

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

[REDACTED]

Position Name

Executive Advisor/Secretariat

Requested Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre Program Code: (enter if required)

[REDACTED]

Employee

Employee Name (or Vacant)

[REDACTED]

Organizational Structure

Division, Branch/Unit

Office of the Chief Scientist

Supervisor's Position ID

[REDACTED]

Supervisor's Position Name

Chief Scientist

Supervisor's Current Class

[REDACTED]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Executive Advisor (EA) is responsible for managing the strategic and daily operations of the Office of the Chief Scientist (OCS). This position plays a critical role to establish, implement, integrate and monitor effective business processes as well as prepare and support the Office with strategic initiatives such as business and budget planning including team building and strategic planning activities. The EA acts professionally to ensure the timely advice of all current and emerging issues to the Chief Scientist and ensures information is communicated to the OCS in an efficient and effective manner. You will use your excellent coordination and interpersonal skills to support the OCS, act as a main point of contact for all ADMOS and staff from the Deputy Minister and Minister's offices and coordinate the corporate deliverables. Your impact on the Office will be seen as the ability to collaborate and integrate with others, assess issues, determine their nature and priority, research and coordinate supporting information and take appropriate action to contribute to the success of the OCS.

This position will also provide Secretariat support to both the Science Advisory Panel (SAP) and the Indigenous Wisdom Advisory Panel (IWAP). The Science Advisory Panel established under s.15.2(1) of the *Environmental Protection and Enhancement Act (EPEA)*, is an advisory agency accountable to the Minister of Environment and Protected Areas (Minister) and responsible for providing advice and guidance regarding the Environmental Science Program, delivered by the Chief Scientist, including review of priorities, methodologies, and overall integrity. The Indigenous Wisdom Advisory Panel, established under s. 15.3(1) of *EPEA*, is an independent advisory agency to the "Minister" and is responsible for providing advice and guidance regarding incorporation of traditional ecological knowledge into the Environmental Science Program.

Secretariat supports involves recruiting and onboarding new Panel members, planning meetings (coordinating among the schedules of 16 Panelists and EPA staff), summarizing meeting minutes, assisting with the preparation of formal Advice Summaries and communicating this information to EPA staff and the CS. Excellent organizational and interpersonal skills are required, including experience in working respectfully with Indigenous Elders.

Responsibilities

Executive Advisor Responsibilities

Professional support to the Chief Scientist

- Provide professional support and assistance to the Chief Scientist for briefing on current and emerging issues.
- Assist Chief Scientist in resolving issues as requested or required.

Coordination

- Assess, prioritize, and research issues and inquiries with implications to the OCS.
- Determine matters requiring Chief Scientist's attention and direct issues to appropriate OCS staff.
- Act as the primary contact for the Minister and Deputy Minister's offices in the absence of the Chief Scientist.
- Coordinate or prepare responses, especially regarding corporate reporting and legislative development processes.
- Coordinate responses with other departmental divisions as required.
- Prepare and coordinate briefing materials for Chief Scientist, Deputy Minister, and Minister.
- Represent the Chief Scientist at meetings, briefings, and events to report back on issues and outcomes.

Relationship Management

- Maintain and improve administrative relationships with the Department and Deputy Minister's Director of Executive Operations.
- Attend biweekly departmental EA meetings.
- Build collaborations and coordinate relationships with departmental divisions and with other OCS strategic partners.

Communication and Information Management

- Establish, implement, integrate, and monitor effective communication processes, people practices, and information management systems.
- Manage the flow of information and inquiries in the OCS.
- Ensure inquiries are routed appropriately, responses prepared, and issues addressed in a timely manner.
- Act as the primary liaison between Communications staff and OCS staff, particularly in dealing with media inquiries.
- Work with Communication staff to ensure that accurate key messages for the media and speaking notes for the Chief Scientist are prepared when requested.
- Ensure OCS Executive Team Members are kept informed on issues affecting their teams or their areas of responsibility.

Administrative Oversight

- Oversees the administration of freedom of information requests, advising when appropriate, and working with the FOIP Office and any other key contacts.
- Manage and respond to emerging issues, defining problems and making appropriate recommendations.
- Manage Office Action Requests (ARs) by reviewing and tracking deadlines.
- Review, analyze, and design business processes.
- Serve as the Occupational Health and Safety Representative for the OCS

Advisory Panel Secretariat Responsibilities

Operational Facilitation

- Develop meeting agendas and facilitate productive Panel meetings.
- Prepare briefing materials and document summaries of advice for submission to the Minister and Chief Scientist.
- Ensure accurate and clear reporting of Panel advice to support strategic goals.
- Coordinate with the SAP Chair, IWAP Traditional Host and applicable panel members before, during, and after meetings to ensure consideration of all relevant information.
- Provide administrative support to enable the Panels to fulfill their mandate successfully.
- Ensure timely distribution of relevant documents and materials to Panel members before and following meetings.

Compliance, Oversight, and Collaboration

- Oversee compliance with relevant policies, procedures, and the Panel's Code of Conduct.
- Ensure the Panel operates in compliance with applicable *Alberta Public Agencies Governance Act (APAGA)* laws and regulations.
- Advise the SAP Chair, IWAP Traditional Host and Chief Scientist on how the Panel interacts with the public.
- Facilitate collaboration between SAP and IWAP, as well as other government committees when required.
- Support the SAP Chair or IWAP Traditional Host in ensuring that the mandate and roles document and code of conduct are understood and adhered to by Panel members
- Communicate with Panel members to enhance their understanding of relevant policies and procedures.
- Monitor and address any conflicts of interest among Panel members.
- Prepare annual remuneration declarations.

Strategic Planning and Evaluation

- Coordinate with the SAP Chair or IWAP Traditional Host in the 7-year review cycle of the mandate and roles document.
- Discuss and adopt agreed-upon improvements based on the evaluation of the Panel's effectiveness.
- Coordinate with the Chief Scientist and Strategic and Integrated Services Division for recruitment and reappointment of Panel members.

Problem Solving

Typical problems solved:

Analytical and evaluative skills are required to assess issues and inquiries to determine their urgency, impact and to connect to the appropriate program staff to ensure a coordinated and timely response. The Executive Advisor must be able to access appropriate resources quickly and develop approaches that ensure timely and accurate responses. Support the advisory panels in their mandate and roles by providing administrative, governance and technical expertise.

Types of guidance available for problem solving:

The position has significant impacts on government-wide environmental science and monitoring by providing strategic advice to the Chief Scientist and the Office of the Chief Scientist. The position requires general knowledge of policies and regulations under EPEA, APAGA, the Freedom of Information and Protection of Privacy (FOIP) Act among others. Operating autonomously and collaboratively with senior scientific professionals within and external to the ministry and, internal and external stakeholders to inform decision making by providing advice, guidance and recommending courses of action.

Direct or indirect impacts of decisions:

Often time constraints do not permit cross-checking of briefing material before it goes to the Minister, Deputy Minister or Chief Scientist; this position must be aware of the policies and procedures in appropriate areas to act as a final check on material. The EA must be able to coordinate input and consult with Directors and others to resolve issues which may have political involvement, usually on an urgent basis. This position reports to the Chief Scientist. The Executive Advisor will have freedom to establish, implement, integrate and monitor information management systems and administrative processes to ensure that all matters referred to the OCS are dealt with and that the Chief Scientist is kept up to date on new and emerging issues. The Executive Advisor will independently assess situations/issues and determine who needs to be involved/informed, the impact and priority of the matter. Involvement in key business processes such as business planning and office budgeting leads to a primarily self-directed role. This position plays a key role in assisting the Chief Scientist to develop strategies and processes that promote the delivery of OCS programs. The support provided by this position has a significant impact on the effective operation of the OCS and on public perception of the department. This position also has significant environmental, economic and social impacts working directly with the expert advisory panels that report to the Minister and Chief Scientist.

Key Relationships

Major stakeholders and purpose of interactions:

The EA leads and supports delivery of the OCS mandate, priorities and functions by interacting with:

- **Chief Scientist (daily)** to provide advice and assistance for strategic and operational aspects of the OCS, and receiving direction provided by the Chief Scientist to support delivery of the OCS mandate, priorities and functions as well as any requests from the Deputy Minister and/or Minister's Office;
- **OCS staff (daily)** to provide direction, assign Action Requests, receive feedback, identify and address issues and opportunities, and champion a collaborative working environment that enables delivery of OCS led or supported programs and projects;
- **Department leadership and staff (weekly)** to provide information in support of informed decision making and to develop and maintain relationships required to collectively and collaboratively deliver department priorities;
- **Deputy Minister Chief of Staff and other Departmental EAs (weekly)** to share priorities and organize initiatives, develop and maintain relationships required to deliver OCS priority programs

and projects of mutual interest and benefit;

- Minister's Office staff (as required) Keep advised and take direction as required. ▪ Other GoA departments and staff including Communications (as required) to develop and maintain relationships required to deliver OCS priority programs and projects of mutual interest and benefit;
- Advisory Panel members - Science Advisory Panel and Indigenous Wisdom Advisory Panel (monthly) to be the main contact with EPA as panel secretariat.
- Alberta Communications and Public Engagement (weekly to monthly) to collaboratively ensure environmental science communications enabled through the OCS meet required standards for public release.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Related degree and experience working in executive offices and/or management positions;
- Understanding of department programs, inter-relationships, and resources;
- Familiarity with stakeholder groups and their issues;
- Excellent communication, organizational, and prioritization skills;
- Problem resolution and issues management skills.
- Experience with advisory or expert panels would be an asset.

Behavioral Competencies

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • Generates new ways of 	

		<p>thinking; ensures right questions are being asked about a problem</p> <ul style="list-style-type: none"> • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Builds trust to fairly represent every party:</p> <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	