

## Update

Ministry

Municipal Affairs

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Coordinator, Municipal Legislation

Current Class

Program Services 5

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Municipal Services/Policy & Eng/Policy & Legislation

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Municipal Legislation

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

## Job Purpose and Organizational Context

Why the job exists:

The Municipal Legislation team is responsible for the legislative work for the entire Ministry. Working with the other teams in the Municipal Policy and Engagement Branch, the Coordinator of Municipal Legislation coordinates and manages complex and varied legislative projects, including providing strategic legislative advice to management and colleagues, mentoring and guiding the legislative advisors on the team, and overseeing all legislative projects for the Ministry. The position is seen as a department wide expert, utilizing specialized knowledge of the legislative process as well as the various legislation under Municipal Affairs.

The Coordinator often acts independently and is accountable for managing entire projects, while leading or participating in a wide range of interdisciplinary teams, working groups and cross-Ministry committees. This includes analyzing policy options through a legislative lens, completing in-depth research and issue identification, and working closely with Legislative Counsel Office to draft new or amending legislation.

## Responsibilities

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

### **1. Coordinate the identification and resolution of issues that are of a complex legislative and regulatory nature. In many cases, such issues may have a broad impact on stakeholders.**

This is achieved by:

- Independently interacting with program areas, the policy team, legal services and management to address legislative issues that arise while preparing new or amending legislation.
- Having a thorough understanding of the technical and legal issues that often arise with legislative interpretation and that are faced by stakeholders in applying the legislation.
- Preparing briefing and other material that explains and analyzes complex and multi-faceted issues, exploring legal aspects, setting out options and recommendations, and referencing implications and possible unintended consequences.
- Identifying emerging trends that may impact municipalities and the Ministry.
- Mentoring and providing leadership to the legislative advisors to ensure issues and complications are properly addressed.

### **2. Coordinate the preparation of legislation and regulations to align with policy direction.**

This is achieved by:

- Consulting with colleagues when difficulties arise with respect to the alignment of drafted legislation and policy decisions.
- Preparing drafting instructions for Legislative Counsel Office which synthesizes and explains the policy direction within the current legislative context.
- Coordinating the review of draft legislation by consulting with program areas and policy advisors to confirm policy direction, resolve problem areas and come to conclusions to provide further instructions to the drafter.
- Consulting with legal advisors to address legal issues that have been identified by the team, the drafter or stakeholders.
- Engaging with Legislative Counsel to address questions and drafting concerns, resolve policy questions that were perhaps not contemplated during policy development, and coordinate meetings with multiple teams to get confirmed direction when time constraints exist.

### **3. Provide advice and support to the Manager in the oversight of the Ministry's legislative agenda and regulatory schedule, and for cross-Ministry work as it arises.**

This is achieved by:

- Providing leadership and legislative expertise to the team as well as within the branch, Division and Ministry on broad legislative questions including those involving legislative best practices, statutory interpretation and legislative drafting principles.

- Tracking priority action items as well as long term projects in order to provide the Manager and Director with advice and ensure successful coordination between colleagues and other teams in the Ministry.
- Providing guidance and direction to advisors on the team as well as the broader branch, Division and Ministry to ensure successful completion of all legislative projects undertaken within the Ministry.
- Representing the department on cross-ministry committees, including policy initiatives that only require MA awareness/contribution as well as those that affect MA legislation.
- Developing excellent working relationships with legislative teams in other Ministries to have a point of contact for getting assistance and cooperation as new or cross-Ministry topics arise.

#### **4. Coordinate the involvement of the legislation team on policy development.**

This is achieved by:

- Collaborating with program areas and policy advisors in the early stages of policy development to hear the concerns and problems to be solved, thus working towards proposed policy or legislation that will address those concerns.
- Reviewing and providing feedback and advice on policy initiatives that may lead to legislative work.
- Identifying challenges and possible legal issues that may impact the drafting of legislation and which may make policy implementation difficult leading to the possible need for shifts in policy direction.
- Establishing and maintaining positive and productive working relationships with department staff and colleagues, helping to ensure effective and collaborative work among various teams that often need to work together to brainstorm policy issues and develop options.
- Managing competing priorities and prioritizing multiple assignments to ensure appropriate involvement along the various stages of policy development and implementation.

#### **5. Prepare, organize and review the provision of subject matter expertise and responses to inquiries from colleagues, management and stakeholders.**

This is achieved by:

- Researching and preparing responses to Action Requests, questions from management or the Minister, or to provide assistance to other teams in the Ministry.
- Examining and analyzing policy and legislative issues to support the development of policy papers and cabinet documents.
- Reviewing and providing feedback on research and draft responses prepared by other team members, including the identification of gaps or errors.
- Recommending solutions or options to the Manager or to other teams.

### **Problem Solving**

Typical problems solved:

Legislative problems often arise during the drafting of new or amending legislation and requires collaboration with program areas, policy team, legal services, legislative counsel office, and management to successfully resolve the problem in alignment with the policy direction from decision makers. Issues and questions are also raised by stakeholders and other staff when interpreting legislation; the Coordinator will oversee advice given by the team and consult with legal advisors when needed to respond to legislative interpretation questions. It is crucial to the success of the team that the intersecting goals, mandates and priorities of Municipal Affairs and the Government of Alberta are recognized and balanced when problems arise, many of which can be politically sensitive.

Types of guidance available for problem solving:

Guidance is available from the manager as well as colleagues, as well as the . Professional Development courses/training may also be relevant and beneficial.

Direct or indirect impacts of decisions:

Alignment of legislation with the policy intent to achieve the approved policy of the government, while ensuring legislative certainty; potential for broad impact on stakeholders including all Albertans if this is not achieved.

## Key Relationships

Major stakeholders and purpose of interactions:

Daily contact and the need for relationship building with other units and Divisions in the Ministry to support their legislative and policy initiatives. Regular contact with senior management and colleagues from other departments. Occasional contact with municipal associations, municipal officials or the public.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Law, Public Policy, Social Science, Political Science, or related field

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

- Extensive knowledge of and experience with the legislative process and policy development steps.
- Knowledge of provincial and municipal issues, trends and priorities.
- Knowledge of, or the ability to quickly become familiar with, municipal governance, operations and legislation.
- Demonstrated ability to effectively lead, facilitate and coordinate working groups and legislative advisors on the team.
- Demonstrated ability to organize and coordinate the team's legislative work, ensuring effective time management and balancing of multiple priorities.
- Excellent analytical, strategic thinking, and communication skills, including the ability to resolve complex problems, formulate strategies and identify impacts.
- Detail oriented with excellent writing skills.

## 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		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<ul style="list-style-type: none"> <li>- Priorities, deadlines and legislative/policy direction can change often and repeatedly.</li> <li>- Skills in adapting and proactively preparing for such shifts is vital.</li> <li>- Ensuring that all documents are updated with each shift is crucial.</li> <li>- Must demonstrate flexibility, nimbleness and objectivity, including through being a team leader.</li> <li>- Must maintain resiliency in times of uncertainty.</li> </ul>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people</li> </ul>	<ul style="list-style-type: none"> <li>- Complex issues and legislative challenges regularly arise and must be clarified, analyzed through multiple perspectives, and solutions explored with an eye to innovation, possible unintended</li> </ul>

		<p>together to solve issues</p> <ul style="list-style-type: none"> <li>Identifies new solutions for the organization</li> </ul>	<p>consequences and including various resources to explore options and outcomes.</p> <ul style="list-style-type: none"> <li>Utilize creative and collaborative team approaches to manage multiple and often competing priorities.</li> </ul>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>Forecasts and proactively addresses project challenges</li> <li>Removes barriers to collaboration and achievement of outcomes</li> <li>Upholds principles and confronts problems directly</li> <li>Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<ul style="list-style-type: none"> <li>It is essential that management of long term and complex projects includes ensuring milestones and deliverables are met, maintaining momentum during periods of delay or uncertainty, and coordinating the work of colleagues.</li> <li>Legislative projects and policy initiatives require a focus on forward planning, achieving outcomes and solving problems while balancing risks and removing barriers to success.</li> </ul>
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>Plans for how current situation is affected by broader trends</li> <li>Integrates issues, political environment and risks when considering possible actions</li> <li>Supports organization vision and goals through strategy</li> <li>Addresses behaviours that challenge progress</li> </ul>	<ul style="list-style-type: none"> <li>Completion of work must be done through the lens of a broad strategic view, collaborating with other teams/Ministries, and looking to short and long term impacts, connections and integration with other policy and legislation.</li> <li>Legislative projects require awareness of societal trends, legal issues, political factors and operational considerations, many of which arise through cross-ministry work and review of stakeholder positions.</li> <li>Analyzing a variety of considerations, some of which may at first seem unrelated, and being able to determine the appropriate level of detail for complex topics that may shift in an ever</li> </ul>

			changing environment, is key to success.
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**Benchmarks**

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

025PS51 - Case Manager, Municipal Affairs  
025PS54- Policy and Legislation Consultant, Human Services

**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
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature