

## Stakeholder Engagement Specialist

### About us:

A successful society is defined by its people and the opportunities available for them to fully and actively participate in all aspects of life and provide for themselves and/or their families. The Department of Children's Services works alongside the Department of Community and Social Services to foster a society, in which families are secure and resilient, individuals have safe, sustainable employment, vulnerable Albertans have the supports they require, and no one is left behind. You can be part of helping us make a difference!

The Department of Children's Services leads child care & intervention, early childhood development, foster & kinship care, adoption, and improvements for children & youth.

To find out more about our work visit: <https://www.alberta.ca/ministry-childrens-services.aspx>

### About the role:

This position works within the Stakeholder and Community Engagement Unit leads the development of and consultation on, priority divisional and departmental stakeholder engagements. In collaboration with other branches, the branch finds innovative solutions and fosters dialogue with Albertans to share research and insights, build collaborative relationships and develop common understandings.

This position provides Ministry representatives with advice and consultation relating to the planning, design and delivery of stakeholder engagement initiatives.

### Your key objectives:

The position is responsible for facilitating and leading engagement events, workshops, sessions and meetings and determining appropriate methods and techniques to achieve identified stakeholder engagement outcomes. Responsible for analyzing data and preparing summaries of results, reports, and recommendations. Lead the development and implementation of innovative engagement processes and initiatives.

Your contacts:

You will interact with all levels of Ministry staff, cross ministry partners, regional staff, and representatives from Indigenous communities, Elders, and associations, board chairs, faculty and the public.

Your impact:

Consultation and project management are critical aspects to this role as you will be developing project plans and managing activities to ensure deliverables related to stakeholder engagement initiatives are completed as planned. This position is expected to provide reliable and substantiated advice and analysis while remaining aware of issues, trends, and best practices related to engagement.

To be successful in this role you will need to have excellent consultation, facilitation, and conflict management skills; well-developed analytical and strategic thinking skills to recognize broader implications of initiatives; effective written and verbal communication skills and have exemplary relationship building skills that establish credibility and balance diverse perspectives and expectations.

### **Qualifications:**

A university graduation in social sciences or a related field, plus 4 years related experience is required. Knowledge and/or experience working with stakeholder engagement theories, methodologies, practices, and tools will be considered an asset. Knowledge of Indigenous culture or experience working with Indigenous communities is desired. Certification as an International Association for Public Participation (IAP2) Practitioner is an asset.

Equivalencies will be considered.

**Salary:** \$2,775.64 - \$3,638.48, bi-weekly

### **Notes:**

This is a permanent position in Edmonton.

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

Please clearly state in your cover letter and resume how your experience meets the requirements of this position.

As a part of the selection process candidates may be invited to write a written assessment.

**How to apply:** Online applications are preferred. Please visit [www.jobs.alberta.ca](http://www.jobs.alberta.ca) and search for Stakeholder Engagement Specialist. The closing date is November 29, 2017.