

Public (when completed)

Common Government

## New

Ministry

Justice

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Legal Operations Analyst

Requested Class

Program Services 3

Job Focus

Operations/Program

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

Legal Services Division / Divisional Support Office

☐ 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:

Legal Services Division (LSD) functions as the law firm for the Government of Alberta, delivering legal advice and representation to all ministries. In this role, LSD also serves as a central hub for addressing legal matters that span ministry boundaries—ensuring strategic alignment and consistency in legal perspectives across government.

The Divisional Support Office - Legal Operations Analyst contributes to this mandate by supporting LSD teams in coordinating and responding to legal, operational, and strategic issues with cross-ministry implications. Through this work, the role helps ensure the Division is positioned to provide timely, coordinated, and well-informed input into multi-ministry initiatives—enabling sound legal advice and contributing to the broader goals of government policy, legislation, and service delivery.

The Legal Operations Analyst is responsible for managing complex legal and regulatory matters, ensuring the accurate tracking, documentation, and reporting of legal operations. This role plays a key leadership function in the Contingent Liability Reporting and Outside Counsel Coordination portfolios, working directly with the Executive Director of Litigation to maintain organized and reliable legal records. The Legal Operations Analyst is an integral member of the Contingent Liability Reporting team, drafting complex briefing notes, conducting advanced legal research, and supporting strategic legal initiatives that

align with divisional and organizational goals.

## Responsibilities

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

These responsibilities and activities ensure that the Legal Operations Analyst contributes significantly to the Legal Services Division by improving systems, processes, reporting and operational effectiveness, ultimately supporting the delivery of superior legal services within the Government of Alberta

### 1. Business support, Legal research and writing

- Conduct advanced legal research and prepares clear, concise briefing notes, summaries, and memorandums.
- Draft correspondence (emails, letters, memorandums) in response to auditors and financial officers.
- Draft, review, and manage legal documents, correspondence, and reports.
- Oversee the preparation and quality assurance of legal documents, ensuring accuracy, consistency, and compliance with applicable laws and internal standards
- Conduct Alberta and Federal Corporate searches for Executive Directors.
- Conduct Court of King's Bench searches for Executive Directors
- Coordinate and manage legal and regulatory issues, ensuring timely and accurate responses.
- Track and monitor ongoing issues, deadlines, and compliance requirements.
- Provide detailed knowledge and precise answers within tight timelines to the Executive Director of Litigation.
- Support litigation, investigations, and dispute resolution processes
- Develop and recommend internal policies, standards, and methods to enhance operational efficiency
- Recommend and implement optimal business processes and establish best practices to enhance operational efficiency and team performance

### 2. Contingency Liability and Outside Counsel

- Work directly with the Executive Directors to ensure Contingent Liability reporting and outside counsel files are tracked, organized, and accurate
- Manage the Contingent Liability Process with Executive Director of Litigation.
- Liaise with assistants and various counsel on process of contingent liability
- Oversee outside counsel invoices and tracking for Legal Services Division
- Review/supervise the drafting process of complex briefing notes regarding outside counsel retainers
- Review/supervise the drafting process of retainer agreements for outside counsel including high level retainers
- Coordination of divisional and departmental monthly, quarterly, and annual reporting.
- Manage the full lifecycle of a Contingent Liability Report (CLR) or Outside Counsel Retainer (OCR) file, from initiation through to closure, ensuring compliance with established policies and

procedures.

- Develop and deliver training to law teams and support staff to promote a consistent and standardized approach to managing CLR and OCR files across their full lifecycle.
- Develop documentation, including drafting policies, procedures, and guidelines to support consistent and effective management of CLR and OCR files.

### 3. Expropriation Support and Documentation

- Draft various expropriation documents (Appointment of Inquiry Officer, Certificate of Approval, Notice of Extension of Report, etc.) within time-lines as outlined in the Expropriation Act
- Draft retainer agreements for Expropriation inquiry office's
- Maintain organized records and case files using legal document management systems.
- Provide comprehensive and accurate file management with a very large number of files (517 contingent matters as of June 1, 2025).

### 4. Stakeholder Management

- Liaise with internal departments, external counsel, and stakeholders.
- Provide direct support to lawyers, and support staff, to manage their legal files effectively.
- Serve as a key liaison between Legal Services Division and internal/external service providers.
- Collaborate with the Divisional Support Office to run various reports for the Office of the Controller, Office of the Auditor General, and Senior Financial Officer's.
- Represent Legal Services Division on cross-ministry and cross-divisional committees and working groups



## Problem Solving

Typical problems solved:

**Contingent Liability Reporting:** Exercises independent judgment in reconciling financial discrepancies and ensuring the accuracy of contingent liability reports. Proactively investigates and resolves complex issues related to fund allocations and reporting variances, often without direct supervision.

**Expropriations:** Independently manages legal and procedural complexities related to expropriation matters. Drafts and finalizes statutory documents in full compliance with the Expropriation Act, and resolves emerging issues with minimal oversight.

**Briefing Notes & Retainer Agreements:** Leads the preparation of complex briefing notes and retainer agreements, conducting in-depth legal and financial research to address emerging questions and issues. Responsible for compiling and analyzing fiscal year-end data for Legal Services Division (LSD) retainers and supporting quarterly sole-source disclosure reporting.

Types of guidance available for problem solving:

- Provides expert guidance and mentorship to colleagues within and outside the Legal Services Division (LSD) on drafting retainer agreements and processing invoices in accordance with established policies and best practices.
- Delivers training sessions and develops resources to enhance procedural consistency and operational efficiency across teams.
- Acts as a key liaison with legal counsel and senior leadership, including Directors, to support the development of briefing notes and retainer agreements tailored to the needs of their respective

teams.

- Promotes a culture of continuous improvement by identifying and implementing best practice solutions in legal operations and documentation processes.

The role also requires agility in managing unexpected challenges, deadlines, and compliance requirements.

The Legal Operations Analyst receives guidance and support from the Business Operations Manager, who provides direction on service delivery approaches and helps address emerging issues. Working within a high-performing team, the Legal Operations Analyst is further supported by daily access to Managers, Directors, and other divisional resources, ensuring a collaborative and well-supported work environment

Direct or indirect impacts of decisions:

Contingent Liability Reporting - Ensures all contingent liability reporting meets the rigorous standards of the Office of the Auditor General. This includes independently identifying and resolving discrepancies to maintain the integrity of financial disclosures and audit readiness

Briefing Notes and Retainer Agreements - Prepares briefing notes and retainer agreements with precision to ensure the Government of Alberta receives and disburses funds accurately. These documents directly support fiscal accountability and legal compliance

Accuracy of Legal Documentation - Produces legally sound documents that comply with relevant legislation (e.g., Expropriation Act) and internal policies, significantly reducing the risk of legal errors or omissions

Financial Integrity - Maintains the accuracy of contingent liability data, which directly influences financial statements and audit outcomes. Ensures proper invoice processing and retainer tracking to support budgetary compliance and transparency

Quality of Legal Advice and Briefings - Delivers well-researched and strategically crafted briefing notes that enable senior leadership to make informed, timely decisions on complex legal and financial matters

Operational Efficiency - Enhances workflow and resource management through streamlined processes for outside counsel coordination and legal document management, contributing to the overall effectiveness of the Legal Services Division

## Key Relationships

Major stakeholders and purpose of interactions:

Legal Services Division: Executive Directors, Directors, Assistant Deputy Minister, Issues Manager within ADMO, Issues Coordinator within ADMO, Executive Support within ADMO, various lawyers within LSD and various Legal Assistants within LSD.

Justice Deputy Ministers Office: Issue's Managers, Support staff.

Various external counsel stakeholders (external counsel and law firms).

## Required Education, Experience and Technical Competencies

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

If other, specify:

At least two years of progressively responsible experience in a related area.

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

University graduation in a related field plus 2 years progressively responsible related experience; or equivalent.

Equivalence:

Directly related education or experience considered on the basis of 1 year of education for 1 year of experience; OR 1 year of experience for 1 year of education.

Experience in the legal field is required

**Assets:**

ARTS training, prolaw training, Briefing note preparation training.

Paralegal experience.

Research experience.

Experience with briefing notes.

Experience with retainer agreements.

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Liaise with various teams within LSD as well as outside the division on how to accurately retainer and monitor outside counsel.</p> <p>Liaise with Risk Management Insurance and departmental lawyers to accurately evaluate contingent liability matters.</p> <p>Provide regular training session for others within LSD as well as help improve the policy and guidelines and manual.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>continually builds relationships with external counsel firms and internal teams regarding outside counsel retainer/invoices, expropriations, and contingent liability matters.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> </ul>	<p>providing annual training for fiscal year end reporting for outside counsel invoices</p> <p>annually updated the outside counsel and contingent liability reporting manuals</p>

		<ul style="list-style-type: none"> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Adapting to the frequency and demand of outside counsel retainers as well as the fast pace contingent liability reporting season.</p> <p>Takes lead and initiative for drafting and contacting inquiry officers for expropriations as well as finding new inquiry officers.</p>

## Benchmarks

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

Business Analyst - 71979

Business Analyst - 58999