

New

Ministry Justice and Solicitor General

Describe: Basic Job Details

Position

Position Number	Working Title (30 characters) Sr. Advisor to CFO	
Requested Class Manager (Zone 2)		
Job Focus Policy	Supervisory Level 00 - No Supervision	
Business Unit	Dept ID	Program Code

Employee

Employee Name (or Vacant) Vacant

Organizational Structure

Division, Branch/Unit SSII/ Alberta Chief Firearms Office	<input checked="" type="checkbox"/> Current organizational chart attached?	
Supervisor's Position Number	Supervisor's Working Title (30 characters) Chief Firearms Officer	Supervisor's Current Class Executive Manager 2

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:
 The Alberta Chief Firearms Office (ACFO) regulates firearms licensing in Alberta, maintaining and enhancing public safety while working to meet the needs of Alberta's law-abiding firearms community. The ACFO is committed to the creation and delivery of a "made-in-Alberta" firearms program that aligns with the values of the communities it serves. Through the delivery of high-quality services, development of evidence-based policy and direct communication with the organizations and individuals it works with, the ACFO aspires to be Canada's model chief firearms office.

In Canada, firearms are regulated by federal legislation - the federal *Firearms Act*, Part III of the *Criminal Code* and associated regulations - and administered through the Canadian Firearms Program. While all provinces must abide by the federal legislative framework, the *Firearms Act* authorizes provinces to "opt-in" to directly administer the Canadian Firearms Program in their jurisdiction through the appointment of a provincial chief firearms officer. After the provincial appointment of Alberta's Chief Firearms Officer and creation of the ACFO in 2021, Alberta established its own regulatory framework to develop firearms policies and regulations within its jurisdiction with the passage of the *Alberta Firearms Act* in 2023.

The Senior Advisor to the Chief Firearms Officer (CFO) plays a central role in advancing Alberta's advocacy position on firearms issues particularly in opposition to federal prohibitions. Reporting directly to the CFO, this position operates with a high degree of independence and is responsible for identifying emerging issues, proposing strategic solutions, and implementing recommendations swiftly and effectively with a focus on aligning actions to the CFO's advocacy

strategy. The CFO and the Branch engage and consult the diverse firearms community and several firearms associations to better understand their position regarding federal and provincial firearms matters. The Senior Advisor works closely with the CFO, the CFO's Executive Support and the Engagement and Outreach Unit to coordinate these efforts and ensure multiple successful consultations per quarter.

Reporting to the CFO, the Senior Advisor is a unique role that provides advice to the CFO and applies strong and effective issues management and project management skills to support the successful implementation of initiatives within the ACFO in support of the CFO's advocacy strategy.

The role requires a strong understanding of Alberta's political landscape, federal dynamics, intergovernmental relations across Canada, and the firearms industry. The Advisor supports the CFO to create short-, medium-, and long-term advocacy strategies intended to shift positions and actions of key stakeholders. The position also works with colleagues across the ACFO and ministry to obtain required approvals of strategies and actions. This may include engaging with subject matter experts and leadership in the ACFO, preparing decision packages for senior/executive leadership, seeking advice from legal services and finance, and collaborating with external partners to build alliances.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

1. Advocacy Strategies

- Develop and execute advocacy strategies opposing federal firearms prohibitions, including support for legal challenges, intergovernmental coordination, and public positioning.
- Engage with the ACFO's diverse stakeholders to understand opinions and positions on federal and provincial firearms policy matters, and work with the CFO's Executive Support to coordinate multiple meetings and consultations.
- Provide advice on advocacy strategies, strategic communications, and submissions to federal and provincial bodies.
- Advise CFO on advocacy opportunities and risks within the broader political context, and support the CFO to seek approvals and consultations necessary to operationalize these opportunities.
- Provide strategic analysis and advice on advocacy strategies, keeping the CFO current on existing and potential issues trends, including liaising with ACFO staff and management, reviewing incoming information from internal and external sources, environmental scanning, analysis, awareness of political sensitivities and discussions with stakeholders.

2. Issues Management

- Proactively identify emerging issues related to firearms policy and stakeholder concerns, and identify how those issues interact with the CFO's advocacy strategy.
- Provide timely analysis and advice to the CFO on potential risks, public sentiment, and political implications.
- Develop and implement rapid response strategies to address urgent or sensitive issues for the CFO.
- Coordinate with internal and external partners to ensure consistent messaging and effective resolution.
- Supports the CFO in managing issues to achieve the mandate, goals and strategic objectives of the ACFO by providing advice, consultation, and coordination on advocacy strategies, projects, and initiatives by applying a holistic view of the ACFO's positioning in a complex environment, to ensure that advocacy efforts and ACFO priorities are integrated and coordinated.

3. Strategic Engagement & Stakeholder Outreach

- Lead the development of multi-year communications strategies aligned with Alberta's firearms policy objectives.

- Collaborate closely with the CFO to ensure alignment between operational and advocacy focused outreach.
- Independently assess challenges and opportunities, and develop actionable recommendations for senior leadership's contemplation and decision-making.
- Understand and navigate government decision-making processes to support the CFO and ensure procedural compliance.
- Design and implement outreach plans for the CFO that foster trust, gather feedback, and build coalitions.
- Maintain ongoing relationships and facilitate regular dialogue to inform policy, public safety and public education efforts.
- Coordinate consultations with the firearms community and firearms associations to inform policy proposals and advocacy initiatives.
- Develop and maintain a stakeholder register that tracks the position, level of engagement, and influence of each stakeholder. Use the register to inform strategic decisions, identify gaps, and adjust engagement tactics as needed.
- Monitor shifts in stakeholder sentiment and engagement over time to ensure responsiveness and alignment with policy goals.

4. Communications & Media Relations

- Develop clear, compelling written materials, including key messages, briefing notes, media responses, web content, and stakeholder communications for the CFO and on behalf of the CFO.
- Provide strategic communications advice to the CFO on emerging issues, public perception, and risk.
- Support issues management by monitoring media, social channels, and stakeholder conversations to anticipate and respond to developments.
- Coordinate media relations activities, including preparing the CFO for interviews, drafting statements, and responding to media inquiries.
- Build and maintain strong relationships with internal partners to ensure consistent messaging and alignment across the ACFO.
- Create engaging digital content and support updates to websites, newsletters, and social platforms.
- Work with Communications and Public Engagement to prepare communications plans, timelines, and performance metrics to evaluate the effectiveness of outreach and messaging.
- Ensure communications reflect organizational priorities, tone, and brand standards.
- Provide rapid-turnaround support during high-profile or sensitive situations.
- Coordinate with Communications and Public Engagement to develop media strategies and messaging.
- Serve as a media liaison or spokesperson on firearms-related issues, ensuring consistent and effective public communication.
- Monitor media coverage and respond to inquiries in alignment with government and ACFO objectives.

Problem Solving

Typical problems solved:

The position works directly with staff from other chief firearms officers in Canada, and collaborates with other provincial and federal officials.

Problems encountered in this role are often complex, with limited precedent and sometimes conflicting or unclear

information. The ACFO was established in 2021 to replace federal administration of the firearms program in Alberta and is still in its early stages of maturation as an organization. As a result, there are few historical examples to draw from that are based in an Alberta-specific context, and practices from other provinces may not align with the expectations of Alberta's stakeholders.

The Senior Advisor must apply advanced analytical, evaluative, and creative thinking skills to proactively identify issues and recommend effective solutions. Success in this role requires a strong understanding of the ACFO's mandate, the legislative and regulatory environment, and the priorities of the department. Expert-level knowledge of the ACFO's business processes and systems is also essential. The position must also demonstrate a high degree of competence in stakeholder relations as their efforts directly impact the success of the CFO's advocacy efforts. Failure to engage stakeholders appropriately, and shift negative and maintain positive perceptions may undermine Alberta's efforts to promote an evidence-based approach to firearms regulation in Alberta and Canada.

Problem-solving in this context involves using facilitation techniques to foster collaboration and build consensus among ACFO managers and senior leadership, and the CFO. Strategies and processes developed by the Senior Advisor, such as developing the CFO's approach to stakeholder monitoring and advocacy framework, must be communicated in ways that build support, engagement and buy-in across the organization and with external partners. The Senior Advisor must navigate competing priorities and perspectives with diplomacy, minimizing controversy while maximizing clarity and understanding.

Types of guidance available for problem solving:

The position is guided by federal and provincial legislation, policies, directives, and standard operating procedures. However, the legislative framework is complex, and formal guidance may be limited or unavailable for novel or emerging issues. In these cases, the Senior Advisor must collaborate with staff and managers across the branch, and with external partners to understand policy- and advocacy-based problems and develop appropriate solutions.

The position must draw from their knowledge and experience for stakeholder management, media relations and advocacy. This is a specialized role and there are few staff or managers within the branch that can provide advice to the Senior Advisor on these matters.

Direction is available from the Chief Firearms Officer. Additional advice and information can be sought from staff and managers across the ACFO, other directors, and the Deputy Chief Firearms Officer. However, many of the issues advocacy strategies will be novel and distinct from program policy and operational matters. The Senior Advisor must draw from their knowledge and experience to present options to solicit feedback and refine approaches. Subject matter expertise is also available from other branch personnel.

The Senior Advisor will liaise with federal, provincial and territorial colleagues involved in administration of the firearms program across Canada, or the implementation of provincial policy approaches in place in other jurisdictions. The Senior Advisor must assess the relevance of external advice and determine its applicability within Alberta's unique context, and provide professional and thorough advice to the CFO on proposed actions and strategies.

Direct or indirect impacts of decisions:

The Senior Advisor has authority to design and implement strategies and approaches aimed at advancing the CFO's vision. The position has authority for engagement initiatives and advocacy strategies in accordance with direction from the Chief Firearms Officer. This position may also recommend operational approaches in the ACFO's delivery of the CFP to enable strategic policy outcomes or address systematic issues. The final decisions on strategic direction are made in consultation with the Chief Firearms Officer, the Deputy Chief Firearms Officer and the members of the ACFO senior leadership team.

The ACFO's delivery of its legislative mandate has a direct impact on Albertans both within and outside of the firearms community. Decisions and recommendations made by the Senior Advisor have a direct impact on public safety and on unique stakeholders across the province. Strategies and initiatives not based in sound logic, current understanding of legal concepts, and in keeping with department standards could have significant impacts on firearms owners and non-firearms owners alike, including public safety and criminal liability implications. It is essential that the Senior Advisor weight risks and benefits thoughtfully and apply robust decision-making frameworks to minimize potential unintended consequences associated with strategies and initiatives they develop and recommend.

The position also has significant and frequent interaction with external partners. These relationships are essential for

advancing the CFO's mandate, promoting public safety, and gathering critical information about stakeholder needs and perceptions. Failure to manage these relationship appropriately may undermine the CFO's, ACFO's and government's credibility with the firearms community and other stakeholders.

Indirectly but importantly, unresolved stakeholder issues pose risks to public safety and may contribute to negative public safety outcomes, impacts to businesses and personal property, and reputational risks for the government of Alberta. The Senior Advisor must be able to identify these risks and effectively communicate proposed solutions to the Chief Firearms Officer and senior leadership to ensure they are addressed appropriately.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Chief Firearms Officer - receives direction, provides project updates, provides advice, raises issues, and presents solutions.
- Executive Director, ACFO / Deputy Chief Firearms Officer - receives strategic direction.
- Directors and managers within the ACFO - exchanges information, provides status updates, presents analysis and recommendations, builds consensus, and collaborates to implement effective advocacy and stakeholder management strategies that support achievement of the CFO's policy and strategic objectives.
- Staff across the ACFO - collaborates on projects and initiatives, provides direction during special projects, provides information about the CFO's advocacy strategy and efforts, provides context to staff across the ACFO about the CFO's vision and efforts, and shares information.
- Other divisions in Justice, and other departments such as Public Service Commission, Service Alberta, Red Tape Reduction, Technology and Innovation, Communication and Public Engagement - seeks and shares information, and requests or receives advice.
- Legal Services Division personnel, Governance and Inter-Governmental Relations Branch personnel, and Strategic Policy and Planning Branch personnel - shares information and collaborates to facilitate the development and implementation of strategies and initiatives following established Government of Alberta and Ministry Justice processes and protocols.

External:

- Federal, provincial and territorial government officials involved in the administration of the Canadian Firearms Program staff - request procedures, data and other relevant information.
- Justice system and law enforcement partners - consult and coordinate with to maintain awareness of complimentary and inter-related policies, programs and initiatives.
- Individual firearms owners - share information and seek perspective on various firearms issues.
- Firearms organizations - collaborate, seek and share information
- Media - share information.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Law	
If other, specify: Other relevant education may be considered			
Job-specific experience, technical competencies, certification and/or training:			
<ul style="list-style-type: none"> • Bachelor's degree in Public Policy, Political Science, Communications, or a related field; a Master's degree is an asset. • Minimum 5 years of experience in advocacy, stakeholder engagement, or public affairs, preferably within a government or political environment. 			

- Strong understanding of firearms legislation, Alberta's jurisdictional priorities, and the intergovernmental landscape in Canada.
- Proven ability to develop long-term strategic plans with clear goals, stakeholder mapping, and desired positioning.
- Experience in stakeholder monitoring and maintaining engagement databases or registers.
- Exceptional communication, facilitation, and relationship-building skills.
- Experience working with senior officials and navigating complex political environments.
- Strong writing and reporting skills, with the ability to tailor content for political and bureaucratic audiences.
- Demonstrated ability to work independently, manage competing priorities, and implement recommendations in a fast-paced environment.
- Knowledge of government decision-making processes and the ability to ensure compliance with internal protocols and procedures.
- Experience in issues management, including risk identification, strategic response planning, and cross-government coordination.

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="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Develops stakeholder management strategies that reflect stakeholders' position on firearms issues, stakeholders' degree of influence in the firearms industry, and strategies for the CFO/ACFO to bring stakeholder perception in line with ACFO strategic goals.</p>
Creative Problem Solving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 	<p>Problems are novel, complex and politically sensitive. The Senior Advisor must find solutions that satisfy multiple stakeholders with opposing views. This requires significant effort to engage others and explore their positions,</p>

		<p>methods and what made projects successful; shares learning</p> <ul style="list-style-type: none"> • Collects breadth of data and perspectives to make choices 	<p>research options, and work collaboratively across the ACFO to recommend implementable, legal solutions.</p>
Agility	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<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>The firearms industry and portfolio is dynamic and responsive, often political. The position must be agile and keep strategies and advocacy efforts aligned.</p>
Build Collaborative Environments	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>The Advisor must use relationships to implement solutions. Authority and responsibility for implementing advocacy strategies and strategic outcomes of the CFO rests with other teams in the ACFO or beyond. The advisor must build collaborative relationships in order to effectively implement decisions.</p>
Drive for Results	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>The position reports to the CFO and is responsible for supporting the CFO to achieve outcomes. The position must set clear goals for themselves and commit their their achievement.</p>