

## Update

Ministry

Jobs, Economy, Trade and Immigration

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Legislative Analyst

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Jobs, Economy, Trade and Immigration (JETI) Legislative Services Unit within the Strategic Services Branch provides legislative services to the Ministry of JETI. The Legislative Services Unit is responsible for supporting the delivery of JETI's legislative and agency governance agendas. JETI is responsible for 58 pieces of legislation, including 30 statutes and 28 regulations. The Unit provides corporate legislative services to JETI, including legislative planning and managing the preparation of legislative instruments including Bills, regulations, Orders in Council, Ministerial Orders, and Delegation of Authority Orders.

Reporting to the Manager, Legislative Services, the Senior Legislative Analyst works to ensure policy and legislation (Acts and regulations) are coordinated and aligned across the Ministry to support the Government's and Ministry's mandates. The Senior Legislative Analyst is responsible for providing legislative planning and development services, and complex project management services on legislative projects.

This position is responsible for leading and supporting: legislative review projects; the drafting of new or amending legislation, together with Legislative Counsel Office; and the preparation of decision documents needed to obtain the required approvals for legislative initiatives. JETI oversees legislation addressing the following areas:

- labour relations (including the *Labour Relations Code* and *Public Service Employee Relations Act*);
- workplace safety (including the *Occupational Health and Safety (OHS) Act* and *OHS Code*);
- workers' compensation (including the *Workers' Compensation Act* and *Heroes' Compensation Act*);
- employment standards (including the *Employment Standards Code* and *Employment Standards Regulation*);
- registration practices (*Fair Registration Practices Act*); and
- economic development (including the *Film and Television Tax Credit Act*).

The position also has responsibility for drafting and managing the process for Ministerial Orders and Recommendations for Orders in Council to make Acts and regulations, and for appointments to JETI agencies, boards, commissions and councils.

Position accountabilities:

- Contributes to legislative projects and initiatives by executing efficient project management;
- Prepares and provides input on briefings and other materials to obtain required approvals;
- Identifies issues and potential solutions and responses;
- Conducts research to inform perspectives and alignment with strategic priorities;
- Works collaboratively with policy and program delivery areas to ensure legislative proposals align with policy intent; and
- Builds legislative capacity within JETI teams by providing guidance throughout the legislative process.

## Responsibilities

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

### **1. Plan and manage the legislative agenda to meet JETI's business needs and execute mandate items.**

- Prepare documents related to confirming the Ministry's agenda for upcoming Bills and regulations.
- Provide ongoing support to policy and program delivery areas in implementing the Ministry's legislative plans.
- Participate in early consultation with policy and program delivery areas regarding policy development, and with legal counsel and legislative counsel regarding legislative implications.
- Update legislative plans and documents for tracking and planning, and assist in determining timeframes/critical paths in order to meet legislative deadlines in a constantly evolving political environment.
- Assist with providing and verifying information within tracking tools used by the Ministry for legislative planning

and coordination.

- Proactively identify regulations that are expiring or are due for review, and work with staff to ensure the reviews and regulation amendments are carried out.
- Monitor any unproclaimed provisions within Acts that may be subject to the Statutes Repeal Act, and work with policy and program delivery areas to determine the Ministry's preferred approach to address these provisions.
- Provide recommendations and rationales as to which policy decisions should be set out in statutes, regulations, Ministerial Orders, or other instruments.

## **2. Provide strategic advice regarding legislative and policy matters.**

- Provide advice and support to Ministry programs that require legislative authority to operate.
- Provide advice and support to the governance area in preparing appointment and recruitment packages. This requires knowledge of processes relating to agency governance standards and remuneration.
- Provide strategic advice to policy and program delivery areas and Ministry officials related to legislation, including effects on red tape reduction requirements and associated count of regulatory requirements.
- Coordinate or draft responses for requests related to other ministries' legislative planning initiatives, ensuring that the Ministry's position is clearly stated and its interests are clearly reflected.
- Review and use legislative best practices from other ministries and jurisdictions, where applicable.
- As necessary, prepare briefing information for and provide recommendations to the Director, Executive Director, Assistant Deputy Minister, and/or the Minister in preparation for Legislative Review Committee meetings.
- Support red tape reduction analysis when developing new or amending legislative provisions.
- Ensure awareness of the Ministry's business plans, objectives and priorities and their potential impacts on the Ministry's legislation or on proposed legislative amendments.
- Prepare and manage briefing and decision-making materials for the Minister and the Deputy Minister as required, ensuring timely, accurate, and appropriate content. This requires a broad knowledge of the Ministry and government programs, and sensitivity to confidential matters.

## **3. Support Bills and regulations through the government decision-making process.**

- Guide Ministry Acts and regulations through the approval process (Legislative Review Committee, Cabinet, and the Legislative Assembly) which includes the development of required materials (drafting instructions, legislation charts, Recommendations for Orders in Council, Ministerial Orders).
- Develop and provide drafting instructions to, and work with, Legislative Counsel to develop new and amending Acts and regulations. Ensure there is clarity on policy and program outcomes and objectives.
- Provide direction to, and act as a liaison between, policy and program area staff, Legislative Counsel, Justice legal counsel, Communications, other ministries and government agencies.
- Monitor the passage of Bills in the Legislature including preparing summaries of Order Papers and Hansard to ensure that the Ministry is aware of the topics of discussion and any proposed House amendments.

## **4. Work collaboratively with policy and program delivery areas in Labour Relations, Employment Standards, Occupational Health and Safety & Workers' Compensation, Fair Registration Practices, Film and Television Tax Credit, Economy and Trade, Governance, and others to support policy development and legislative amendments.**

- Build strong relationships with contacts in policy and program delivery areas to facilitate positive and efficient processes in developing legislative instruments.
- Engage policy and program delivery areas in legislative planning and development, including proactive issues identification; developing critical paths and project timelines; providing direction on the legislative process; and

supporting relevant cross-jurisdictional legislative analysis.

- Maintain professional discretion as legislative projects may involve sensitive and/or controversial issues that impact trade unions, employers, and other industry stakeholders.

#### **5. Draft Recommendations for Orders in Council (ROCs), Ministerial Orders (MOs) and Delegation of legislative authority instruments.**

- Provide information to senior officials and Ministry staff regarding legislative authority and approval processes for MOs and ROCs.

- Draft and review MOs and ROCs for the Minister's consideration in accordance with the authorities granted under the various statutes and regulations for which the Ministry is responsible.

- For appointments to agencies, boards, commissions and councils, ensure ROCs and MOs are drafted accurately and in accordance with the approved appointments and remuneration rates (i.e., in accordance with relevant legislation and Treasury Board and Finance compensation directives).

- Monitor ROCs through the approval process, including liaising with legal counsel, agencies and other ministries, as required.

- Work on drafting MOs under the *Special Days Act*.

- With support from Justice legal counsel, provide advice to senior officials and Ministry staff relating to the delegation process, appropriateness of delegation, legal authority for delegations, and accountabilities relating to delegated authority.

- Draft instruments for the delegation of legislative authority.

#### **6. Support the Manager and Director in achieving the mandate and goals of the Unit and Branch.**

- Lead and support Unit and Branch projects as assigned by the Manager or Director.

- Participate in the development and provision of training for Ministry staff with respect to the legislative process.

- Lead recommendations to support continual improvement of Unit and Branch functions; and maintain awareness of associated processes, tools, and best practices that can be tailored to meet Unit and Branch requirements.

- As needed, support other units within the Branch (e.g., Corporate Planning and Reporting) with environmental scanning and research.

### **Problem Solving**

Typical problems solved:

This position is responsible for preparing high quality and timely legislative packages to support government decision-making. The documents drafted by this position are of a legal nature, requiring the highest degree of accuracy, attention to detail, and quality assurance to ensure they are legally sound.

Collaborative work is essential to achieving results required by government and stakeholders. Although legislative frameworks are in place, the position requires creativity to address many atypical requests which are diverse, politically sensitive, and complex. The position works strategically and simultaneously to manage a variety of issues, mobilize resources, and contribute solutions to complex issues.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- advice and support from the Manager and Director of Legislative Services;

- support from fellow analysts within the Legislative Services Unit and across the Branch;

- legal advice from the Alberta Justice legal services teams;

- resources from Policy Coordination Office and Legislative Council Office;

- research and resources stored on the Team Drive and the Action Request Tracking System;
- resources from the program delivery and policy areas and associated agencies, including Cabinet Reports, briefings, information bulletins, web resources, and prior related legislative work; and
- processes and procedures for tracking project deliverables, managing information, and developing briefing materials.

Direct or indirect impacts of decisions:

The Senior Legislative Analyst has a significant degree of independence in leading and supporting legislative projects impacting the Ministry, government, industry stakeholders, and Albertans. Projects are usually strategically and politically sensitive, confidential and are closely related to the Ministry business plan or government priorities related to labour relations, employment standards, occupational health and safety, workers' compensation, immigration, multiculturalism, economic development, trade and professional governance in Alberta.

Projects often impact other ministries such as Primary and Preventative Health Services, Advanced Education, Assisted Living and Social Services, Public Safety and Emergency Services, and Education. The position often acts a resource to these and other ministries by providing legislative expertise and coordinating strategies.

### Key Relationships

Major stakeholders and purpose of interactions:

- Manager: daily. Receive direction. Provide advice and updates on projects, collaborate on problem-solving, and resolve issues.
- Other members of the Legislative Services Unit (Senior Legislative Analyst, Manager, Director): daily. Collaborate on problem-solving, share information, and provide high-level project updates.
- Executive Director, Assistant Deputy Minister, Deputy Minister: as required, occasional. Provide background information and rationale for advice and information regarding scheduling for legislative review and timelines for processing packages.
- Program delivery and policy teams: regular and ongoing. Collaborate on initiatives and provide legislation and policy related analysis, advice and options. Engage in legislative projects to gain subject matter expertise.
- Legal Services: regular. Seek opinions or legal perspective on matters as they arise. Participate in bi-weekly meetings to share information and updates on legislative projects.
- Legislative Counsel: as required. Discuss legislative proposals, develop clear drafting instructions based on discussions and drafts, and follow-up on any questions to ensure the Ministry's intent is well-understood.
- Communications and Correspondence Units: as required. Support the development of communications materials and materials needed to obtain required approvals for legislative packages.
- Experts from other Ministries and agencies: as required. Collaborate to ensure document packages are complete and accurate. Provide information regarding scheduling for legislative review and timelines for processing legislative packages. Represent Ministry priorities and positions in legislative initiatives that may impact the Ministry.
- Legislative Planners Network / Other ministries' legislative planners and analysts: occasionally. Collaborate, coordinate, and provide and seek advice as required.
- External stakeholders and consultants: as required. Engage in information sharing, relationship building, and monitoring of issues and projects, and participate in consultations.

### Required Education, Experience and Technical Competencies

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



If other, specify:

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

The Senior Legislative Analyst should have the following skills and abilities:

- Thorough familiarity with the legislation overseen by the Ministry. Broad knowledge of Alberta's labour relations environment, and trends and developments within labour relations generally.
- Expertise in principles and processes associated with policy development, legislative development and legislative planning.
- Thorough knowledge of the Government's legislative process, including the roles of Legislative Counsel, Executive Council, and Cabinet Committees; the timing of stages of the legislative process for both Bills and regulations; and related approval and decision-making processes.
- Knowledge of the use of alternative legislative instruments (e.g. placement of a policy in an Act versus a regulation or a Ministerial Order).
- General knowledge of other legislation impacting the Ministry (e.g. *Financial Administration Act*, *Access to Information Act*, *Protection of Privacy Act*, *Government Organization Act*, *Government Accountability Act*, *Interpretation Act*) and related regulations.
- Strong political acumen and ability to assess sensitivity and risk regarding specific legislative issues, and to take actions to manage or mitigate those risks.
- Ability to assess and balance competing demands on confidential and sensitive matters.
- Understanding of Ministry business plan, goals, objectives, priorities, strategies and structure.
- Relationship, negotiation, conflict management, consensus building, and facilitation skills to manage and coordinate policy and program delivery area staff and other departments in meeting project deliverables; ability to work collaboratively in multi-disciplinary and multi level team settings.
- Strategic planning and project management skills are needed for managing the development of integrated policy and legislative proposals. This includes the ability to develop, synthesize, articulate and interpret a broad and complex range of legal and policy principles and apply the results to the unique activities of each program area.
- Well-developed analytical, research and consultation skills, and experience in analyzing and consolidating large and diverse amounts of information. Ability to assess complex problems and issues and prepare strategies and solutions in response.
- Excellent oral and written communication skills with an ability to express technical and complex issues in a manner that facilitates informed decision-making by senior Ministry officials.
- An aptitude for detail and accuracy, and the ability to modify writing style for different target audiences.
- Ability to work on sensitive and confidential matters and coach and educate others in the principles of dealing with sensitive and confidential matters.
- High level of adaptability, the ability to work in changing environments, and the ability to respond to changes in process and short timelines.
- Organizational skills, including the ability to multi-task and prioritize multiple responsibilities to meet deadlines.
- Good personal decision-making and sound judgment and objectivity when working with policy and program delivery areas.
- Ability to maintain a neutral and objective approach.
- Ability to exercise a high degree of independent decision-making and to work with ambiguity.
- Competency in Microsoft Office software (e.g. Word, PowerPoint, Excel) to organize and present information that

promotes good decision-making.

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Identifies and manages required change and the associated risks:</b> <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>	The position must be able to demonstrate resiliency in an often-dynamic environment, where priorities and direction may shift without advance notice. The position is expected to anticipate and be responsive to change by taking appropriate actions, such as adjusting behaviors, and identifying alternate approaches and solutions.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Takes a long-term view towards organization's objectives and how to achieve them:</b> <ul style="list-style-type: none"><li>• Takes holistic long-term view of challenges and opportunities</li><li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li><li>• Works towards actions and plans aligned with APS values</li><li>• Works with others to identify areas for collaboration</li></ul>	<p>Supporting the creation of brand new legislation or drafting substantive amendments to existing legislation requires the Senior Legislative Analyst to consider linkages, anticipate impacts and to ask questions regarding the underlying policy rationale and objectives.</p> <p>To support legislative projects through the approval process(es), it is required to anticipate questions and to explain the nuance and rationale of the legislative mechanism that has been selected.</p> <p>Where there are linkages to other GOA ministries, the Analyst connects with staff from those ministries to understand their perspectives, and to factor those perspectives into the legislative approach.</p>

Drive for Results	○ ○ ● ○ ○	<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>The Drive for Results competency is crucial for this role in order to achieve measurable results in managing projects to completion and when developing various briefings packages, drafting instructions, legal instruments (i.e. MOs and ROCs) and other identified products, within prescribed (and often tight) timelines.</p>
Creative Problem Solving	○ ○ ● ○ ○	<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>Asks deep, probing questions in order to understand policy intent, and ensure that the legislative mechanism aligns with the policy and implementation.</p> <p>Works with different programs areas and teams across Ministries to address legislative issues.</p> <p>Researches and analyzes the approaches used in other jurisdictions to identify and adopt best practices.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Developing and maintaining relationships with staff from within the Ministry and across GOA is imperative for success in this role, including relationships with Legislative Counsel, Justice legal counsel, Policy Coordination Office, and legislative and program area staff in other line departments.</p>

## Benchmarks

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



## 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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature