

Working Title TL Permits & Variances Unit	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Jobs, Economy and Trade
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Present Class	Requested Class
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Cost Centre	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager, ES Program Services, this position supervises the Permits and Variances Unit (PVU). The Team Lead oversees the Permit Technical Analysts (PTAs) responsible for performing research, providing technical advice, preparing documentation, and assessing permit and variance-related matters. The Team Lead analyzes the most complex and sensitive permit and variance applications providing timely, expert advice to the leadership team. This includes the preparation of briefing notes and supporting materials for the Minister regarding applications for Ministerial variances and exemptions (MVEs) and includes overseeing the administration of the group termination reporting process. Other responsibilities include assigning work within the unit, tracking and reporting on PVU services and PVU performance, as well as developing and maintaining standard operating procedures. Working with branch quality assurance, the Team Lead contributes to the quality, consistency, and continuous improvement of PVU activities.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Provide leadership and coordination to the Permits and Variances Unit

- Oversee day-to-day operations and assign work within the unit.
- Review PTAs’ assessment summaries of permit and variance applications for the Director’s consideration, draft letters, draft permits/variances, and recommendations prepared by the unit.
- Coordinate research and information gathering as required, before permits, variances, or exemptions are issued and provide guidance where advanced skill and technical knowledge is required.
- Review, analyze, and assess the most complex permit and variance applications and respond to written and/or verbal request for interpretation of legislation or policies ensuring the responses are technically and legally accurate.
- Promote staff development and knowledge transfer through cross training and mentoring of staff.
- Assist with the preparation of performance agreements to achieve organizational and personal goals.
- Assist in the development of training curriculum for new staff including recruitment, on boarding, formal training, and direct mentoring of PTAs’ application assessments.
- Promote and demonstrate effective leadership while building positive and productive relationships with the team to achieve compliance to the *Employment Standards Code*.
- Use effective proactive environmental scanning and political acumen to recognize potentially contentious and/or high-profile situations that may escalate and use conflict management and communication skills to diffuse these incidents.
- Take part in the operational planning process, implement programs, and identify critical successes and barriers to meeting organizational goals.

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2. Provide expertise and technical advice or information, internally and externally, based on legislation and policy

- Provide expert advice to management, other divisional areas, and internal/external stakeholders concerning technical matters.
- Communicates with stakeholders verbally, in writing, and sometimes in-person regarding MVEs.
- Draft responses to action requests for the Minister or Senior Management's signature, including briefing notes.
- Coordinate the collection of technical information and draft analysis', summaries and responses for ministerial correspondence and briefings.
- Coordinate and provide procedural and technical advice and guidance to staff concerning permits and variances.
- Develop and promote best practices to implement during application assessments.
- Ensure that consistent application of the legislation, policy, and procedures is maintained.
- Lead/and or participate in project teams.
- Consult with management regarding matters that may require legal counsel, prepare briefing materials for legal review of issues beyond the scope of operating procedures and policy.
- Coordinate and adapt activities following input from legal counsel.
- Advise management of any legislative, procedural, or policy issues that may impact ESPD and ensure management is aware of any sensitive issues.
- Liaise/coordinate with partners in the Education, Outreach and Partnerships unit (EOP) to ensure public-facing information about PVU's work is up-to-date (includes ensuring the MVE, DVE, and permit registries are current and accurate).

3. In collaboration with branch Quality Assurance, contribute to the quality, consistency, and continuous improvement of PVU activities

- Assist in developing quality assurance plans for the appraisal of staff including data collection analysis and performance indicators.
- Perform quality assurance reviews of completed application assessments conducted by PTAs and provide feedback and direction to PTAs.
- Oversee the development of PVU statistical reports and analysis using ESPD's various databases as required.
- Ensure that standards publications, policies, and procedures are up to date and relevant.
- Monitor work to ensure adherence to legislation and departmental policies and procedures.
- Provide written and verbal feedback to management regarding staff technical capacity in the completion of their work.
- Monitor staffs' timely response to assigned work and provide direction and support to achieve individual and organizational goals.
- Provide staff with guidance, direction, and expertise in respect to the delivery of high-quality and timely investigations.
- Review legal documents issued by team.
- Contribute to the continuous improvement of all permits and variances activities.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The position provides expert technical guidance and direction to team members. The decisions and recommendations made by this role can impact both employers and employees alike across the province. The Team Lead contributes to policy and legislative changes and activities are integral to the branch's ability to achieve departmental, divisional, and program goals and objectives as well as the ability to deliver quality services on a province-wide basis. Decisions can also have monetary impact on businesses.

The Team Lead analyzes and provides guidance on the most complex and sensitive files that often have legal ramifications. The technical advice provided can influence management decisions concerning legislation, policy, and procedures.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Other complexities specific to this area include the following:

- Employment Standards applies, with only a few exceptions, to all employers and employees in Alberta. Any changes to minimum standards legislation and policy have far-reaching implications for employees and their employers, especially in areas where lower-paying or entry-level jobs are found.
- Policy interpretation is provided to telephone counseling staff and compliance officers, management and directors. Frequent discussions are held with external clients who could be employers, lawyers, or management consultants as well as individual employees or union representatives.
- During legislation review projects, consultations are held with many industry associations and representatives regarding the appropriateness of provisions in Employment Standards legislation.
- Interaction with provincial and federal counterparts to exchange information and discuss common issues and approaches for identification and development of strategies and concepts for dealing effectively with issues.
- Participates on interdepartmental teams, as necessary, to assist in the coordination of efforts to develop successful initiatives for either private or public sector.

The Team Lead reflects the highest level of operational thinking with respect to employment standards legislation, policy, and practices. It analyzes and evaluates policy to identify concerns and initiate review/change. This position operates with significant independence, within clearly defined principles, policies, and objectives.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The position requires completion of a university degree or diploma in a related field (social sciences, social work, legal relations, labour relations, etc.) and considerable, progressively responsible related experience working with legislation, developing policy, providing technical advice, preparing reports and/or analyzing data. Equivalencies considered. Knowledge in performing research and assessments is required, along with significant applicable work experience with employment standards legislation and policy, the principles underlying the development of these and their application to the workplace. Leadership and supervisory experience are an asset.

Knowledge, Skills and Abilities include:

- Ability to understand, interpret, and apply complex workplace legislation.
- Thorough understanding of employment standards legislation and its application to the workplace.
- Ability to understand the principles and processes underlying the development of employment standards legislation and policy.
- Ability to understand process for issuance of permits and variances and their application to and impact on their respective industries.
- Experience working with external stakeholders amidst a dynamic and sensitive environment.
- Familiar with related legislation such as Labour Relations Code, Public Service Employee Relations Act, Canada Labour Code and human rights legislation.
- Ability to learn and apply risk-based assessment skills, techniques and processes related to employment standards' work.
- Ability to understand employment standards policy, procedures, and guidelines for application to the workplace, along with the ability to identify policy concerns and initiate review/change of policy.
- Ability to research and analyze information from different sources/jurisdictions in order to make cross-jurisdictional comparisons.
- Ability to navigate complex and sensitive files. Paramount to this is excellent interpersonal skills, political acuity, and the ability to quickly establish and maintain rapport with both internal and external partners.
- Excellent skills in the following areas: interpersonal, written and verbal communication, conducting effective meetings, mediation, organization, facilitation, and team building.
- Familiarity with the use of computers and competent in job-related application programs such as MS Word, Excel and PowerPoint.

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- In-depth experience in research/environmental scanning skills.

The Team Lead requires the following competencies: political acumen, strong interpersonal skills, creative problem solving, systems thinking, agility, and the ability to build collaborative environments.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Minister's office, executive leadership, ESPD management, internal professional staff, including those within Branch (Employment Standards Program Delivery), Division (Safe, Fair and Healthy Workplaces) and Department (Contact Centre, Legislative Services, and Legal Services). External contacts include employers, union representatives, associations and lawyers.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

A team of Permit Analysts (022PS).

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

	_____	_____	_____
	Name	Signature	Date

Manager

	_____	_____	_____
	Name	Signature	Date

Division Director/ADM

	_____	_____	_____
	Name	Signature	Date