

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Legislative Advisor

Requested Class

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Corporate Strategic Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Legislative Advisor works with a team of legislative and policy specialists at Forestry and Parks responsible for ensuring policy and legislation (acts, regulations) are coordinated and aligned across the ministry. The position plays a pivotal role in ensuring acts, regulations, and other legislative instruments administered by Forestry and Parks support its mandate and are aligned with government's policy agenda, and guiding ministry program areas through the legislative planning and government decision-making process. As a senior member of the Governance and Legislative Services team, this position will be responsible for managing the development of new or amending legislation and regulations, and supporting decision documents, to establish policies related to all areas under the jurisdiction of Forestry and Parks, including drafting and managing the process for ministerial orders, and orders in council for the acts and regulations governing ministry programs.

Responsibilities

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

- 1. Lead ministry legislative initiatives and projects through the timely and effective provision of high-quality strategic legislative support, analysis, advice, recommendations, and issues management.**
 - Develop, implement and monitor project plans in alignment with the existing legislative framework and government process to foster thorough, consistent and timely reviews and revisions.
 - Provide leadership to ensure legislative projects adhere to the project plans and proceed as required.
 - Monitor the legislative and regulatory plans including tracking documents and determining the timeframes, steps and scheduling of documents and processes to ensure legislative deadlines are met in a constantly evolving political environment through discussions with senior management.
 - Provide and maintain information within tracking tools used by the department for legislative and regulatory planning and coordination.

- 2. Apply legislative expertise in leading and participating in projects to inform the development of sound legislation.**
 - Lead and participate on teams and working groups that complete the development or review of legislative items developed across the department.
 - Work with functional areas across government (e.g., policy units in other ministries, regulatory systems, other agencies) to identify and assess issues requiring legislative change.
 - Scan and maintain awareness of relevant legislation in other jurisdictions and raise awareness to issues that may have an impact on the department and its stakeholders.
 - Provide timely, high-quality analysis and advice on legislative options and processes (e.g., risks, costs, benefits, implementation impacts).
 - Lead complex discussions surrounding legislative packages including the ability to use resolution strategies where conflicts or gaps exist to inform go-forward plans.
 - Collaborate with branches across the department to identify gaps in operational guidelines/policies/procedures in relation to legislation in order to provide clarity for relevant stakeholders in application of legislation.
 - Work with functional areas and legal services to develop drafting instructions for Legislative Counsel, ensuring the draft regulations and legislation reflect and are in alignment with approved policy direction.
 - Establish and maintain relationships with other program areas, policy and regulatory units to build and sustain a networked approach to legislation.
 - Develop and deliver presentations about legislative process, documentation and best practices.

- 3. Support legislation and regulations through the government decision-making process, and Bills in the Legislature, that meet ministry policy objectives and help deliver on the ministry's mandate.**
 - Prepare documentation for act and regulation amendments (e.g., briefing notes, cabinet reports, ministerial orders, recommendations for order-in-council, legislation charts, drafting instructions), in collaboration with program areas and the legal team and the Policy Coordination Office, to inform and support review and approval decisions made by the Executive Team, the Minister, Policy Committees, Cabinet, and Legislative Review Committee.
 - Provide assistance and advice on best practices for governance on legislative files if applicable, including working with the program areas and the governance unit of the Legislative Services and Governance team.
 - Develop materials to provide information and advice to the government officials concerning legislative issues.
 - Ensure materials meet expectations for accuracy and quality.
 - Provide guidance and advice to project teams on review and approval processes to foster efficiency and timely approvals.

Problem Solving

Typical problems solved:

The Legislative Advisor acts as an internal consultant managing the ministry's analysis and advice in the development of policy and legislative options, requiring the need for influence without direct reporting authority. This involves strategic management of the legislative and regulatory development process, including issue identification, research and analysis,

development of options, implementation, evaluation, and preparation of necessary documentation as policy items proceed to executive management and through the Cabinet decision-making process. The position is responsible for building capacity by providing guidance to the team and ministry staff through the legislative and regulatory development process, ensuring that strategic policy considerations are clearly articulated, considered and coordinated and reflected in legislative drafting. The position has a significant project management role, coordinating resources and providing guidance and expertise to staff, ministry representatives and stakeholders during review, development, or revision of strategic policies and legislation.

Types of guidance available for problem solving:

This role would have consistent access to mentorship through the manager and other colleagues in relation to work objectives. This position is a member of the Legislative Planners Network, which would provide the incumbent with access to other legislation and governance experts across government. There are also numerous policy and legislative resources and guidance documents within the ministry, through Policy Coordination Office and other sources available to support the incumbent in this role.

Direct or indirect impacts of decisions:

This position is a critical resource, serving as the department's Instructing Officer in drafting legislative and regulatory amendments. The Advisor also leads and maintains the process for completing required legal instruments. The position serves as a key resource for strategic legislative information obtained through research, environmental scanning and other analysis that has the potential to affect the direction and operations of the ministry. This information would be incorporated into decision-making documents for the Minister, Deputy Minister, Executive Team, and the Executive Director.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director, Corporate Strategic Services branch - provide updates on projects; prepare and present recommendations and reports/responses; participate in unit planning and reporting; contribute to the development of the overarching legislation framework, plan and agenda.
- Director, Legislative Services and Governance - provide updates on projects; prepare and present recommendations and reports/responses; participate in unit planning and reporting; contribute to the development of the overarching legislation framework, plan and agenda.
- Manager, Legislative Services and Governance - provide updates on projects; prepare and present recommendations and reports/responses; participate in unit planning and reporting; contribute to the development of the overarching legislation framework, plan and agenda
- Unit staff - collaborate on projects; share information; provide back-up as needed.
- Policy and program areas across multiple divisions - engage in regulatory and legislative projects or related initiatives; respond to inquiries on legislation or related initiatives; provide guidance and expertise as needed; liaise with experts regarding impacts on other related legislation.
- Legal Services experts in Alberta Justice and Legislative Counsel - draft instructions; collaborate on the completion of documents; seek opinions or legal interpretation.
- External groups (e.g., other ministries and agencies) - engage in regulatory and legislative reviews; share information; give presentations; respond to inquiries.
- Other jurisdictions - seek leading practice; share information on current practices.

Required Education, Experience and Technical Competencies

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

If other, specify:

Law degree preferred but not mandatory.

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

As the department's expert on legislation, the incumbent requires strong working knowledge of the legislative processes and legal instruments. This includes legislative planning, providing legislative services, completing and maintaining ministerial orders, recommendations for orders in council, and delegation instruments. The incumbent must have knowledge of drafting principles and processes.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Analysis in this role requires examining alignment to ministry and government priorities; requires analyzing potential short, medium and long term impacts of potential policies. Also required to assess how legislative or regulatory changes align with policy shifts approved by committees and Cabinet, and the impacts of legislative and regulatory changes across multiple pieces of legislation.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Role would contribute to creative solutions based on problems being addressed within the ministry or other government priorities that the ministry supports; requires analysis that incorporates differing client and legal perspectives, including those from other ministries if required.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and 	<p>The Governance and Legislative Services team consistently works on several concurrent projects that can shift based on direction from the Minister's Office or Deputy Minister's Office which requires the ability</p>

