

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

Reporting to the Executive Director, the Program and Policy Advisor provides strategic advice, assistance, and support to the Branch in the development, implementation and evaluation of its programs and policies. The Program and Policy Advisor also supports the Executive Director's Office and branch by facilitating corporate reporting, managing action requests, contracts, meeting materials and other deliverables. The

position also provides strategic support to the Executive Director including support in the identification of emerging issues and developing strategic program and policy responses to identified issues as well as providing policy support in the development and review of policy and reporting documents related to each of the work units within the branch.

Under the direction of the Executive Director, they will track and review products and deliverables, including briefings, correspondence, responses to inquiries, presentations, branch communications, financial processes, and reporting products to ensure high quality and timeliness. The position also reviews information produced by the branch to ensure the products related to programs and services, policies, and initiatives align with the strategic direction of the branch, division, and department as well as facilitating review/input from other areas of the ministry as needed.

The position is required to have broad knowledge on a wide range of issues related to Municipal Affairs and will be familiar with the Government of Alberta's strategic and policy direction and priorities relating to the ministry's mandate and initiatives. This role has a strong focus on problem solving when issues arise in a dynamic environment. The individual must be able to understand, analyze, and convey complex information succinctly. An awareness of trends, issues and best practices is required in order to effectively analyze diverse viewpoints and develop valid recommendations for presentation to the ministry's representative and stakeholders. Project planning and management skills, including the ability to plan, coordinate, and execute complex research evaluations and projects are an asset.

The position liaises with the Assistant Deputy Minister's Office (ADMO), other branches and divisions, and, occasionally, with the Deputy Minister's office. The position will also support the branch, division and ministry's participation on internal or external committees. The primary goal of this position is to maintain branch deliverables, and ensure they are of the highest quality and on time. They will need to work with the Issues Coordinator and branch management to retrieve and analyze diverse information to support the development of key policy materials, such as briefing notes and cabinet packages, that are consistent with Ministry and government directions, and reflective of stakeholder feedback.

The individual must possess a foundation of organizational awareness, corporate knowledge, and the ability to build strong relationships with divisional and department staff to be able to access key information and address issues quickly. They will work closely with the ADMO and divisional ARTS desk to ensure clear direction on requirements for completing assignments; with the Finance branch to complete contract documentation; and with other executive offices to collaborate on information requests. They will liaise between the Executive Director and branch staff to provide feedback and direction on assignments and identify problems related to information or action requests. They will also work closely with the senior management team to ensure timelines are met and the products are accurate, well-written, and complete.

Responsibilities

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

1. Issues Management - Emerging issues related to a number of municipal matters are identified through internal, cross-ministry, and external stakeholder interaction and addressed with policies and programs that are responsive to municipal needs, public expectations, flexible, and compatible with Government of Alberta policies and processes.

The Program and Policy Advisor will provide effective, proactive issues management within the Municipal Capacity and Sustainability Branch through proactive identification, research, and analysis of complex, sensitive and/or emerging issues that impact the branch, and key stakeholders including, but not limited to municipalities, regional services commissions, other local authorities, municipal associations and Albertans. The Advisor supports the development of options, implementation/mitigation strategies by the branch for actions and responses in consultation with the Executive Director and other management members of the

branch.

The Advisor will build and maintain strong positive relationships within MSD division, the other divisions within Municipal Affairs, Communications, Finance, Legal Services, and external stakeholders, in order to facilitate the flow of information and help identify and manage issues.

The Program and Policy Advisor will track key deliverables such as briefs, action requests (ARs), presentations, reports, and ADMO and DMO requests to ensure timely and accurate responses. All deliverables must be reviewed to ensure that they adequately address the issues, meet high quality standards, and align with the government's and ministry's policy or position. This may also include collaborating with staff across the ministry when identifying issues, clarifying instructions or direction, and coordinating branch responses.

Using their sound judgment, the Advisor will act as a liaison on issues and requests from the ADMO, DMO, Minister's Office, Executive Correspondence Unit and other executive offices. Gathering, compiling and coordinating information from multiple sources and condensing them into manageable materials with short timelines, and the ability to work with other departments, offices, and branches with tact and diplomacy will be key to ensuring longstanding and fruitful relationships. They will coordinate the preparation of briefing materials, regular (weekly, bi-weekly, monthly and annual) reports, meeting agendas, and review for accuracy and completeness. This will include working with branch, divisional, and departmental staff, along with ED and ADM's offices.

2. Strategic Policy and Program Delivery - The Branch provides comprehensive delivery of programs to municipal stakeholders as well as supports the review of policy on emerging issues, municipal legislation, municipal data, municipal planning, and cross-ministry teams/committees.

The Advisor plays a key role in carrying out major policy and program delivery projects, including the review, evaluation, interpretation and/or implementation of program and policies by:

- a. writing reports and briefing materials, with options and recommendations for next steps, to provide advice to executive management and the Minister as required;
- b. drafting and reviewing policy documents related to branch initiatives and projects;
- c. developing and reviewing Cabinet Committee Decision documents and presentations to Cabinet;
- d. assisting on project teams and cross-ministry committees as required, including taking the lead policy and program delivery roles for the branch, which may also involve direct interaction with municipal and other external stakeholders;
- e. coordinating and reviewing the branch's responses to resolutions proposed or passed by Alberta Municipalities (ABMunis) and the Rural Municipalities of Alberta (RMA);
- f. coordinating the branch's contributions to transition materials for new Ministers or Deputy Ministers; and
- g. assisting on project teams, interdepartmental committees or working groups, or stakeholder groups as required.

3. Branch Administration

Corporate planning and reporting

With broad knowledge of the ministry's business plan, department and divisional priorities, and branch operations, the Advisor will also lead the coordination and preparation of branch input to divisional, ministry and cross-government reporting that is required by:

- a. concisely and accurately presenting the achievements of the branch's activities in the reporting and

the perspectives of the branch are accurately conveyed in divisional input and activities associated with environmental scanning and enterprise risk management.

- b. providing input and assistance into corporate processes for the development of the ministry's annual report, business plan, environmental scan, and enterprise risk management;
- c. remaining current and informed on issues related to municipalities and branch activities, proactively evaluating and reviewing policies and programs;
- d. ensuring all key projects have critical paths/project plans to ensure the EDO can monitor key milestones and identify when decisions need to be brought forward to executive leadership of the department; and
- e. Coordinating the preparation of the branch's submission for the ministry's annual report and business plan.

Administration and Logistics

The Advisor will support the Executive Director and the branch through the completion of corporate processes and initiatives through:

- Coordinating and maintaining accurate tracking systems to collect and report on various data relating to the operation of the Executive Director's Office (e.g. human resources, finance, action requests, etc). Duties include extracting and presenting reports to meet user needs;
- Tracking branch human resource management, which includes updating branch organizational charts, reviewing staffing requests and maintaining an awareness of vacancies and branch human resources needs;
- Additional duties include coordinating meetings, developing agendas for the ED as needed and maintaining records of meetings as needed;
- Coordinating the branch's response to FOIP requests and information requests; and
- Coordinating branch presence at major events (e.g. conventions, conferences and tradeshow) by coordinating branch attendees, coordinating development of materials that will be distributed at each event, managing contract documents, coordinating with the MPE Stakeholder Engagement team on divisional and/or ministry activities at the event.

Corporate Support to the Ministry

The Advisor will support the Executive Director to keep the ADM, DM and Minister fully apprised of the status of its initiatives, as well as actions or decisions that are required for legislative or other reasons to be made within specific timelines.

Workplace Environment and Organizational Development

The branch maintains an environment in which staff are, and perceive themselves to be, valued, engaged, and supported in providing a high level of service and exploring innovative ideas and approaches. This outcome is achieved by:

- Providing assistance and advice to the ED regarding organizational development activities, branch meetings, and human resources planning,
- Supporting the ED in ensuring that staff are informed and, where possible, consulted regarding changes that affect them, and
- Coordinating branch team-building events and training sessions, which involves working closely with the ADM's office, and may involve:
 - a. Working with staff to develop themes, and seeking creative staff-inspired solutions to challenges identified through the annual employee satisfaction survey,
 - b. Leadership, planning, and project management activities to prepare larger events or retreats, and support the management event logistics,
 - c. Evaluating events and follow-up, including writing and developing reports or briefings, with actionable

items,

d. Working with management to identify and develop training needs and develop training solutions that may involve the procurement of instructors and resources, development of training materials, and coordination of training activities.

e. Coordinating the development of onboarding activities to engage new staff in the division and build organizational awareness. This may involve project management activity and leadership of an advisory committee of staff representatives.

4. Project Management - Processes and protocols support informed and timely decision by the Minister or executive management and effective implementation of their decisions by the branch.

The Program and Policy Advisor will provide project management support to the decision-making and implementation roles of senior management by:

- a. Assisting directors and the Executive Director with tracking project and initiatives underway across the Branch by developing templates for meeting briefs, tracking priority discussions and policy decisions, issues requiring resolution, key decisions, etc.;
- b. Developing and implementing project plans that map project milestones, deliverables, timelines, resources, and risk identification/mitigation across the MCS Branch; and
- c. Developing responses for requests from the MSD ADMO, the DMO, Communications and Legal Services.

Problem Solving

Typical problems solved:

Urgent materials, including cabinet and AR packages, media requests, meeting documents, engagement packages and reports will occasionally require immediate review often on short timelines. The Issues coordinator will be responsible for delegating or providing these edits themselves while ensuring accuracy of the information.

Types of guidance available for problem solving:

The Program and Policy Advisor and Executive Director, along with subject matter experts are available to provide guidance and assistance.

Direct or indirect impacts of decisions:

Minister, Deputy Minister and senior executives are supported by this position and the quality and consistency of materials contribute to sound decision making.

Key Relationships

Major stakeholders and purpose of interactions:

The offices of the Minister, Deputy Minister, Assistant Deputy Minister and other executive offices are provided requested information on a timely and accurate bases, and are advised of potential concerns in a timely manner. Branch staff will receive specific feedback and clear direction on assignments, deliverables, and ARs. The outcomes of these interactions directly impact the credibility of the Minister, Deputy Minister, the ADM, the ED, and the Ministry as a whole through the presentation of messages and communications generated by the branch. Branch staff will be kept up to date on Minister's, DM's ADM's, ED's and ECU's preferences with regard to correspondence.

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:

Must be proficient in the use of Microsoft 365 Office Suite, in particular Word, Excel, Powerpoint, Outlook, Teams and Sharepoint.

Experience using the Government of Alberta's Action Request Tracking System (ARTS).

Knowledge of research and information management processes and tools.

Knowledge of contract management, procurement policies and budgeting/forecasting.

Project management and stakeholder management is an asset.

Knowledge of Government of Alberta and ministry policies, procedures, legislation and business plans and planning guidelines is an asset.

Knowledge of municipal government and/or experience working in a municipality is an asset.

Excellent verbal and written communications skills.

Experience in issues management, strategic planning, project management.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	

Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
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"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	

Benchmarks

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