

## New

Ministry

Justice

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Director, Legal Aid and Grants

Requested Class

Senior Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

SSII, Justice Supports/Legal Aid and Grants

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

Executive Manager 1

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Legal Aid Alberta (LAA), an independent society governed by a board of directors, administers Alberta's legal aid plan. Government is part of a tripartite legal aid agreement with LAA and the Law Society of Alberta (LSA). Alberta Justice, Strategy Support, and Integrated Initiatives (SSII) Division, provides policy and funding approvals and oversight of the Alberta's legal aid plan and program. Funding for legal aid is a shared responsibility between the province and the federal government.

Legal Aid Alberta provides eligible Albertans legal representation and support services in the following areas: adult and youth criminal law, family law and child protection, Emergency Protection Orders and domestic violence, immigration and refugee law, adult guardianship and trusteeship, service to the Siksika Nation and duty counsel services (legal advice at Court). Legal aid is available to low-income Albertans who cannot afford to pay for a lawyer, if they also meet the eligibility guidelines outlined in LAA Rules.

As the Director, Legal Aid and Grants, this job provides strategic advice and liaising with internal and external stakeholders; and is accountable for critical governance and oversight to the expenditure of millions of taxpayer dollars supporting a key priority of access to justice. To be effective, this job performs good governance practices and government overview of the value for money to ensure accountability, transparency, and appropriate reporting practices. The role will also lead the development and implementation of SSII divisions granting program and will be responsible for the required research, program

and policy development to ensure emerging practices and funding criteria are appropriate to the desired outcomes of the programs. Legal aid and justice related grants are ultimately to result in access to justice for vulnerable Albertans and ensuring public confidence in the justice system.

## Responsibilities

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

This position provides leadership and support in policy, strategic and operational planning and legislative issues relating to oversight of the Legal Aid Program and other justice grants. This position provides advice to the Executive Director and senior management team in addressing complex policy issues, as well as strategic initiatives and policy development. The Director:

### **Leads the development and coordination of assessment of issues, including the compilation of background materials and preparation of briefings and reports for the Executive Director, Assistant Deputy Minister, Deputy Minister and Minister.**

- Identify and resolve complex issues, including facilitating decision-making and problem-solving and negotiating solutions.
- Lead research and options identification for emerging issues and as part of good environmental awareness in the field of access to justice, social policy, not-for-profit and public agencies.
- Develop strategic partnerships and working relationships; provide leadership to stakeholder committees; make presentations to professional and other associations.

### **Leads the management of stakeholder and public communications and relationships in relation to the Program.**

- Facilitates relationships on behalf of the program with other government departments, the public and other stakeholders.
- Building collaborative, open, and consultative relationships and partnerships with multiple complex stakeholders including senior representatives of government ministries, partnering agencies, other government jurisdictions, and other stakeholder organizations for effective policy engagement and management of programs.
- Exchange information; identify opportunities or collaboration; propose strategies and direction; communicate key policy and program initiatives.
- Respond to public inquiries and issues related to the provision of legal aid services.

### **Oversight of all functions related to the Legal Aid Alberta Governance Agreement.**

- Leads research and analysis on issues and initiatives affecting legal aid provincially and nationally and produces briefings, reports, and summaries citing implications and opportunities for various stakeholders of the justice system.
- Identifies opportunities to coordinate policy with federal and provincial stakeholders and ensures appropriate consultation occurs.
- Represents the Government of Alberta on the FPT Permanent Working Group with the role of providing advice on legal aid legislation, policies and programs and costs sharing for criminal and civil legal aid.
- Monitoring and oversight of an approximately \$110 million grant program.
- Provides strategic advice and instructions on behalf of the program to lawyers representing the ministry in matters before the courts.
- Reviews and analyzes regular financial and operational reporting from Legal Aid Alberta to ensure compliance with the governance agreement and ensure program cost-effectiveness, efficiency and sustainability.

### **Oversight of all functions related to justice grants.**

- Administer, coordinate, and evaluate multiple grant programs with annual funding agreements.

- Provide strategic advice, briefing and research materials to support informed decision making and best practices.
- Liaising with internal and external stakeholders.
- Lead the development and implementation of grant policies, funding criteria, standard operating procedures, and implementing continual improvements.

**Provides leadership in the legislative and regulatory changes and supports the policy design to ensure the Program (and its policies) supports the Government and Ministry goals.**

- Branch Legislative and Regulatory Development.
- Monitor and interpret legislative and regulatory changes and related policies to inform senior official on potential program implications.
- Provide advice on how other legislation (federal or provincial) interacts with and impacts legal aid program delivery as requested.

**Leadership provided to team of professional staff and management of unit's fiscal and human resources.**

- Direction provided to team of professional staff on unit objectives and the delivery of services.
- Lead regular unit meetings to keep the team apprised of upcoming projects and business planning activities and provide opportunities for staff input on initiatives.
- Oversee the completion of unit projects and initiatives including the development of performance measurement and reporting, and branch research activities.
- Maintain a working knowledge of all the key processes of the unit such as performance measurement, enterprise risk management, research, business planning, and annual reporting.
- Promote team cohesion and productivity.
- Manage staff performance, support staff learning and development, and oversee branch budget.

**Problem Solving**

Typical problems solved:

- The position works within a broad framework of legislation, policies, and business goals to achieve results.
- The position provides advice to the Executive Director and Assistant Deputy Minister on issues related to legal aid, grants, governance best practices, and inter-connectivity of the subject matter with other initiatives, policies and legislation.
- The position is relied on to provide pro-active strategic and business advice relating to legislation, policies, and activities associated with legal aid and grants.
- The position must solve problems and make decisions relating to the ongoing operation of the unit, the legal aid program and the justice grant recipients, using considerable judgment to determine and communicate priorities and direct workload to successfully achieve results.

Types of guidance available for problem solving:

- The position requires well developed and demonstrated:**
- strategic thinking and planning skills, including ability to develop and articulate visions for initiatives; develop strategies to respond to challenges and opportunities; and manage multiple complex issues and resolve problems while delivering results;
  - leadership and influencing skills to motivate and coordinate a team; model ethical behaviour consistent with the values of the APS; and engage others to think strategically to meet future challenges;
  - consultation, negotiation and mediation skills in order to build consensus and strive to meet the diverse

interests of a range of partners (e.g., legal aid and justice system partners, and other provincial and federal entities) when developing and implementing programs and policies or amending legislation;

- interpersonal and facilitation skills to consult and resolve conflict with stakeholders and senior Government and Ministry representatives with varying perspectives, expectations, requirements, and priorities; and
- relationship management skills to develop and maintain collaborative working relationships within the Ministry, across Government, and with the public agencies and independent organizations, other stakeholders and partners, and maintain win/win relationships.

Direct or indirect impacts of decisions:

The position works collaboratively with the branch leadership team to provide management and resources on special projects and to provide strategic advice used to prepare branch products for the Executive Director approval prior to submission to the ADM, Deputy Ministers, Minister and other areas such as Treasury Board and Finance and Executive Council.

### Key Relationships

Major stakeholders and purpose of interactions:

**Key stakeholders are:**

- Legal Aid Alberta - Consult, coordinate, liaise and share information. Work closely with contacts to resolve arising matters and complex issues.
- Agencies applying for and receiving justice grants - Consult, coordinate, liaise and share information. Work closely with contacts to resolve arising matters and complex issues.
- Law Society of Alberta, Alberta Law Foundation, Legal Profession, Judiciary, Department of Justice Canada, Public - Consult, coordinate, liaise and share information.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

- A university degree in business, social sciences, public administration or a related discipline, and several years of progressively responsible experience.
- Experience in corporate coordination and governance.
- Strong project management experience, with a demonstrated ability to independently lead and manage complex projects.
- Management experience in a diverse and complex environment with superior relationship management 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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues,</li> </ul>	This work fosters a strategic and integrated approach to corporate coordination so there is consistency in approaches as well as alignment

		<p>political environment and risks when considering possible actions</p> <ul style="list-style-type: none"> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>between government practices and those of the grant-receiving organizations.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	<p>Supports and links both internal and external stakeholders to ensure program needs are met in an evolving environment with competing priorities.</p>
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"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Builds an environment of open and honest communication to support the oversight of millions of grant dollars and meet desired outcomes.</p>

**Benchmarks**

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

Senior Manager, Provincial Court