

Working Title Associate Chief Prosecutor, Regional		Name vacant	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Criminal Justice/General Prosecutions /Regional Crown Prosecutors Office	Ministry Justice
Present Classification Executive Manager 1		Requested Classification	Levels to Deputy Minister (Not including incumbent level)
Dept ID	Program Code	Project Code (if applicable)	

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 28-32](#)).

Reporting to the Chief Prosecutor, Regional Prosecutions, Criminal Justice Division, and operating within the legislative, policy and budgetary framework governing the criminal justice system in Alberta, the Associate Chief Prosecutor, Regional Prosecutions provides direction and leadership on matters relating to the administration of criminal justice in all regional areas including Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Red Deer, St. Paul, Wetaskiwin, Slave Lake, Ft. Saskatchewan, Edmonton Region and Calgary Region. This includes ensuring adequate professional and support staffing of the Regional Offices, employee relations, performance management, administration of discretionary rewards and benefits, staff development, liaison and/or integration of systems with police and investigative agencies, the courts, other Divisions of Alberta Justice, other Departments of the Government of Alberta, community groups and agencies, participation in law reform activities, providing legal advice, communication support and strategy to Chief Prosecution, Regions. Administering criminal justice in the province is the constitutional responsibility of Alberta and is essential to the rule of law.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

- **Leads and manages, in collaboration with the Chief Prosecutor, Regional, the operation of the Regional Prosecutions Offices, including implementation of the Criminal Justice Division Operational Plan and the Regional Crown Prosecutors Office *Implementation Plan*.**
- **Provides timely information, advice, recommendations and communication strategies to the Chief Prosecutor, Regions in relation to ongoing criminal and quasi-criminal litigation.**
- **Assists in leading, coaching and mentoring a team of Chief Prosecutors and senior Prosecutors to achieve operational and business plan goals and link program activities within the department.**
- **Collaborates with Alberta government departments, including Alberta Justice staff, police and investigative agencies, the courts, community groups and organizations in order to effectively and efficiently administer criminal justice.**
- **Participates in criminal law reform initiatives at provincial and municipal levels**
- **Assists in managing a staff complement of 13 Deputy Chief Prosecutors, over 100 Legal Officers and over 120 support staff. This includes ensuring that all staff members have performance plans in place that align their goals/responsibilities with department values, principals and goals.**

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

- **Works to ensure that the regional Crown offices have a workforce in place to meet business demands for today and into the future through effective attraction and retention strategies, career/succession management, and access to appropriate mentors.**
- **Assists with monitoring and control of the budget for all regional offices including Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Red Deer, St. Paul, Ft. Saskatchewan, Wetaskiwin, Slave Lake, Calgary Region and Edmonton Region. The total budget for these areas is approximately \$12.5 million. This position assists with managing resources within budget and for meeting program deliverables within budget and on time.**
- **Provides strategic leadership and vision for the design, development and implementation of approaches, processes and tools in relation to key organizational initiatives:**
 - **Preparation and implementation of a three-year business plan.**
 -
- **This position leads a team and is responsible for its results:**
 - **A team effort is necessary to ensure that policy is applied uniformly and consistently at all locations.**
 - **Introduce a work climate that accepts and even welcomes change.**
 - **Participate as a member of committees as assigned by the Chief Prosecutor or Assistant Deputy Minister (ACPS)**
- **Liaison with media on decisions / activities within the Regional Prosecution Offices.**
- **Provides legal advice and assistance to over 100 Legal Officers when required.**
- **When required, acts for, and on behalf of the Chief Prosecution, Regional.**

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 33-37](#)).

- **Extensive knowledge of criminal law and procedure. In addition, the manner in which criminal prosecutions are undertaken in the regions is critical.**
- **A broad knowledge of all aspects of Criminal Justice Division operations and extensive knowledge of its interaction with other Divisions of Alberta Justice and other government departments.**
- **Awareness of the operational procedures of the RCMP and other municipal police services to the extent necessary to ensure effective inter-operation of police and prosecution functions.**
- **Possession of a law degree and be a member in good standing of the Law Society of Alberta plus fifteen years of related legal experience.**
- **Extensive knowledge of relevant legislation such as the Criminal Code of Canada and through knowledge of case-law.**
- **Leadership/management training and experience and a good working knowledge of human resource management skills.**
- **Problem solving experience to manage problems associated with the legal system and in dealing with issues within a labour relations environment.**

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 33-37](#)).

- Experience managing fiscal resources.
- Leadership skills and ability to work through others.
- Experience managing teams with diverse levels of education, culture and work experience.
- Demonstrated good judgement along with superior decision-making skills under stressful conditions.
- Effective communicator with strong organizational skills and a commitment to providing quality service.
- Superior analytical skills.
- Strong planning skills along with excellent time management.

Competencies:

- **Organizational Awareness:** Understanding business plan goals.
- **Organizational Commitment:** Aligning behaviour with department values, principles and goals.
- **Strategic Thinking:** Taking a broad scale, long-term view, assessing options and implications.
- **Communication:** Clearly conveying and receiving messages to meet the needs of all.
- **Client Focus:** Understanding and meeting or exceeding client needs.
- **Relationship Building:** Developing and maintaining win/win relationships and partnerships.
- **Teamwork:** Working cooperatively and productively with others to achieve results.
- **Leadership:** Positively influencing people and events.
- **Innovation:** Taking risks, adapting quickly to change and leading the change process.
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them.
- **Self-Management:** Managing and continually improving own performance.
- **Impact and Influence:** Persuading, convincing or influencing.
- **Resource Management:** Effectively managing internal and external resources to achieve organizational goals.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 38-40](#)).

The Associate Chief Prosecutor, Regional must assist in planning, organizing and coordinating the effective operation of all management, legal, paralegal and support staff in the Regional Prosecutor Offices. This requires the development, implementation and auditing of orientation, knowledge management, education and training of all staff. In addition, the Associate Chief Prosecutor, Regional must assist in providing proper direction to all staff on legislation, policy and procedures governing or assisting in the administration of criminal justice. This includes developing effective liaison with all stakeholders interacting with the office, including: members of the public, community organizations, other governments (federal / municipal), other government departments, other divisions of Alberta Crown Prosecution Service staff throughout the province, criminal defence bar, judiciary and police agencies. The Chief Crown Prosecutor, Regional must assist in administering a budget of approximately \$12.5 million and ensure proper accounting for all expenses.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 41-43](#)).

The Associate Chief Prosecutor, Regional must establish an effective balance between the often competing interests of police, criminal defence bar and court and do so in such a way as to ensure that criminal justice is administered according to law. The complexity of the criminal law requires special communication skills both with immediate stakeholders and the media. Situations are generally unstructured and require creative approaches to problems and challenges.

Reduced financial and manpower resources coupled with an increasing number of court cases and an increased demand to address public safety concerns. Assistance is provided through discussions with Chief Prosecutor, Regions and subordinate staff.

Incidents of a politically sensitive nature must be dealt with on an ongoing basis.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
Chief Prosecutor, Regions	Daily	Shared litigation, operational, educational and management responsibilities.
Assistant Deputy Minister (Alberta Crown Prosecution Service)	Bi-Weekly	Ensure accurate status reporting on important litigation and operations.
Alberta Justice Communications	Bi-weekly	
Deputy Chief Prosecutors	Daily	Ensure accurate status reporting on important litigation and operations.
Staff within SBSB	Bi-Weekly	Ensure accurate statistical and other information is captured and shared.
External		
RCMP, Municipal Police Services	Daily	General Operations.
Courts	Daily	Coordination of activities and reporting on file related matters.
Criminal Defence Bar	Weekly	Coordination of activities in the Courts and on cases

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

The Associate Chief Prosecutor, Regional is responsible for ensuring that criminal prosecutions and other matters relating to the administration of criminal justice in Alberta Regional areas are undertaken fairly, effectively and efficiently. Failure to adequately educate or coordinate these activities can result in innocent people being charged and/or convicted of crimes or guilty people being acquitted in circumstances where they ought to be convicted. Many other activities impact directly on the liberty and security interests of the citizens of Alberta. Lack of adequate communication or coordination can result in lead times or other institutional delays that can have the effect of violating constitutionally protected rights and/or subjecting citizens to prosecution procedures inappropriately.

CHANGES SINCE LAST REVIEW: What significant changes have occurred in your job, from the last review (See PP [Slides 50-51](#)).

None. This is the first such description.