

## New

Ministry

Treasury Board and Finance

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Governance Analyst

Requested Class

Program Services

Job Focus

Policy

Supervisory Level

00 - No Supervision

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Legislative Projects

☐ Current organizational chart attached?

Supervisor's Position Name (30 characters)

Manager, Policy, Leg & Gov

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Legislative Projects Unit in Treasury Board and Finance (TBF) plays a vital role in managing and supporting the delivery of the ministry's legislative, policy, regulatory, and agency governance agenda. As a Senior Governance Analyst, you will be responsible for supporting the governance of public agencies, ensuring alignment with legislative and policy requirements, and promoting transparency, accountability, and best practices across the Ministry.

The Senior Governance Analyst will serve as a key contact for the Ministry, collaborating with various government stakeholders to ensure the effective governance of public agencies. This position will coordinate the recruitment and selection of board members and oversee the appointment process. It will require an individual with a strong background in governance, legislative affairs, and stakeholder management to drive effective governance practices for agencies reporting to Treasury Board and Finance. This role also involves leading the development and implementation of a robust governance framework while collaborating extensively with ministry representatives, other government departments, agencies, and key stakeholders to ensure a coordinated and integrated approach to governance and accountability.

#### Responsibilities

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

## 1. Governance Framework Development & Management

- Provide recommendations to senior management on the development of governance frameworks for TBF's public agencies. Manage and continuously improve TBF public agency governance frameworks to ensure consistent governance across agencies reporting to TBF.
- Provide ongoing strategic and day-to-day advice on the implementation of governance requirements for all public agencies under the Minister of Finance.
- Advise and collaborate with TBF's public agencies to align governance activities with government priorities, ensuring a consistent approach to public agency governance.
- Apply systems thinking to identify and assess governance impacts, interconnections, and unintended consequences, offering innovative and effective solutions for governance challenges.

## 2. Accountability & Transparency

- Build and maintain collaborative relationships with TBF's public agencies to enhance transparency and accountability in reporting on agency activities and achievements.
- Guide agencies on effective reporting, accountability mechanisms, and evaluation processes to ensure agencies deliver on their mandate.
- Coordinate the review of TBF public agencies, as required by APAGA, ensuring compliance with governance and accountability standards.
- Coordinate the review and renewal of each TBF public agency's Mandate and Roles Document (MRD), as required, ensuring alignment with government policies and priorities.
- Provide constructive feedback on governance documents, such as MRDs, business plans, and annual reports, ensuring alignment with agency mandates and government objectives.

## 3. Relationship & Stakeholder Management

- Provide strategic advice on governance issues to ensure a collaborative and constructive relationship between TBF public agencies and the department.
- Manage incoming inquiries and requests from TBF public agencies, ensuring effective issue resolution and communication.
- Foster relationships with key stakeholders across government and within TBF public agencies to align recruitment, governance, and compensation processes.
- Ensure agency policies, programs, and services are aligned with broader Government of Alberta strategies and policies.
- Work closely with the Manager and Director to establish goals and priorities, delivering results consistent with government policies and stakeholder expectations.
- Represent the department in stakeholder engagements, ensuring alignment with departmental and governmental priorities in agency governance matters.
- Provide expert advice and background information to the Manager/Director, addressing sensitive issues and associated risks.

## 4. Recruitment, Selection & Appointment of Board Members

- Coordinate the recruitment, selection, and appointment process for TBF public agency board members, ensuring timelines are met and processes are efficient.
- Provide advice and support throughout the recruitment process, collaborating with the Public Agency Secretariat (PAS), Executive Search, and legal teams to ensure smooth execution.
- Work with PAS to promote consistent governance, recruitment, and compensation practices across TBF public agencies.
- Evaluate recruitment and appointment processes, identifying opportunities to increase effectiveness and strengthen board governance.
- Address complex, sensitive issues related to recruitment and appointments, ensuring political acumen, agility, and responsiveness.
- Apply systems-level thinking to understand the interconnectedness of policies and procedures impacting recruitment and appointments across the department and public agencies.
- Conduct long-term research and planning to inform policy and procedure improvements in recruitment and appointments.

## Problem Solving

Typical problems solved:

This role is responsible for navigating the relationship with TBF public agencies to adhere to the Government of Alberta's requirement as outlined in the governance framework.

Complex problems associated with prioritizing and developing approaches that meet the needs of public agencies, the department, Minister's Office, and Premier's Office arise while adhering to the standards, policies, and legislation impacting board governance.

There are often competing views among those involved, which maybe contrary to the policy or legislative requirements. The ability to navigate, provide direction, and be politically sensitive to the competing views and needs, is critical in approaching governance needs.

Example: Chair of a Commission or Board would like to give their members salary raises, gift cards, or variable pay during a time when salary restraint regulation is in effect, and the RABCCA Regulation is in place. This role must be able to act as a specialist to provide expert advice and and best recommendations.

Creative problem solving skills are required when complex situations arise without precedent. This role must gather relevant information to understand the problem, assess the options to resolve the problem and provide a recommendation to the manager/director to reach a suitable resolution taking into consideration the different perspectives and requirements. The structure of different agencies make some problems complex, with various aspects to consider to find a resolution.

Problems that arise frequently need to be addressed by this position to identify and create policy or processes to ensure continuous improvement and implementation of best practices in governance and accountability.

Types of guidance available for problem solving:

**Strategic and Critical Thinking:** Apply both strategic and critical thinking to understand the bigger picture. Consider the long-term impacts and the broader implications of potential solutions.

**Develop Feasible Solutions:** Generate innovative yet practical solutions that address the core issues within the constraints of available resources, time, and policies. Focus on solutions that align with organizational goals, government priorities, and stakeholders' interests.

**Work Independently, Under Time Pressure:** Take ownership of tasks and responsibilities, ensuring that deadlines are met without compromising the quality of your work. Use time management techniques to prioritize tasks and manage competing demands.

**Political Acumen:** Consider the political landscape when formulating recommendations. Understand the sensitivities and the broader political context, ensuring that proposed solutions align with the interests and goals of the government and key political stakeholders. Be proactive in identifying potential risks and conflicts, and navigate these issues with diplomacy and tact.

**Project Management:** Use project management techniques to coordinate the various aspects of the task, such as timelines, resources, and personnel. Keep track of progress and make necessary adjustments to ensure that appointments or tasks are completed on schedule.

**Leverage Resources:** Collaborate with your manager, director, and Policy Coordination Office contacts to gather insights and advice. Seek feedback regularly to ensure that your solutions align with broader policy objectives and receive the necessary support from leadership.

Direct or indirect impacts of decisions:

### Direct Impacts

**Ensuring Governance Compliance:** The individual will be responsible for ensuring that TBF public agencies adhere to governance requirements mandated by legislation. This ensures that agencies are compliant with

regulatory frameworks, avoiding delays or compliance issues.

**Agency Funding:** The position can directly affect the funding agencies receive from the Government of Alberta. Any failure to meet governance requirements or missed deadlines can result in delayed or reduced funding, impacting the agency's ability to fulfill its mandate effectively.

#### Indirect Impacts

**Operational Efficiency and Delivery of Mandates:** The role indirectly influences the agency's operational capacity and its ability to deliver services or outcomes effectively. Governance issues, such as delays in compliance, can create roadblocks that hinder an agency's performance, leading to wider business and service delivery challenges.

**Collaborative Relationships Across Government:** The position requires interaction with professionals across all levels of government and public agency hierarchies. By fostering strong relationships and clear communication, the role indirectly contributes to smoother interdepartmental coordination, better decision-making, and effective implementation of government policies.

**Political and Stakeholder Impact:** Given the need for political acumen, the position also indirectly affects stakeholder relations by ensuring that complex governance conversations are handled appropriately. Engaging with senior officials, political staff, and department staff helps maintain positive relationships, ensuring alignment and cooperation across various governmental bodies.

### Key Relationships

Major stakeholders and purpose of interactions:

This position develops constructive working relationships and maintains ongoing contact with a diverse range of individuals such as senior management, staff, and stakeholders from within the ministry, the agencies reporting to TBF and other government ministries. These interactions are for the purpose of leading or participating in projects related to: consistent application of governance and accountability practices on a system-wide basis; and review and evaluation of strategic documents provided by agencies to meet their governance requirements. In this position, the ability to communicate information to a variety of people and provide constructive feedback in a professional manner will be critical to the success in this role. The individual must have strong communication skills.

**Department(s):** Deputy Minister's Office, Director of Executive Operations (or representative), Assistant Deputy Minister Offices; Program area representatives.

- Follow up daily to several times a week to identify priorities, manage issues to support activities, and facilitates the sharing of information.

**Ministers' Offices:** Chief of Staff or representatives.

- Follow up several times a week, to manage issues and provide advice/direction associated with activities, facilitate the sharing of information, and any required approvals.

**Agencies, Boards, and Commissions (ABC):** Board Chair, Board member, agency staff member e.g. Vice President Human Resources; Legal; or representative.

- Works directly with the ABC from daily to weekly to obtain the necessary information to support recruitment/appointment. This also includes managing issues, establishing a shared understanding of the recruitment process, and related activities.

**Public Service Commission (PSC):** PAS - Team staff, Director, Executive Director; Executive Search

- Escalates issues to senior officials as required, in PAS and Executive Search within PSC. Proactively identifies issues, provides analysis of issues, options to address issues, and follows through with direction. Ensures a collaborative effort is undertaken on all initiatives and projects to complete on time and in scope.

**Provincial Bargaining and Compensation Office (PBCO), Treasury Board and Finance:** PBCO staff; Chief

## Advisor on Negotiations

### Additional detail:

-Daily to weekly contact. Receives direction within overall parameters. This role seeks agency compensation approvals, contract management and compliance, and escalates concerns and issues where necessary. Provides analysis and options (as well as recommended approaches) for managing complex issues and challenges. Follows through with direction.

### TBF's Legal Team: Barristers and Solicitors; Legal team staff

-Daily to weekly contact. Seeks legal advice on complete issues and challenges. Follows through with direction. Collaborates with legal team to develop Ministerial Orders and Recommendations for Order in Council.

### TBF's Communications Team: Communications staff; Director

-Daily to weekly contact. Collaborates with Communications team on news releases, key messages, Q&As, speaking notes, and communications plan for public agency appointments and compensation disclosures.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

The position requires a minimum of two years in government and progressively responsible related experience. A relevant Bachelor's degree is preferred and is considered an asset. Equivalencies will be considered on a one year of education for one year of experience basis.

- Knowledge of government's role, structure, policies and processes, particularly those related to the Framework and *Alberta Public Agencies and Governance Act* (APAGA).
- Strong understanding of the workings of government, including the decision-making process, agency governance, and the appointment process.
- Ability to read and interpret legislation and regulations.
- Experience working with agencies to meet their governance, accountability and reporting requirements by providing strategic input and guidance.
- Strategic relationship management experience to develop and maintain constructive working relationships to accomplish mutual goals.
- Knowledge of government's role, structure, policies, and processes, particularly those related to the board governance and recruitment. This includes knowledge and understanding of political environment and its implications, and the ability to maintain objectivity.
- Analytical, research, and investigation skills, including ability to synthesize and analyze information obtained from broad and varied sources and develop solutions and recommendations for consideration of decision-makers.
- Project planning skills, including ability to plan and execute research projects.
- Ability to produce and synthesize cross-jurisdiction scans.
- An ability to think strategically and critically on a broad scale in the development and implementation of innovative and feasible solutions.
- Excellent conceptual, analytical and problem solving skills; ability to summarize and synthesize complex materials, identify key issues and develop responses and solutions.
- Research and project management abilities.
- Excellent written and verbal communications skills, including the ability to clearly convey complex ideas in understandable terms to a variety of audiences.
- Excellent interpersonal skills, including an ability to build relationships with a mix of stakeholders including ministry and agency staff.
- Ability to work independently and be a team player.
- Ability to multi-task with sometimes limited direction.



- Ability to produce quality output at speed with limited information.
- Ability to adapt to change, multi-task and prioritize multiple responsibilities.
- Ability to identify risks and opportunities, and influence outcomes.
- Commitment to confidentiality, continuous improvement, adding value, and innovation.
- Ability to provide work calling on initiative, professional judgment, creativity, and flexibility.
- Political acumen and ability to apply this to sensitive situations.

### 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"> <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>Consistently takes a holistic and long-term view of challenges and opportunities at multiple levels across related areas.</p> <ul style="list-style-type: none"> <li>-Ability to identify systemic trends and patterns to inform the effectiveness of the governance framework.</li> <li>- Informing recruitment/ appointment approaches through systemic thinking.</li> <li>-Apply a systems level thinking approach to identify impacts, interconnectedness, and unintended consequences between programs and governance requirements that impact agencies. The intent is to develop innovative approaches to leverage learnings, manage issues, and create solutions, and this includes anticipating stakeholder reactions.</li> <li>-Appreciation for various views and inputs from ministry representatives, agency representatives and other key stakeholders enables this position to provide balanced and representative analysis and recommendations.</li> <li>-Works with others to identify and address interdependent activities</li> </ul>

			that require collaboration.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>-Ensures communications is ongoing by setting up processes that facilitate communication and collaboration.</p> <p>-Promotes positive conflict resolution by identifying issues and facilitating discussion and coaching others to constructively resolve conflict.</p> <p>-Promotes collaboration and positive relationships (even in challenging circumstances) within and across groups and builds commitment to reach desired results.</p> <p>-Develop and maintain positive and collaborative relationships with key individuals across government and within public agencies is critical to ensure the department and its agencies are better informed about policies and programs for governance and to manage issues effectively.</p> <p>-In establishing a bridge between technical evaluation and governance, this position is able to apply evidence and strong consensus building skills to proactively address barriers and to drive forward recommended approaches.</p>
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work</li> </ul>	<p>-Proven skills in thinking strategically and critically on a broad scale in the development and implementation of innovative and feasible solutions in response to complex problems. Solid political acumen is also required to manage issues</p>

		<p>methods and what made projects successful; shares learning</p> <ul style="list-style-type: none"> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>and develop solutions.</p> <ul style="list-style-type: none"> <li>-The role uses creative thinking to develop innovative solutions to complex problems and support collaborative problem solving.</li> <li>-The role has the ability to assess options and implications in new ways to achieve the intended outcomes by asking questions and looking for new approaches to improve.</li> <li>-Clear understanding of governance policies and requirements, paired with a demonstrated ability to accommodate opposing views, enables this position to build consensus around accountability requirements and recommendations that meet the needs of government and the agencies.</li> <li>-Often has to work in an environment where the governance/policy question or need is unclear and ambiguous. Requires the ability to advise on the appropriate solution and provide analysis to support the recommendation.</li> <li>-Engages different perspectives in seeking out root causes.</li> <li>-Accesses resources, information and technology from other areas, and uses it to analyze issues, resolve problems and improve performance.</li> </ul>
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others</li> </ul>	<ul style="list-style-type: none"> <li>- Clarifies objectives and taps into a variety of available resources within the organization; ensuring that roles and contributions are clear.</li> </ul>



		<p>responsible for results</p> <ul style="list-style-type: none"> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Sets performance standards and monitoring process to ensure deviations from the plan are identified at an early stage. Cabinet packages require a great deal of coordination from resources outside the immediate team to ensure deliverables are met within specified timeline.</p> <p>-Holds self and other responsible for achieving results and agreed upon targets.</p> <p>-Courageously and respectfully takes a stand on issues based on values or beliefs of what is good for Albertans, even if it is not immediately accepted or appreciated. The role raises any flags to the manager that may be deviating from government policy or legislation.</p> <p>-Sets and accomplishes goals and priorities in order to deliver outcomes consistent with Government direction, departmental objectives, and public expectations.</p>
--	--	--	--

## Benchmarks

List 1-2 potential comparable Government of Alberta: