

## New

Ministry

Immigration and Multiculturalism

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Policy and Strategic Advisor

Requested Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Deputy Minister's Office

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:

Reporting directly to the Director, Executive Operations, this position will provide strategic advice, policy, research and operational support of ministry-wide activities associated with key functions of the Deputy Minister's Office (DMO). This position will assist the DMO in ensuring strategies, plans, decisions and policy initiatives are coordinated and consistent with the strategic direction and goals of the department and Government of Alberta (GoA). Success in this role will require the ability to understand and strategically support the goals of the DMO. The role is responsible for anticipating and identifying gaps in divisional actions and providing advice and support to the Deputy Minister and Director, Executive Operations. This position will convene, engage and maintain priority tracking initiatives and compile documents and information throughout the ministry, and relay direction to senior staff. The position maintains strong relationships with the Assistant Deputy Minister's Offices (ADMO) in order to stay informed of internal priorities and provide strategic advice to executives.

#### Responsibilities

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

1. Project and Policy Management
  - o Provide support and coordination over projects as assigned by the DMO, including preliminary research and analysis.
  - o Prepares research, background information, presentation material and speaking notes for the DM as

needed

o Work with other GoA ministries and staff to coordinate projects with a lens for collaboration and unification of material.

o Support planning and logistics associated with DMO events and necessary collaboration with the MO, as well as other GoA stakeholder department representatives.

o Representing the DMO, support planning and development of Minister-led missions, meetings, and events, where necessary.

2. Collaborate and support staff within the ministry to identify, prioritize, and track initiatives and ensure the department meets timelines and protocols for bringing legislation, regulations, and associated materials to government decision-making bodies. This includes drafting the following projects:

o Collaborating with ADMO staff on requests for edits from DMO to briefing notes and correspondence.

o Implement and regularly evaluate priority tracking initiatives through the administration of necessary web applications (including ARTS) and the Secure Document SharePoint site.

o Update, track and evaluate initiatives to ensure alignment with ministry-wide business plans.

o Analyze and prepare qualitative and quantitative reporting based on priority tracking initiatives.

o Provide oversight for deliverables relating to the departments business plan, operational plans, as well as Executive Team's strategic vision on behalf of the DMO, including sharing of information to departmental staff.

o Provide review of documents for the DM to ensure alignment with ministry and government priorities, right level of quality, and that they do not provide any risk to government.

3. Internal Engagement Support:

o Collaborate with staff in all divisions to ensure workflow processes are effective and efficient.

· Participate in formal DMO/ADMO roundtable discussions and support shared problem solving actions and solutions.

o Maintain dialogue with divisions through ADMO IMs and ensure information from the DMO is disseminated in a responsive fashion and ensure consensus on problem solving.

o Identify internal ministry issues, response methods, and areas for collaboration.

4. Issues and Relationship Management:

o Builds and maintains effective relationships and communication with the DMO, ADMOs, Executive Team and staff as key internal stakeholders to maintain strategic and operational awareness and identify priorities as they arise and support in the resolution of any issues or concerns.

o Manages the process for briefings and special projects

o Escalates and briefs on emerging and critical issues to ensure the Director, Executive Operations and DM have appropriate input and timely briefings to make a decision

o Consults with the ADMs and Executive Team members on strategies, issues, and policies related to the strategic direction, program and policy development and delivery

5. DMO Initiatives and Activities:

o Facilitates and expedites the process for policy approval

o Review, as need, ARs and briefing notes for political sensitivity, department messaging, ministry position, and consistency across divisions

4. Other:

o Coordinate issues management responses between the MO, DMO, and appropriate ADMOs to ensure appropriate and timely resolution.

o As necessary, cover off for the Senior Manager, Coordination and Planning or other positions in the DMO (i.e. Manager of Ministerial Correspondence Unit)

o Other related duties as assigned

## **Problem Solving**

Typical problems solved:

The position reports to the Director, Executive Operations. The position will support the assessment of

policy issues or strategic challenges and propose suggestions and solutions.

Types of guidance available for problem solving:

The Director, Executive Operations is available to clarify goals, objectives, and priorities with the position. This position also regularly refers to training modules, documents and process maps for guidance on how to address challenges.

Direct or indirect impacts of decisions:

Th strategies, research, processes, and advice provided by and implemented by this position impacts the decision making process of the DMO. This position plays a key role in assisting the executive team in developing strategies and processes that promote the delivery of the DMO's mandate. The quality of work is determined by the ability to operate independently and provide adequate products in assisting the DMO and Ministry in achieving it's goals. Examples of stakeholders affected by outputs from this role include:

- o The MO, DMO, and Executive Team and divisions
- o Other GoA ministries including Premier's Office
- o External stakeholders

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal Stakeholders

Deputy Minister

Keep advised/take direction

### Director, Executive Operations

Daily Engagement

Keep advised/take direction

### ADMOs

Daily Engagement

Keep advised/information/ exchange/collaborate

### Communications Branches

Regular engagement

Exchange/collaborate

### Department staff

Weekly Engagement

Keep advised/information exchange

### Other Departments

Regular Engagement

Dialogue and information exchange

### External Stakeholders

Rare Engagement

Dialogue and information exchange

### Industry Stakeholders

Rare Engagement

Dialogue and information exchange

### Other levels of government such as Executive Council and Minister's Office

Regular engagement

Dialogue and information exchange

## Required Education, Experience and Technical Competencies

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

If other, specify:

Degree in social sciences, economics, public administration or related fields

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

The position requires a related undergraduate degree (such as Public Administration, Political Science, or Economics) with progressively responsible and related experience, or an equivalent combination of education and experience.

A strong awareness of the Ministry Immigration and Multiculturalism and immigration and multiculturalism issues is required as well as knowledge of government policy, legislation, and regulatory framework.

This role requires in-depth knowledge of government structure, operations, decision-making processes, policy cycle, and legislative processes. Position must also understand the business of the ministry, that is, its mandate, key initiatives, programs, goals, relevant legislation, governance, and practices in order to support the implementation of strategic plans and ministry initiatives.

Strategic planning, analytic, conceptual and project management skills are needed for issues management and system design.

Excellent research, critical thinking and policy analysis skills is required for the review of data and preparation of materials.

Ability to exercise independent thinking and decision-making in applying skills in dealing with sensitive and complex issues and projects

Negotiation, consensus building, and conflict management skills are also needed when dealing with other divisions, departments, governments, agencies, boards, committees, and other stakeholder groups.

A demonstrated ability to collaborate strategically with a wide variety of stakeholders and balance the needs and interests of a diverse group of people is key.

Excellent verbal and written communications skills are required for the preparation of materials; strong conceptual, research, analytical, and problem-solving skills are needed for analysis of issues; experience in analyzing and consolidating large and diverse amounts of information.

Excellent organizational and multitasking skills are essential in order to effectively and simultaneously manage a number of initiatives while meeting tight timelines.

Flexibility to accommodate changing priorities, ability to function under pressure and use tact, diplomacy and good judgment, ability to assess political, social, and economic impacts of issues and information are needed to manage within a complex and ever-changing dynamic environment.

The role requires experience in dealing with sensitive files, strong organization skills, excellent writing and communication skills.

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to	

		<p>achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
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"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	