

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Mechancial Codes

Requested Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

TCS, Community and Technical Support Branch

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 2

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The *Safety Codes Act* exists to create a system that provides a safe physical environment for Albertans where they live and work. The Act establishes the responsibility of the Minister to coordinate and encourage the safe management of everything to which the Act applies. The Act establishes requirements in areas including, barrier free design, building, fire, boilers and pressure equipment, elevators, amusement rides, passenger ropeways, electrical, plumbing, gas and private sewage treatment. As a result of the effective development and application of codes and standards in these areas, Albertans can go about their daily activities without concern about the safety of structures around them.

Reporting to the Executive Director, Community and Technical Support, this position is accountable for the development of codes, standards and legislation adopted in Alberta in order to provide Albertans with a safe, healthy and accessible built environment in which to live, work and play. The Director leads the development and recommendation of related policy for consideration by the Minister.

The incumbent provides leadership and direction to their team and ensures Alberta's perspectives on national code development initiatives and delivers policy positions to stakeholders and other ministries or national/provincial/territorial jurisdictions. Advice and policy or legislation interpretation is provided to the Sub-Councils of the Safety Codes Council on relevant department policy. The position works collaboratively with other units in the branch, and across the division to facilitate information sharing and effective resource utilization to reach business goals.

The incumbent will also provide leadership and serve as the primary liaison with two delegates administrative

organizations, the Alberta Boiler and Safety Association and the Alberta Elevating Devices and Amusement Rides Safety Association. Developing a strong stakeholder relationship and two-way communication in support of effective and efficient delivery of programs and services.

Responsibilities

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

Lead the development of provincial policy and legislation regarding Alberta's safety codes to achieve government and department goals and increase safety to Albertans across multiple disciplines.

- Direct the technical and policy research and analysis for each of the disciplines to develop policy recommendations;
- Oversee ongoing and specific stakeholder consultations regarding code policy and legislation;
- Coordinate development, review, and publication processes leading to new editions of codes and standards;
- Participate in the legislative process (e.g., draft legislation content) to enact specific new code or code changes;
- Provide expert advice and recommendations to ministry leaders to inform decision-making;
- Represent the ministry policy positions at national forums to participate in and influence the development of federal codes.

Lead strategies to facilitate the adoption of new or revised editions of Alberta safety codes that have been subjected to stakeholder review in conjunction with the Safety Codes Council.

- Lead the development and distribution of communication and supports (e.g., technical and information bulletins, electronic communications) to stakeholders and the public so they are informed, knowledgeable and support the objectives and intents of Alberta's safety codes;
- Liaise with stakeholders on an ongoing basis to identify how to best support their adoption of new or revised code;
- Interpret policy and code to facilitate understanding of intended purpose and scope of code;
- Plan, develop and deliver presentations in a variety of media for different audiences;
- Represent ministry policy positions at the Sub-Councils of the Safety Codes Council.

Contribute to the Community and Technical Support branch's ability to reach its operational and business goals.

- Contribute to and implement Operational Plans and provide progress reports to the Executive Director;
- Provide input to legislative, regulatory and policy initiatives;
- Collaborate on cross-ministry initiatives to represent ministry and division perspectives;
- Manage the input for Action Requests and briefing documents;
- Provide updates, advice and recommendations to the Executive Director to facilitate branch operations.

Direct the operations of the Plumbing and Gas, Electrical, Private Sewage and Disposable Systems and Elevating, Amusement Ride and Passenger Ropeway teams to reach operational goals and business priorities.

- Provide leadership and direction in the development and implementation of operational policies and processes to govern work of the team;
 - Provide guidance and develop options and recommendations related to Alberta's position on topics;
 - Maintain appropriate financial and performance accountability systems;
 - Manage Team staff through performance management and coaching, providing meaningful feedback and timely recognition on results achieved and on improving performance;
 - Shift workflows and resources as needed to respond to changing priorities and requirements and to achieve business goals.
 - Lead the resolution of more complex issues impacting individual or team performance
- Support growth, learning and development of their staff, including opportunities to develop skills and competencies
- Plan and implement succession strategies to ensure future success

LEADERSHIP AND BUSINESS KNOW-HOW:

This position is the provincial focal point for the development, review, and revision of Alberta safety codes and standards for a broad portfolio of disciplines. The Director participates in and monitors events and developments at the federal level and integrates that information with Alberta's codes and standards. The Director also leads the synthesis and integration of comprehensive technical and policy research to develop and recommend Alberta-specific policy and legislative options for code that is adopted by Alberta. Strong coordination and planning skills are required to balance

staff resources across the various disciplines in the assigned portfolio and oversee multiple ongoing projects.

On an ongoing basis the Director works with national and provincial stakeholders and partners in maintaining a strong national safety codes; this draws on strong relationship development and negotiation skills to influence positive direction. National developments are integrated by the Director to shape provincial codes and standards. Recommendations to improve the codes and standards development process are developed by the Director through ongoing leadership and evaluation of the processes.

The Director must demonstrate the ability to convey in plain language code interpretations and issues made by the technical staff and to critically analyze the interpretations and opinions of staff and others. This information is used by the Director to ensure definitive and legally binding rulings and interpretations are in accordance with government and department policy. The Director must also be able to think strategically and broadly about the interrelationships between code in other jurisdictions and in Alberta. This is balanced with the responsibility to quarterback legislation and policy through respective processes, which is very detailed and time specific.

The Director requires senior leadership skills to influence behavior, change, or outcomes that are necessary to improve the Safety System in Alberta through codes and standards. Leadership skills are also applied to mentor, motivate, and set priorities for the staff in the Safety Codes Development Unit. By drawing on senior leadership skills and behaviour, the Director provides guidance to key stakeholders and partners in understanding and bringing about the resolution of complex, politically sensitive issues.

As a people leader, the Director dedicates time and priority to ongoing conversations with their staff to establish a shared vision of the current and future of the organization and ensure each of the team members has a clear understanding of goals and expectations of their role how their work contributes to the unit, branch, department and GoA business goals. The Director also maintains a healthy, safe, productive and engaging work environment and demonstrates the APS values.

Problem Solving

Typical problems solved:

The Director must be able to identify and articulate unique provincial geographic, demographic and fiscal circumstances that result in the development and adoption of multiple Alberta-specific safety codes that are aligned to federal codes. This requires consultation and networking with multiple stakeholders, and leading technical research and evaluation of options. At times, opinions and perspectives can vary greatly. The challenge is to work with stakeholders with competing interests to develop and implement public policy. Direct precedent is not often available.

Complexity is increased by the interrelationships within the safety system in Alberta, which includes legislation, the Safety Codes Council, municipalities, DAOs, industry stakeholder groups, national bodies and organizations. The need for review or development of code can originate from the grass roots or from the Minister or other ministries. The perspective of one municipality may be different from another. Adherence to policy and legislation development processes and timelines are also required. Complexity is also increased by the interaction of the various pieces of legislation that apply, including both the *Safety Codes Act* and the *Government Organization Act* and all the related agreements and policies - these are all factors that must be considered when determining a way forward.

Resolution of issues often occurs via influence rather than by authority, however, those with authority (e.g., Minister) do seek the recommendations of the Director. Synthesis and analysis of multiple pieces of information, current agreements and legislation, and consultation with branch leaders, staff, partner or stakeholder all factor in to determine solutions and paths forward. The Director must ensure that any problem solving process and resolution complies with legislation and agreements, and promotes consistent and fair administration of safety codes across Alberta.

Types of guidance available for problem solving:

Problems are generally multi-disciplinary, multi-stakeholder and/or multi-jurisdictional in nature and are related to the overall safety and health of those living and working in Alberta communities. Solutions will involve aspects of province wide systems, including policy frameworks, stakeholder engagement, education, and communications.

Direct or indirect impacts of decisions:

The Director plays a leadership role on behalf of the province in the development of safety codes and standards at the provincial, national and international level. As such, the position has a direct impact on the creation and maintenance of safety codes and standards in building and fire disciplines that provide Albertans a safe, healthy and accessible built environment in which to live, work and play. The Director has a key impact on related policy and legislation to support the provincial safety system.

The Director is accountable for leading the Chief Technical Administrators who are appointed by the Minister as the final safety code authority within their discipline in the Province of Alberta. The Director leads this team to develop and publish legally binding codes standards, province-wide variances and interpretations that can have a significant impact on Alberta's multi-billion construction and installation industry.

The Director also impacts the level of harmony and collaboration across various partners and stakeholders to work together for the improvement and excellence of the safety system in Alberta. Unresolved issues could have negative impacts on the safety of Albertans and on the reputation of the ministry.

As a member of the Community and Technical Support Leadership Team, the Director is jointly responsible for fostering collaboration across the branch and division, achieving branch goals, and contributing to the achievement of Division, Ministry, and Government goals.

There is substantial freedom, and at times a requirement, to develop innovative solutions to complex issues . The Director has extensive autonomy to act on the accountabilities of the position within the boundaries of existing legislation, department and government business plans and priorities . Authority is granted to make many large and small trade-offs to keep projects moving while maintaining the proper scope and integrity. Ongoing responsibilities and day-to- day position requirements are managed independently.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director - Daily - Report on trends, and issues that could affect the Safety System in Alberta; participate in branch planning and reporting; provide recommendations for policy and legislation to move through executive channels

Assistant Deputy Minister - As needed - Report on issues and to provide advice

Director, Building, Fire, Energy and Accessibility - Daily to weekly - Active two-way communication regarding codes and technical issues affecting safety services administration; collaborate on branch initiatives

Disciple specific units - Ongoing - Direct the operations of the unit

(HR, Finance, Legal Services) - As needed - Obtain legal advice and opinions on policy and legislation; work together to produce draft documents; ensure all matters related to financial and personnel management are dealt with correctly; ensure integrity and correct contract and financial processes

Peers in other ministries (e.g., Justice) - As needed - Provide advice and share information; collaborate on cross-ministry initiative

Safety Codes Council - Weekly or more as needed - Maintain strong working relationships and communication and partnership in development of safety codes across Alberta; collaborate on issues management; seek input into future service strategies

Delegated administrative organizations - Bi-weekly or more as needed - Maintain strong working relationships and communication and partnership in development of safety codes across Alberta; collaborate on issues management; seek input into future service strategies

Industry stakeholders - As needed - Consult regarding development of codes and standards; Interpret legislation or policies;

seek input into current and future service strategies; participate in resolving specific issues

Standards Council Canada; National Research Council of Canada - As needed - Liaise regarding codes and standards; influence national and international standards and codes

Required Education, Experience and Technical Competencies

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

If other, specify:

Bachelors Degree in business, law, engineering or public administration preferred.

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

KNOWLEDGE/EXPERIENCE:

- >Extensive knowledge of policy, legislation development and delivery of programs
- >Experience with or knowledge of regulatory enforcement practices
- >Experience and thorough knowledge of the government of Alberta and ministry legislative and policy development and decision-making processes
- >Extensive knowledge of how the safety codes system functions in Alberta (preferred) - this includes the relationship between provincial and federal legislation, safety codes development processes and their impact on application, roles and responsibilities of all partners and stakeholders, the political sensitivities, and the different avenues by which safety codes are applied
- >Knowledge of governance models, methods of continual improvement, risk management concepts, coaching, leadership and business processes to enhance the quality of service provided by DAO's
- >Knowledge of the Government of Alberta and ministry human and financial resource management and contract policies, and processes
- >Leadership and supervisory experience
- >Combination of post secondary education and experience specific to the application of the Safety Codes Act; certification as a Safety Codes Officer is desirable
- >Sound knowledge and experience to oversee and integrate multiple ongoing projects at one time
- >Strong stakeholder consultation experience and knowledge of different approaches to use to gain stakeholder input
- >The ability to conduct, independently or through others, research and fact gathering in areas of innovative construction technology and atypical applications of existing technology often involving complex buildings or installations in support of local authorities having jurisdiction.
- >Strong written and oral skills that demonstrate the ability to communicate in an authoritative, clear and effective manner. This is required for managing the drafting new code requirements, technical reports and discussion papers for the Safety Codes Council and drafting correspondence for the Minister and senior department managers.
- >Well developed presentation skills with different audiences (e.g., groups of up to several hundred people; conduct audio and on-camera media interviews on issues that can be sensitive or controversial).

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"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization 	

		<p>vision and goals through strategy</p> <ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	
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"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	
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"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	
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 	

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| | | <ul style="list-style-type: none"> • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices | |
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Benchmarks

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

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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

DM Name	Date yyyy-mm-dd	DM Signature