



Job Specification

Position Title: SENIOR ADVISOR, OUTREACH AND PROGRAM SUPPORT
Job Code: AMAPCEO - Resources Plan & Mgt(A/U)PRP20, 20PRP
Job ID: 10939

Purpose of Position:

To provide consultation expertise within the Division and Ministry on matters of Aboriginal issues to support the goals, objectives and priorities of the government's corporate Aboriginal policies. To support Branch and Ministry management on related issues management and liaise with Ministry, Aboriginal and non-Aboriginal parties on corporate Aboriginal policy and management issues. To develop strategic approaches to issues and programs, media relations, consultations and outreach activities to promote/implement the goals and objectives of the Ministry of the Environment. To provide strategic planning, direction and management in the development, evaluation and implementation of new/revised programs, alternate service delivery mechanisms and/or organizational changes to enhance organizational and program effectiveness and efficiency of the consultation process with First Nations.

Duties/Responsibilities:

1. Provides leadership, related advice and corporate support to project staff on Aboriginal issues, environmental planning, management and assessments, elevations request, Part II Orders, Bump Ups, Certificates of Approval appeals, continually monitoring team effectiveness and taking corrective action to ensure timely delivery of high quality projects. Assesses project needs and effectively plans estimates, obtains, deploys and controls resources. Designs overall critical path plan and identifies milestones to manage change and ensure multiple concurrent activities are integrated and delivered on time. Defines individual goals and roles. Monitors overall progress and achievements. Manages major problems with innovative and practical solutions.
2. Respond to Aboriginal requests for funding to support consultation initiatives and to further develop and foster critical linkages and partnerships while using the theories, principles and practices of environmental management.
3. Plans, directs and co-ordinates the processing of briefing notes and issues management plans, including contentious issues pertaining to Aboriginal matters and using scientific/technical terminology common to environmental planning, on behalf of the Director and the Assistant Deputy Minister; develops guidelines, procedures and proposed responses to ensure complex comprehensive information sharing and relevance of responses to the Ministry's mandate and objectives
4. Identifies and develops networks with internal and external stakeholders (e.g. Aboriginal business community advocates, other social policy ministries, municipal, provincial and federal governments). Plans, leads or participates in consultations to collect comprehensive and representative information and opinions and gauge reactions to proposed policies, and impacts of existing policies, ensuring notification and consultations procedures are implemented according to obligations. Ensure third party (i.e. proponents) meet consultation requirements; Manages consultants and consultant contracts to ensure delivery of quality product in a timely manner including providing leadership and direction, monitoring performance; ensuring adherence to recommended business practices, quality control, ministry requirements, schedules and budgets and dealing with non performance and non compliance issues and concerns.
5. Provides divisional input into Ministry and provincial Aboriginal initiatives; provides input in the development of guidance materials to assist the public and proponents in consultations with Aboriginal communities to support and implement a broad range of issues and communication events and strategies that will promote and raise public awareness about key initiatives of Aboriginal Affairs; consults with designated internal and external contacts to participate in planning/implementation of communications initiatives within the Division and Ministry to maintain currency of issues, concerns and perspective of a Division, geographically dispersed across the Province..
6. Creates communications materials, speeches, press releases, speaking notes on specific subjects [relationships, land claims, funding.] for Minister and Assistant Deputy Minister to ensure transmittal of the Ministry's messaging to target audiences; works with the Issues and Communications Branches within the Ministry of the Environment to plan, support and implement a broad range of issues and

communication events and strategies that will promote and raise public awareness about key initiatives; consults with designated internal and external contacts to participate in planning/implementation of communications initiatives to deliver the Ministry's message;

7. Consults with designated contacts in targeted audiences to ensure appropriate/accurate representation of spokespersons from sponsoring ministries, federal/municipal governments, aboriginal organizations/communities and in communications/advertising materials; and reviews/approves content of all communications products for errors or omissions. Facilitates effective consultation with stakeholders (i.e. Plain language information, meetings, etc.) and ensures notification and consultation procedures are implemented according to obligation in support of Divisional initiatives and goals.

8. Participates on and/or chairs ministry and inter-ministerial committees, projects and task forces. Leads and/or participates as an expert; represents the Division on inter and intra-ministerial and external committees and task forces; and ensures that policy work is coordinated with that of other policy developers (e.g. regarding policing/justice, social services, economic development, environment); ensures follow-up as required and provides advice on which ministry/proponent activities may infringe on Aboriginal/treaty rights.

9. Works collegially, sharing information on own areas of expertise. Undertakes special projects and assignments as assigned. Provides back-up for other Aboriginal Affairs staff as required.

Knowledge:

Thorough knowledge of the Ontario corporate Aboriginal policies and frameworks, and related Ministry policies, practices, standards, legislation, agreements, programs, services and providers, trends, issues, partners, stakeholders, positions and public policy directions, including those of other related jurisdictions. Sound knowledge of and sensitivity to all aspects of Aboriginal affairs and the specific Ministry policy environment, decision-making structures and related administration. Ability to anticipate and understand complex, inter-related, large-scale issues, and develop practical, efficient and effective long and short-term options. Knowledge of the theories, principles and practices of environmental planning and management, scientific and technical terminology common to environmental management and current environmental issues is required to assess program effectiveness across a large Regionalized structure and develop and implement effective, efficient and timely enhancements. Knowledge of Ministry and Division goals, objectives, programs, legislative and regulatory role and framework, organizational structure and relevant legislation, policies and procedures to evaluate and determine optimal timing of advancement of programs and projects, develop and market communication and implementation strategies, ensure compatibility with Ministry direction and mandate and optimize the Division's ability to deliver key initiatives.

Superior oral and written communication skills are required to develop issues plans, House Notes, communications strategies, news releases, speeches etc., to consult effectively with designated internal and external contacts, to develop subject specific material for spokespersons from various ministries/organizations and to consult effectively with government and non-governmental senior officials. Position requires analytical skills to identify, analyze and resolve contentious issues, to plan, research and implement communications strategies, to discover relevant issues within written material, procedures and legislation which may be ill-defined, to determine/select appropriate mediums for effective information campaigns, to assess performance and identify shortfalls/service gaps. Position requires knowledge of project management principles, practices and program planning to develop communications strategies, marketing standards and implement projects within assigned budgets and timelines. Position requires computer proficiency in a broad range of technology [office administration, web-based technology, project management, publishing/publications, etc.].

Judgement:

Position works under the direction of the Director, Aboriginal Affairs Branch within relevant legislation, policies, procedures and directives. Judgment is required in managing concurrent, complex and sensitive projects and special operational initiatives that may have broad implications for the Division/Ministry. Judgment is required in ensuring and maintaining confidentiality of highly sensitive issues, which may have significant impact on Divisional positions; assessing and evaluating organizational, social, political or other implications and evaluating and assessing risks of various options. Judgment is exercised in managing complex, controversial, time sensitive, innovative issues, projects and recommendations and ensuring consideration of input from diverse and all relevant sources, consideration of all critical components and issues, reviewing and/or conducting complex research and analysis and ensuring options developed and evaluated and recommendations made are consistent with Ministry and Division goals and objectives and are effective in enhancing organizational effectiveness. Position is expected to work with a high level of independence, initiative and autonomy in developing strategies, initiating internal/external consultations, in responding effectively to communications and events queries from the public, aboriginal organizations, federal/municipal governments, in selecting and implementing communications mediums to deliver `messages` and in the provision of proactive advice and information to senior management officials regarding emerging/anticipated major and/or contentious issues to facilitate effectively and timely political decision-making. Judgment and a high degree of discretion is required to respond and make decisions under pressure involving highly sensitive and confidential issues,

in preparing briefing notes and issues papers and in ensuring senior management officials are advised or alerted to emerging trends/issues in a timely manner. Judgment is required in organization and administration of information management processes, management of contractual services and in the provision of effective team leadership, delegation of work assignments to professional and clerical staff and in making effective decisions/recommendations when acting on behalf/in absence of the Director.

Accountability - Programs:

Position is accountable for the development of issue plans, communications strategies, media relations, consultations and outreach activities to promote/implement the goals and objectives of the government as they relate to Ontario's Aboriginal residents; for planning, co-ordination and implements of information links/services for issues/briefings/contentious issues; for the provision of effective consultation and advice to senior management within the Ontario Secretariat for Aboriginal Affairs and the Minister's office, Premier's Office, Cabinet Office and other provincial ministries; for ensuring integration of Secretariats initiatives with provincial corporate strategies and for decisions made when acting in absence/on behalf of the Director. Position contributes significantly to the meeting of Ministry and Divisional goals, objectives, priorities, strategies and directions through development and implementation of Aboriginal programs and by representing the Division in Ministry strategic planning forums.

Accountability - Personnel:

Provides technical leadership and direction to senior management decision-makers. Provides project leadership, coordination and functional expertise to staff in own and other OPS organizations.

Accountability - Finance & Material:

Estimates the potential financial impacts of policy options and recommendations. Is accountable for the security and confidentiality of own data and policy materials.

Accountability - Impact of Errors:

Errors in providing effective advice, guidance and planning of consultation strategies and management of information services, links and issues for MOE could result in sub-standard program delivery, loss of credibility for senior ministry management in the Division and other Ministries, federal/municipal organizations, and aboriginal communities/organizations, result in negative publicity and inability of the Division to deliver its mandate and vision.

Contact - Internal:

Regular contact with Director, ADM and Directors in Division and Ministry to provide strategic advice and input and present recommendations. Regular contact with Assistant Directors, Managers, Regional Offices to provide advice, guidance and assistance in identifying weaknesses, options for improvement; obtain feedback and confirm options meet needs and keep them apprised regarding implementation. Regular contact with other Ministries to keep current on other Ministerial Aboriginal activities, obtain feedback regarding issues, problems etc. and solicit support and/or develop joint approaches where recommendations may impact their area. Frequent contact with Sr. Management Committee to make presentations and with Deputy and ADM to provide briefings. Occasional contact with Senior Management within the Ontario Secretariat for Aboriginal Affairs & Ministers/Premiers/Cabinet offices.

Contact - External:

Frequent contact with a wide cross-section of Aboriginal and non-Aboriginal stakeholders, partners, service providers, businesses, interest groups sector representatives and stakeholders to lead consultations, provide policy interpretations, lead and/or work on committees, coordinate, exchange information, and solve problems. Occasional contact with other governments to discuss issues of mutual concern.