results and develop and present recommendations for next steps.

4. Contributes to innovative policy solutions and methodologies to address complex public safety policy issues relative to engagement initiatives undertaken by the unit:

- * Researches and defines policy issues;
- * Outlines, analyzes, writes and evaluates policy options, stakeholder engagement plans, and relevant supporting material;
- * Develops or contributes to project proposals and plans to obtain information, including stakeholder input, and manage processes;
- * Monitors and scans the environment, on an ongoing basis, to anticipate and identify potential public safety policy issues;
- * Compares international, federal government legislation and policy changes, and those of other provinces and territories, in relation to existing Alberta policy and legislation;
- * Supports the implementation of policy and program change; and
- * Supports the coordination efforts with other departments, governments, and other committees, as appropriate.

5. Provides supports and coordination to advisors or advisory committees such as the Public Security Indigenous Advisory Committee:

- * Contributes to protocols, logistics, and meeting preparation, including development of agendas, meeting minutes/outcomes, discussion guides, and other products as required;
- * Liaisons with other Government of Alberta departments and external stakeholders regarding participation

in meetings as required; and

*Facilitates and/or contributes in meetings as needed.

6. Supports coordination and planning of publicly facing events for the department as required:

* Coordinates with program areas to develop and execute plans for public facing events;

*Chairs and organizes working groups as necessary;

* Interfaces with stakeholders, government officials, and elected officials to prepare for events; and

* Prepares documentation as necessary (e.g. invites, relevant hosting forms).

7. Provides support and coordination to employee engagement activities within the department as required:

*Provides secretariat support to the department's employee engagement committee co-chairs and its members;

*Supports the development of frameworks and actions plans under the leadership of the employee engagement committee and department's leadership team; and

*Organizes meetings, agendas, supporting materials as well as prepares meeting notes/summaries to ensure effective performance of the committee.

Problem Solving

Typical problems solved:

This position demands a high level of creativity, independent research, issues identification, and problem solving, often within a complex and time sensitive environment.

To be successful, the incumbent must exercise independence and represent the department's interests when interacting with stakeholders, communities and/or other levels of government e.g., the federal government, provincial ministries of Justice, Health, Children and Family Services, Forestry and Parks, Service Alberta and Red Tape Reduction, Municipal Affairs, Jobs , Economy and Trade, Seniors, Community and Social Services, municipal police services, municipalities, and Indigenous communities and organizations.

Types of guidance available for problem solving:

The incumbent must exercise significant independence when coordinating internal and external engagement initiatives, and representing the department's interests and positions when interacting with stakeholders and communities and/or other levels of government.

Guidance available for problem solving include consultation with the Director and Manager of Community and Stakeholder Engagement.

Direct or indirect impacts of decisions:

Impacts the success of projects and results of internal and external stakeholder engagements for the department, which in turn impacts policy options being put forward for decision makers.

Key Relationships

Major stakeholders and purpose of interactions:

Director and Manager of Community and Stakeholder Engagement - strategic and operational direction, immediate supervisory direction and project assignment.

Communications and Public Engagement - information sources, engagement subject matter experts, collaboration and coordination of engagement documents and approvals.

Various Government of Alberta ministries such as Justice, Health, Children and Family Services, Forestry and Parks, Service Alberta and Red Tape Reduction, Municipal Affairs, Jobs , Economy and Trade, Seniors, Community and Social Services, - subject matter experts, and cross-ministry collaborators on information sharing and best practices.

External Stakeholders such as: municipal police services, municipalities, and Indigenous communities and organizations.- subject matter experts, community leaders and collaborators on information sharing and best

practices.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Education and Experience:

* Degree in Communications, Social Sciences, Business, Administration or a related field, supplemented by two years of related experience.

Knowledge, Skills & Abilities:

- * Knowledge and experience in project management;
- * Advanced writing and effective presentation skills; exceptional communication skills to articulate department messages verbally and in writing to a broad and diverse audience;
- * Knowledge of different engagement tools and approaches;
- * Ability to work independently, think strategically, organize duties, establish and adjust priorities to complete tasks, and meet deadlines;
- * Highly developed creative/critical thinking, conceptual, decision making and problem solving skills;
- * Strong analytical and research skills;
- * Ability to work effectively in a team setting and able to organize and lead or contribute to project teams and committees to achieve work objectives;
- * Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy;
- * Ability to collaborate and engage stakeholders, other departments, and manage diverse perspectives from a wide range of stakeholder groups;
- * Attention to detail and ability to work under short time frames and external pressures;
- * Ability to interact and build relationships with peers, subordinates, teams, staff, and managers within and outside the department; ability to tactfully interact with diverse audiences, from police to community volunteers and peers, to Executive Team;
- * Knowledge and experience in program and policy development and program evaluation techniques; and
- * Proficient in using technology.

Assets:

- * Understanding of how government operates, its use of engagement to inform policies and procedures, and political acumen;
- * Knowledge of Freedom of Information and Protection of Privacy legislation, policies.
- * Knowledge of public safety and emergency management as it pertains to the Ministry .

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		
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none">• Sets goals and prioritizes work• Identifies and corrects areas for improvement• Suggests actions; asks for advice when lacking information or multiples	

		<p>priorities</p> <ul style="list-style-type: none"> • Operates within APS value system 	
Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	
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 	
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	
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Benchmarks

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

023PS66 Communications and Public Engagement - Communications Advisor
 023PS68 Advanced Education - Research, Planning and Policy Analyst

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
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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