

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

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:

Transportation and Economic Corridors (TEC) is a centre of excellence for transportation in North America. We contribute to Alberta's prosperity and quality of life by providing and supporting a safe, innovative, and sustainable provincial transportation system and water management infrastructure. With Transportation and Economic Corridors, you can engage in a fulfilling career with diverse room to grow. We believe in building careers, providing opportunities for growth within the organization, and strive to provide our staff with a work-life balance including reasonable hours of work to ensure time with family and to accommodate outside interests.

The department promotes a vital and diverse economy by:

Managing transportation safety

Supporting municipalities with public transportation and water/wastewater facilities

Expanding and enhancing a well-integrated transportation system and enabling market access

Reporting to the Executive Director, Modernization and Strategic Integration, this position is responsible for providing leadership and strategic policy advice in relation to Ministry and cross-ministry strategic initiatives, including new policy and program development to support the implementation of government mandate items and key initiatives. Work is done in collaboration with

other divisions in the Ministry, cross-ministry partners, other levels of government, and external stakeholders in alignment with Government and Ministry goals and strategic priorities.

This position functions with a high degree of independence and professionalism in an environment characterized by a high volume of sensitive work carried out under set timelines with frequent interruptions and shifting priorities. The incumbent requires a highly developed communication skill set with demonstrated ability to lead, develop and manage large policy and program projects and make recommendations for consideration by senior decision-makers.

Responsibilities

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

This position provides leadership, strategic direction, and management to their unit within the Policy, Planning and Strategic Initiatives branch. The position is responsible for the following outcomes.

1. Ministry strategic policy initiatives (e.g., Class 1 Learning Pathway, modernizing Alberta's licensing scheme) are provided with direction to ensure policies and associated programs align with Government and ministry strategic goals and direction; reflect stakeholder requirements; and integrate current issues and trends pertaining to Traffic Safety by:

- leading new policy and program development projects and other strategic initiatives by providing policy advice and development and overseeing project resources.**
- establishing and monitoring the effectiveness of policy project standards, processes, and capacity to meet government and ministry priorities.**
- directing policy planning and review initiatives, including coordinating research and analysis, identifying potential issues, ramifications, and strategic options for the Ministry.**
- maintaining and developing effective partnerships with strategic and operational policy programs in Traffic Safety Services and across government to support the development and approval of TEC strategic initiatives in alignment with Ministry priorities and strategic outcomes**

2. Strategic input and influence of cross-ministry reviews, committees and strategic initiatives led by other ministries are coordinated and supported in alignment with Government and Ministry goals and strategic priorities by:

- assessing, identifying, and advancing opportunities for cross-ministry collaboration to enhance Traffic Safety Services programs and policies.**
- supporting strategic policy analysis and options development to support Traffic Safety initiatives into cabinet committee decision making packages where TEC is not the lead ministry.**
- establishing and maintaining effective partnerships and linkages with cross-ministry partners, program areas across government, external stakeholders and other levels of government to determine perspectives and requirements and gauge and build support for cross-ministry strategic initiatives.**
- representing TEC on cross-ministry committees and working groups as needed to ensure the Ministry's priorities are shared, issues identified and to support the development of policies that support the continuing improvement of the Ministry's programs and services.**

3. Strategic Initiatives staff have the knowledge, skills, and resources to do their jobs effectively and with satisfaction by:

- identifying ongoing technical and professional development training for staff in line with core competencies.**
- managing financial and other reporting and accountability systems. This position is accountable for the effective management of branch resources.**
- developing expertise and knowledge within the unit to identify and address emerging issues both internal and external that may impact Ministry policies, programs, or services.**
- overseeing and monitoring staff performance and satisfaction through ongoing performance excellence conversations and ongoing feedback. The Director is accountable for the effective management of 3 full time staff.**

4. The Executive Director, Modernization and Strategic Integration, is supported in achieving the mandate

and goals of the branch by:

- providing advice, consultation, and recommendations for issues, opportunities associated with the branch goals.
- developing, implementing, and monitoring the unit's portion of the divisional operational plan and ensuring goals align with branch, departmental and government goals and priorities.
- fostering a team culture that champions APS values, strategic thinking, agility and high performance.
- ensuring all briefings, background documents, and correspondence for consideration by senior executives, the Deputy Minister and/or Minister contain information that is prepared in an accurate and timely manner in compliance with relevant standards.

Problem Solving

Typical problems solved:

The Director is expected to work with internal and external stakeholders to navigate competing priorities and advance strategic initiatives, finding areas of common interest where possible. The position must often contend with aggressive timelines and limited resources and is expected to independently propose and implement solutions and approaches to effectively deliver results amidst such challenges.

The position synthesizes multiple streams of information and collaborates with internal and external partners to come up with creative and innovative policy solutions which meet government priorities and address important issues for TEC.

The position must manage varying expectations from across the ministry, senior leadership, program areas and key stakeholders where competing interests do not always align and find common ground to move strategic initiatives forward. Awareness of political issues impacting policy development and the capacity to pre-emptively address such issues is also critical to the success of the position.

Types of guidance available for problem solving:

The Director is guided by GoA, ministry and branch area policies and directives, but within those parameters must evaluate options and provide direction independently to meet the position's accountabilities. With broad support, advice, and direction given by executive leadership, the Director plans activities and operationalize those plans to deliver on overall direction given, using best practices and available resources.

Direct or indirect impacts of decisions:

The work of the Director is complex and affected significantly by political decisions and priorities established in government strategic plans and the Ministry business plan. Strategic policy and program initiatives undertaken by the Director have a direct impact on housing policy and legislation impacting Albertans. The Director is relied upon to identify potential impacts of policy options put forward and recommended for implementation as part of strategic initiatives. Decisions of the Director also have an impact on Ministry resourcing and financial commitments.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Executive Director - provide updates, advice and recommendations, collaborate on branch planning and resolution of issues, raise awareness of emerging issues, respond to queries.

Minister, DM, ADM - briefing/provide advice, updates, respond to queries, recommendations/consultation/decision making/planning

Strategic Initiatives staff - lead the operations of the unit

Branch Directors - ensure collaboration across units, participate in setting operational policy and processes, share information across initiatives, discuss the allocation of resources across teams and projects as needed.

Other Divisions - provide advice, consultation, information sharing, and approvals.

Other GoA ministries - participate on cross-ministry initiatives, represent ministry's position and

perspectives.

Communications - provide information on strategic initiatives and advice on messaging

Human Resources - job descriptions, postings, classification, performance management

PCO/CPE - engage in the policy/legislative approval process and respond to queries.

External

Federal/provincial counterparts - share information

Contractors - securing services and ensuring products are achieved.

Stakeholders - coordination, information gathering, engagement on strategic initiatives.

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:

Degree in social sciences, public administration or related field.

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

A related post-secondary degree.

Extensive management experience with demonstrated progressively responsible experience and strengths in managing politically sensitive and multi-faceted issues and multiple, complex public policy projects. This experience is needed to lead broad strategic initiatives in TEC, implement stakeholder engagement processes and achieve positive results.

Exceptional communication (written and verbal), presentation, interpersonal relationship management and facilitation skills.

- Extensive experience in developing strategic options and advice to executive leadership such as Minister, Deputy Minister, and Assistant Deputy Minister.

- Proven ability to collaborate with senior executives and work in cross-functional teams across all departments, with stakeholders and Indigenous peoples, to remove barriers, develop common ground to move initiatives forward where there may be diverse and conflicting perspectives, mobilize and allocate resources, and accomplish milestones to achieve outcomes for strategic initiatives.

Understanding of Traffic safety priorities, legislation, and programs, including knowledge of various stakeholder groups and familiarity with issues, trends and directions in traffic safety policy and programs.

The Director requires significant and demonstrated:

- Leadership skills, including:

o the ability to direct strategic initiatives, legislative and policy review processes, balance stakeholder interests with Ministry objectives/priorities, and ensure policies are integrated and facilitate effective delivery of programs and services.

o extensive experience leading, coaching, and mentoring staff and teams, especially in situations where not all team members are in a direct reporting relationship to the Director.

- Project management and organizational skills, with the proven ability to work under constrained timelines with competing priorities while delivering results within scope and budget.

- Influencing, mediation and conflict resolution skills including the ability to promote innovation and continuous improvement, build consensus, and motivate others to achieve results in alignment with ministry goals and priority outcomes.

- Conceptual, strategic, and critical thinking skills, with the ability to analyze information and opportunities/risks; make decisions in line with Government and ministry strategic and business plan goals; recognize implications of emerging issues to ministry partners such as PSES, TBF and SARTR; and develop recommended options and/or responses.

- Human resource, financial management and procurement skills.

- Commitment to teamwork and continuous improvement.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>Success in this position will require the Director to regularly work in situations which are unstructured and complex requiring analytical work in reaching strategies to achieve results.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Success in this position will require the Director to adjust their strategies based on current events, political priorities, and unanticipated shifts in desired policy directions and outcomes.</p>
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 	<p>Success in this position will require the Director to set out clear plans/ strategies to ensure research, best practices, stakeholder input and government direction are integrated into policy recommendations, typically with transformative, politically sensitive and high profile initiatives.</p>
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 	<p>Success in this position will require the Director to build trust and collaborate with a diverse group of stakeholders, ministry and cross-</p>

		<p>communication systems</p> <ul style="list-style-type: none"> • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	<p>ministry partners to ensure policy options and recommendations are reflective of all relevant perspectives and that risks, mitigations and implications of policy options are well understood by decision makers.</p>
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Benchmarks

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

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature