

## Update

Ministry

Indigenous Relations

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Policy Coordinator

Current Class

Program Services 3

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

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-06-09

Responsibilities Added:

Provide supports and coordinate strategies to support operations and programming for the Council Secretariats, which supports the Premier's Council on MMIWG2S+ and the First Nations and Métis Women's Councils on Economic Security. This includes:

- Share information within IR, and with other Alberta ministries, cross-ministry committees, the Councils and other partners regarding the Councils' work.
- Support Secretariat Leads to coordinate meeting logistics, planning and preparation.
- Develop and share information, knowledge and expertise in critical areas of policy, program and relationships within the ministry.
- Enhance other ministries' consideration of Indigenous women, girls and two spirit plus (2S+) people's perspectives in developing legislation, policy and programs undertaking cross-ministry initiatives.

Provide supports and coordinate strategies to support operations and programming for AIIP.

- Support operational policy and development and delivery of program components.
- Support program promotional activities, evaluation, and implementation of program improvements.
- Develop relationships and networks within intern cohorts.

Responsibilities Removed:

Provide supports and coordinate strategies to support community-based initiatives to address violence and MMIWG2S+ people, and increase safety and economic security of Indigenous women, girls and 2S+ people.

- Identify new and emerging trends/opportunities/gaps and capacity needs for communities working one-on-one to support concepts and project development.
- Provide advice and information to support path-finding for other programs and services throughout various ministries and government levels that support community-based initiatives to address violence and MMIWG2S+ people, and increase safety and economic security of Indigenous women, girls and 2S+ people

Monitor division grants throughout their duration to ensure that grant deliverables are met. Collaborate on establishing annual criteria for funding.

- Lead the evaluation of proposals through the Application Review Process.
- Recommend proposals/applications for approval.
- Monitor grant progress, providing guidance and assistance as needed to maintain project integrity.
- Follow up to secure deliverables in a timely manner and work with communities to enable completion of any outstanding deliverables.
- Provide regular and as needed grant reports and status updates.
- Evaluate project process successes and challenges post-program and use this information to identify improvements to processes and supports.
- Ensure the collection of indicators and measures as set out in the developmental evaluation plan for the grant programs.

## Job Purpose and Organizational Context

Why the job exists:

This position is within the Indigenous Women's Initiatives (IWI) division and reports to the IWI Manager, Council Secretariats and Alberta Indigenous Intern Program (AIIP). The role also coordinates policy and programming to support the Council Secretariats and AIIP operations, including logistical planning and coordination for Council meetings and assisting the Councils achieve their mandates and advance their work plans.

The Policy Coordinator is also responsible for engaging with Indigenous communities and organizations to increase awareness and access to a variety of supports to address violence/MMIWG2S+ issues and increase safety and economic security for Indigenous women, girls and 2S+ people. Information is shared across the ministry to support ministry initiatives. Research and analysis of a range of topics contributes to the this work. The coordinator also participates on ministry, cross-ministry and intergovernmental initiatives to ensure Indigenous perspectives are considered and to communicate division priorities. Advice and recommendations are provided to the Manager and Director to support their participation in strategic initiatives and to help inform policy decisions and future division directories and priorities.

The coordinator may also undertake research to inform division priorities and initiatives and other duties as required needed on an operational basis.

## Responsibilities

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

### AIIP Program Support

- Develop program operational policy and processes as well as annual program plans
- Establish program governance and mechanism for their engagement on a regular basis
- Develop and present regular program results and outcomes
- Actively promote the program across all ministries, post-secondary institutions and Indigenous and community organizations

#### Council Secretariat Support

- Aid in communications between Secretariats and Councils.
- Coordinate and support council meetings.
- Support council recruitment and operations.
- Support council annual reporting requirements.

### Problem Solving

Typical problems solved:

While all projects focus on preventing violence and increasing safety and economic security of Indigenous women, girls and 2S+ people, each project is tailored to a specific community's needs and capacity. Multiple partners are involved at varying levels, and projects have evolved to focus on broader outcomes, adding to the complexity of each project. The Policy Coordinator monitors projects and provides advice and guidance as needed to ensure that project timelines and deliverables comply with funding agreements. The ability to understand and respond to the needs of the ministry, private sector, community, and other stakeholders is critical. Comprehensive understanding of service delivery in Indigenous environments together with a sound knowledge and understanding of the grant programs framework and priorities are required to achieve expected results.

Internally, this position impacts the integration and efficiency of multiple ministry and government initiatives that engage Indigenous perspectives through information sharing within the ministry and with other ministries and leveraging opportunities and resources where possible.

Creativity is applied to the development and delivery of presentations that introduce approaches to reducing violence, increasing safety and economic security through successfully funded programs and initiatives to Indigenous communities organizations, and the subsequent analysis of a needs of Indigenous women, girls and 2S+ people within a particular community. This analysis drives the identification of supports for capacity building and project development. Creativity is also applied to determine the best approach for relationship building and working with communities to guide projects in accordance with project agreements in a respectful and positive manner.

Types of guidance available for problem solving:

A considerable challenge is facilitating initiatives and projects that are often of a developmental nature in a complex and sensitive environment, where outcomes are usually dependent upon successful collaboration with a number of other parties. Therefore this position must have strong decision making skills with the ability to apply innovative problem solving methods.

Direct or indirect impacts of decisions:

Why Indigenous women, girls and 2S+ people experience violence, lack of safety and lower economic security is complex and deeply rooted in colonial policies and practices of the past. The Policy Coordinator must be aware of and sensitive to the circumstances and challenges in addressing violence and MMIWG2S+ issues and increasing safety and economic security of Indigenous women, girls and 2S+ people prior to engaging with Indigenous people, formulating recommendations and making decisions.

### Key Relationships

Major stakeholders and purpose of interactions:

- Director- raise awareness to emerging issues; provide advice and recommendations on strategies and projects; support participation on strategic initiatives (e.g., research, develop presentations); participate in team planning and reporting. Provide briefings; support participation on the Director's involvement in executive initiatives.
- Division and ministry staff - collaborate on developing relationships with Indigenous communities and organizations, identifying needs and linkages across initiatives; ensure grant processes are maintained in accordance with ministry and government requirements.

- Federal, provincial and territorial governments to share information and support joint initiatives.
- Indigenous communities and organizations (e.g., Institute for the Advancement of Aboriginal Women, Awo Taan Healing Lodge Society, etc.) - to build and maintain strong working relationships; guide projects to completion; provide advice and information.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Indigenous Studies, Social Sciences, Women's and Gender Studies.

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

The Policy Coordinator requires knowledge of:

- Ministry business plan and strategic priorities, as well as mandates, programs and functions of business areas across the Ministry.
- Government strategic and policy directions and priorities as they relate to the Ministry mandate and initiatives.
- Organizational structure, business and culture of the Ministry.
- Alberta's socio-economic, political and post-secondary education issues.
- Research methodologies, techniques and procedures, including the application of qualitative and quantitative research methods and data analysis.
- Partners and stakeholders impacted by the Ministry mandate and operations, including relevant organizations, committees, advisory groups and representatives.
- Political environment within which the Ministry operates and the decision-making processes.
- Applicable legislation and regulations
- Relevant Ministry policies, functions and processes.
- Software tools used to carry out job responsibilities (i.e. Microsoft Office applications, including Outlook, Word, Excel, PowerPoint).

The Policy Coordinator also requires specific knowledge related to Indigenous people:

- Knowledge of root causes and factors, and strategies to address violence and MMIWG2S+ issues and increase safety and economic security of Indigenous women, girls and 2S+ people.
- Knowledge of existing federal and provincial programs and initiatives available to support Indigenous communities, organizations and people that address violence and MMIWG2S+ issues and increase safety and economic security of Indigenous women, girls and 2S+ people.
- Excellent communication skills, written and verbal.
- Strong decision making and problem solving skills.
- Project management experience.
- Strong consultation and negotiation skills.
- Post-secondary education, (preferably University degree in a related field) supplemented by related experience with demonstrated success in program delivery.
- Experience working with Indigenous communities and organizations, and an appreciation of the knowledge and protocols to engage with Indigenous communities, organizations, and people.

The Policy Coordinator must be able to:

- Apply theoretical research methods and analysis tools to practical settings while maintaining a high degree of rigor.
- Proactively anticipate and plan for Ministry business area requirements.
- Identify emerging trends, issues and opportunities relating to policies and programs across Canada and around the world to address violence and MMIWG2S+ issues and increase safety and economic security of Indigenous women, girls and 2S+ people, and provide recommendations pertaining to sensitive issues.
- Develop and maintain collaborative working relationships with council members, clients, stakeholders and partners.
- Maintain a strategic and Ministry focus while delivering results at the operational level.
- Functions independently as well as lead and contribute effectively within a team environment.

- Demonstrate initiative, professional judgment and flexibility.

## 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"/>	<p>Takes a long-term view towards organization's objectives and how to 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>	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for	

		outcomes: <ul style="list-style-type: none"><li>• Uses variety of resources to monitor own performance standards</li><li>• Acknowledges even indirect responsibility</li><li>• Commits to what is good for Albertans even if not immediately accepted</li><li>• Reaches goals consistent with APS direction</li></ul>	
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**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.

	Date yyyy-mm-dd	
	<u>2025-06-09</u>	
Supervisor / Manager Name		Supervisor / Manager Signature

	Date yyyy-mm-dd	
Director / Executive Director Name		Director / Executive Director Signature

	Date yyyy-mm-dd	
ADM Name		ADM Signature

	Date yyyy-mm-dd	
DM Name		DM Signature