

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Dir, Policy Leg and Governance

Requested Class

Senior Manager (Zone 2)

Job Focus

Policy

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

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Treasury Board and Finance (TBF) is tasked with high profile and highly impactful work that reaches across all ministries and numerous provincial agencies, and which impacts all Albertans. TBF has responsibility for 42 Acts, in addition to related regulations.

Reporting directly to the Executive Director, Legislative Projects, the Director, Policy, Legislation and Governance is accountable for advising, clarifying, and communicating government and ministerial direction as it relates to the delivery of government's strategic priorities and the ministry's policy, legislative, and regulatory agenda. The role is also responsible for the coordination and oversight of departmental proposals for government decision-making. This position is also accountable for the design and implementation of the TBF governance framework to enable effective development, delivery and evaluation of all governance organizational policy objectives and mandates to support optimized performance and ensure all statutory and other legislative obligations are met.

Responsibilities

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

The Legislative Projects unit is responsible for coordinating and managing legislative and regulatory amendments for the ministry, as well as Ministerial Orders, Orders in Council and other documents for Ministerial or government-wide decision. The unit also has responsibility for the governance of agencies, board and commissions under TBF's purview,

and also leads the development and implementation of strategic stakeholder engagement for the Ministry. In carrying out these responsibilities, the unit must identify potential political concerns, policy issues, conflicts between legislation and present policies, analyze proposed solutions and work with program staff to implement these solutions. As such, the work of the unit requires an exceptionally high degree of political acumen, as well as highly developed analytical skills which cover the broad spectrum of policies and legislation within the ministry's purview.

The Director manages and reports on progress on priority and legislative initiatives (destined for Cabinet or Executive Council consideration) to ensure: (a) information supporting effecting planning is current, robust and readily available; (b) Ministry executives, DMO and Minister's Office are aware of work underway and key linkages; (c) new initiatives identified by the Minister or Government are tracked and progress is assessed in a consistent and regular fashion; and (d) Executive Council bodies are aware, supportive, and involved in priorities as required. The Director is also responsible for ensuring that departmental policy proposals, legislation, governance packages and other decision documents destined for the Minister, Executive Council or Cabinet Committee consideration are complete, accurate and align with government and ministerial direction. The Director also plays a leading role in the development and enforcement of governance best practices for TBF agencies.

The Director facilitates positive working relationships with all areas of the department, including the Deputy Minister's Office, the Minister's office, all TBF divisions (including senior officials at the ADM and Executive Director level), requiring highly developed diplomatic skills as well as political acumen. This results in all groups involved being fully aware of the department's issues and priorities, and helps to ensure that legislative priorities are completed in a time efficient manner and with a minimum of unexpected issues or difficulties.

Problem Solving

Typical problems solved:

The Director must maintain awareness of changing organizational policy and legislative priorities and proactively shift strategic focus and activities to address present and future organizational priorities. The Director must monitor, coordinate, facilitate and advise on (1) ministry work that is destined for Cabinet and Cabinet committees; and (2) work that is otherwise destined for Executive Council consideration and approval, including Policy Coordination Office, Cabinet Coordination Office, and other Executive Council bodies. The Director must ensure a strategic perspective, appropriate timing, and alignment with ministry and government direction and priorities. The Director will develop solutions and new approaches to address emerging issues as required.

Types of guidance available for problem solving:

Problem solving is generally done without direction from established policies. Guidance provided by the Executive Director and Deputy Minister and Executive Team is broad, and the Director must be able to solve problems without detailed direction or prior examples from which to draw, balancing political factors, process requirements and departmental needs.

Direct or indirect impacts of decisions:

This position is a key conduit to executive department leaders and the government's central policy coordination hub about content, approach, and status of policy projects and priorities across the Ministry. The work of this position is highly political, often assigned directly from the Deputy Minister's Office. It is also highly collaborative, requiring coordination with all areas of the department, members of Executive Team, and often other ministries. The incumbent interacts with the Minister, Deputy Minister, Executive Team, management, and staff to lead and support the development and coordination of policy proposals (and legislative and regulatory packages) and agency member appointment packages for government decision-making.

Actions of the Director contribute to ensure the success of the Minister when he/she brings items forward for Executive Council, Cabinet or Cabinet Committee consideration. Actions of the Director also contribute to the department capacity to create sound social policy that is integrated and aligned to a broader framework of government and ministry priorities and processes. The Director also ensures the integrity of its public agencies and their compliance with applicable legislation and policies.

Key Relationships

Major stakeholders and purpose of interactions:

Major Stakeholders

DM - To receive direction, provide advice, develop solutions and provide analysis as part of information

exchange.

ADMs - Collaborates with senior leaders to establish consensus, awareness and common understanding.

Senior and Executive Managers - Works collaboratively with Executive Directors and Branch heads on shared priorities and corporate business processes. This includes information sharing and coordination in order to meet strategic priorities.

Includes the Staff across the department to provide advice and recommendations, coordinate and plan timing of decisions and track and report on key work.

Work with senior officials in other ministries and organizations to build and maintain a complimentary proactive capacity; identify opportunities for collaboration and partnership; optimize existing capacities within the policy innovation field; exchange information and best practices.

Contacts at agencies in various capacities for governance, red tape reduction, and policy issues. Contact in other Ministries including LCO, PAS, PSC, PCO, CCO, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social sciences, business , law or a related discipline. A Master's degree would be considered an asset.

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

The position requires the following skills and abilities:

- Ability to anticipate future issues and their impact on Ministry policy directions.
- Strong influencing, conflict resolution, negotiating and mediation skills.
- Strong project management skills.
- Ability to interpret and apply Ministry and GoA legislation and policy.
- Proven ability to exercise judgment in determining relevancy of information and when not to share confidential information, and with whom to share confidential information.
- Ability to work within a broadly defined conceptual framework.
- Ability to analyze complex issues and synthesize findings to identify actions and solutions.
- Ability to lead and manage a variety of internal and external processes

Broad Knowledge and awareness of;

- Communication and engagement strategies and approaches for diverse projects.
- Governance fundamentals and theories and good governance practices.
- Legislation and policy related to public agencies in Alberta (e.g., *Alberta Public Agency Governance Act*, *Government Accountability Act*, *Financial Administration Act*, *Freedom of Information and Protection of Privacy Act*).
- Experience working with government legislation and the approval process required for policy coordination.

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		
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 	Demonstrates acumen to lead team members to identify, navigate and solve challenges in the pursuit of achieving organizational objectives.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	Demonstrates ability to work productively with other teams and organizational cultures towards desired outcomes.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <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 	Demonstrates political acumen in anticipating and responding to developments in a manner that is consistent with the organization's vision, goals and priorities.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Director, Financial and Administrative Operations, Advanced Education (M420-53)