**Advisor, Intermunicipal Relations**

Program Services 4

**Alberta Municipal Affairs, Edmonton.** The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit https://www.alberta.ca/diversity-inclusion-policy.aspx

Municipal Affairs' mission is to help ensure Albertans are served by enduring collaborative and accountable local governments and to live in strong, safe and viable communities. Our core businesses support municipalities and their communities. To learn more about Municipal Affairs please visit: http://www.municipalaffairs.alberta.ca/index.cfm

The Municipal Services and Legislation (MSL) Division supports municipalities in meeting their mandate to provide accountable and effective local governance to residents of Alberta. The division achieves this objective through the work of three distinct but connected teams; the Strategic Policy and Planning Branch, the Municipal Capacity and Sustainability Branch and the Strategic Planning & Integration Branch, and the Special Areas Board. To find out more information regarding Municipal Services and Legislation, please visit: http://www.municipalaffairs.alberta.ca

Intermunicipal Relations (formerly Municipal Dispute Resolution Services) provides mediation, collaboration and educational courses to Alberta's municipalities. The program assists local governments to improve communication, collaboration and effectively manage conflict within their own municipality as well as with their municipal neighbours.

Do you have a passion for Appropriate Dispute Resolution (ADR)? Are you looking to challenge yourself professionally? Are you committed to excellent client service? Does the potential of working in a highly charged political atmosphere interest you? If so, then read on! Municipal Affairs is committed to offering on-going dispute resolution and collaborative governance services to municipalities within the province and is looking for a new member of their team.

The Advisor, Intermunicipal Relations is a key member of the team that provides Municipal Dispute Resolution Services (MDRS) to municipal clients within the province including convening mediations with municipal clients and working with contractors on mediation and collaborative projects.

Responsibilities will include:

* Conducting background research; gathering stakeholder input; identifying and evaluating alternate proposals; preparing reports, recommendations and briefing materials; and presenting this information to external parties and management.
* Supporting inter-municipal cooperation and dispute resolution and by convening and facilitating meetings with municipalities to help them access mediation, collaboration and arbitration services.
* Providing process design and coaching to municipal staff and councils on dispute resolution, negotiations and public input.
* Providing support to the delivery of services such as the Collaborative Governance Service.
* Representing the unit to foster positive inter-ministerial relations and identify emerging issues and new directions by providing advice on trends at the local, provincial, national and international levels.
* Working on strategic planning and research issues and assisting in preparing policy, program and operational recommendations.

The successful candidates will possess familiarity with:

* Municipal Government Act and its regulations and applicable provincial and municipal legislation.
* Conflict management, collaborative governance and dispute resolution system design, mediation techniques and processes.
* Project management, research techniques and analysis; analytical procedures and research methodologies.
* Apply creative thinking skills to come up with "thinking out of the box" recommendations concerning complex issues and problems.
* Understanding of the relationships between different levels of government and of political realities and needs.
* Excellent interpersonal skills, high level organizational and communication skills and time management and excellent prioritization skills.

To be successful in this position you will bring the following competencies:

* Creative Problem Solving: You encourage debate across the team, integrate perspectives, and link/leverage resources, information from other areas to analyze issues, resolve problems and improve team/program performance and stakeholder relations. You will also work with municipalities experiencing conflictual circumstances whereby you will need to integrate perspectives and, in consultation with the Intermunicipal Relations Team, determine the best course of action to take.
* Develop Networks: You will be called upon to proactively build and develop a variety networks, as well as connect and build trust with elected municipal officials and staff as well as other stakeholders where needed.
* Agility: You will need to assess and readily adapt to changing priorities within Intermunicipal Relations while being resilient in times of uncertainty and effectively work in a changing environment. You will need to prioritize your work to address conflicts and situations that come up unexpectedly.
* Build Collaborative Environments: You will contribute to the conditions and environments that allow team members, municipalities and stakeholders to work collaboratively and productively to achieve outcomes. You may be called upon to bring different groups together, facilitate communication, address conflict, empower others and encourage diversity among the Intermunicipal Relations team and its stakeholders.

**Salary: $2,775.64 - $3,638.48 biweekly. Closing Date: August 1, 2018. Job ID #1049973**

**Qualifications:** All applications must include a cover letter. Those without a cover letter will not be considered. University graduation in related field plus a minimum of 4 years progressively responsible related experience in public administration, local government or related field is required. Mediator or facilitator experience working with multi-party or intermunicipal disputes and/or projects is also required. A certificate in conflict management and membership or qualified for membership with Appropriate Dispute Resolution Institute of Alberta (ADRIA) would be an asset. Application of the Municipal Government Act (MGA) is considered an asset.

Equivalencies will be considered on the basis of 1 year education for 1 year of experience or 1 year of experience for 1 year of education.

Competencies are behaviours that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process. The link below will assist you with understanding competencies: http://www.chr.alberta.ca/APSCompetencies

http://www.chr.alberta.ca/learning/apscompetencies/aps-competency-model.pdf http://www.chr.alberta.ca/learning/apscompetencies/apscomp-self-assessment-questionnaire.pdf

A significant amount of travel is required within the province for this position. This competition may be used to fill current and future vacancies across government at the same classification.

What we offer:

* Comprehensive benefits plan: http://www.chr.alberta.ca/employees/DocList122.cfm
* Pension plan: http://www.pspp.ca/
* Leadership and mentorship programs
* Professional learning and development
* Positive workplace culture and work-life balance

Online applications are preferred via www.jobs.alberta.ca. Please ensure that you include contact information including email address on your resume. If you apply online, please address your cover letter and resume to Human Resources. Note: As only one file can be uploaded, please ensure your cover letter, resume, and any other related documents are submitted in one file. Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter and resume, quoting the Job ID, to: Alberta Municipal Affairs, Human Resource Services, 18th floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4. You may also submit your cover letter and resume through Fax: 780/422-0214 or email: mahrcs@gov.ab.ca.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <http://advancededucation.alberta.ca/planning/priorlearning/international/>

It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

Position Profile

Please see attached position profile for a detailed list of responsibilities: https://www.alberta.ca/jobs/pprofile/pp1049973.htm

We thank all candidates for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.

Although this competition is closing on August 1, 2018, please continue to check jobs.alberta.ca for all career opportunities with the Government of Alberta.

**www.jobs.alberta.ca**