

Ministry

Environment and Protected Areas

**Describe: Basic Job Details**

**Position**

Position ID

Position Name

Manager, Policy Alignment and Legislation

Current Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

Vacant

**Organizational Structure**

Division, Branch/Unit

SISD/ Corporate Planing & Governance

Supervisor's Position ID

Supervisor's Position Name )

Director Policy Coord Ag Gov

Supervisor's Current Class

Senior Manager (Zone 2)

**Design: Identify Job Duties and Value**

**Changes Since Last Reviewed**

Date yyyy-mm-dd

2026-01-26

Responsibilities Added:

Job description was updated to reflect re-organization to Strategic and Integrated Services Division.

Responsibilities Removed:

N/A

## Job Purpose and Organizational Context

Why the job exists:

The Manager, Policy Alignment and Legislation leads a team of legislative and policy specialists and is responsible for ensuring legislation and policy are coordinated and aligned to support government and department priorities. The position is responsible for drafting and managing the process for ministerial orders and orders in council and works in a complex environment where a significant number of acts and regulations fall within the responsibility of the department.

The Manager provides expert knowledge on policy and legislative development and approval processes and procedures, and provides leadership and expertise on the alignment, development, and ongoing review of policies, legislation, regulations and related documents. The position is responsible for managing and leading the department's team responsible for policy coordination and legislative planning, whose core function entails:

- leading and coordinating cabinet packages for policy and legislative changes;
- providing advice on how legislation and policy interacts across the department and within the Government of Alberta;
- leading and directing departmental program areas in the preparation of briefing notes, related documents for policy changes, and legislative amendments; and
- supporting the Deputy Minister's Office and Assistant Deputy Minister's Offices in forward planning for the department's policy and legislative agenda.

The Manager is also responsible for leading the team in its role as a supporter of policy capacity within the department, which is achieved primarily through leading policy training sessions for department staff and maintaining policy resources.

## Responsibilities

1. Leads the development of decision documents (e.g., cabinet reports, policy decision briefing notes, ministerial orders, orders in council, etc.) for the department. This includes:
  - Synthesis and coordination of multiple sources of information and perspectives (e.g., environmental, socio-economic, fiscal, stakeholder engagement, communications, legal, etc.) from within the department and cross-department and with agencies, boards and commissions.
  - Critically evaluating the information and materials developed and received to ensure policy analysis is complete, robust, balanced, and consistent with government direction.
  - Preparing and overseeing the development of cabinet packages within the timelines for executive team to move completed packages to the Minister and cabinet for decision.
  - Identifying risks and options to proceed when items are unlikely to meet proposed timelines.
2. Provides leadership and direction in the coordination and support of legislative documentation and policy alignment with department program areas. This involves:
  - Leading the review of briefing notes from program areas when associated with a cabinet or legislative decision.
  - Ensuring the analysis and options provided are robust, proposed actions are achievable within defined timelines, and are aligned with the government's policy direction.
  - Reviewing and supporting decision documents drafting in other areas of the department and providing advice to meet the quality expectations of executive team and the Policy Coordination Office.
  - Providing program areas information regarding responsibilities and expectations related to regulation review.
3. Develops comprehensive, prioritized, and informed policy and legislative forward planning document to help support the department's policy and legislative agenda. This includes:
  - Establishing timelines to support scheduling of cabinet committee dates to ensure the review of all regulations and priority policy and planning initiatives in a timely manner.
  - Providing program areas information regarding regulation expiry dates, responsibilities and expectations related to regulation review process, and timelines to complete a review.
  - Overseeing the preparation of regulatory amendment packages in advance of regulation expiry dates.
  - Tracking numerous documentation packages and review schedule to ensure:

- progress is within timelines,
  - any changes to packages are quickly made and not disruptive to approval process,
  - program areas are kept up to date on progress of packages,
  - program areas provide necessary analysis, documentation, etc., to meet scheduling timelines.
- Identifying risks and options due to a delay in documentation package preparation.

4. Responsible for developing and maintaining effective and productive internal and external relationships to ensure the departmental policy and legislative agenda meets the timelines and quality requirements to ensure approval. This is accomplished by:

- Developing working relationships with Executive Council (Policy Coordination Office), Deputy Minister's Office, Assistant Deputy Minister's Offices, Environmental Law Team, Legislative Counsel Office, and subject matter experts in the department.
- Reviewing draft legislation and regulations with legal counsel ensuring the intent and focus is clear and meets program requirements.
- Marketing the team as the centre of excellence for policy and legislative support to department program areas to assist and contribute to policy coordination and completion of document packages.
- Establishing relationships with partnering ministries and agencies to identify shared priorities and need for alignment.

5. As a member of the management team, responsible for providing advice, identification of issues and developing integrated solutions to support the achievement of the department's policy agenda. This includes:

- Contributing to and supporting short and long-term planning of policy agenda priorities.
- Providing regular reporting on the progress and achievement of the policy agenda.
- Contributing to the development of policy tools and supports, and training materials to improve policy development capacity in the department.
- Marketing the branch as the centre of excellence and support for policy planning and legislative amendments.
- Directing research of trends and best practices and providing assessment of impact and application.
- Providing staff with tools, processes, and training that enable them to effectively meet the challenges in consistently delivering quality service to the department.
- Providing leadership, coaching, and mentoring to multi-disciplinary teams.
- Assigning staff and other resources to effectively achieve the policy agenda.

## Problem Solving

Typical problems solved:

- Managing staff and numerous stakeholders to ensure resources are available to meet policy agenda timelines.
- Negotiating, building consensus, and working with business areas to resolve problems within the development timelines.
- Proactively identifying and anticipating and resolving scheduling or timing problems.
- Developing effective processes for setting priorities and identifying existing problems or potential issues and providing mitigating solutions before they manifest into barriers to success.
- Integrated thinking to identify and assess risks, impacts and problems, and develop a range of possible solutions to ensure project success.
- Negotiating, building consensus and collaborating with department clients, and partners to build trust, confidence and commitment through identifying priorities, quality standards, and addressing issues.
- Working in a complex and time driven environment that requires constant adjustment to workloads and allocation of resources.
- Ensure staff have the resources and training to do their job.

Types of guidance available for problem solving:

The Manager works with a variety of staff, including their supervisor and team, department colleagues (internal and external to the department) and perspectives to understand, analyze and propose creative but practical solutions to complex and inter-related issues.

Direct or indirect impacts of decisions:

Results of the position have a direct impact on:

- The Assistant Deputy Ministers' and Deputy Minister's Offices' ability to address and understand policy issues;
- Program Areas by guiding the development of regulations, legislation, and policy across the department;
- The department's ability to implement the cabinet agenda; and
- Stakeholders by representing their perspective in government decision documents.

The Manager plays a key role in developing policy packages for consideration by the Minister and cabinet.

### Key Relationships

Major stakeholders and purpose of interactions:

Team Staff: To provide guidance, direction and advice.

Branch Management Team: To collaborate on initiatives and support leadership in the branch, including providing legislative, regulatory and policy related analysis, advice and options.

Department Program Areas: To collaborate on and support the development of cabinet packages and provide information on scheduling, timelines, and expectations for processing packages.

Assistant Deputy Ministers' and Deputy Minister's Offices: To support the development and movement of cabinet packages.

Policy Coordination Office: To support the scheduling and approval of cabinet packages.

Legislative Counsel Office: To support the resourcing and drafting of legislative amendments.

Environmental Law Team: To discuss and ensure legal considerations are reflected in cabinet packages and legislative drafting.

### Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

Other

Other

If other, specify:

Natural, social or environment science; public administration, business; communications or public relations

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

The position requires broad and in-depth knowledge and understanding in the following areas:

- Government strategic direction, business plan, goals and policy direction
- Department priorities, business plan, goals, programs and resources
- Department and government decision-making processes and roles (political, policy, legislative)
- Related legislation, policy, regulatory and non-regulatory frameworks, ministerial orders
- Environmental, resource management, social, economic, and political issues, trends and drivers
- Policy planning theories, methodologies, principles, techniques including scenario planning and visioning exercises
- Partner and stakeholder community affected by the department's mandate including relevant committees, advisory groups and industry
- Project management processes and tools

The position requires exceptional skills and abilities in the following areas:

- Strategic thinking skills
- Conceptual, critical and analytical thinking and problem solving skills
- Interpersonal and facilitation skills for consultation, negotiation and conflict resolution
- Relationship management skills to develop and maintain collaborative working relationships with multiple stakeholders at different levels
- Verbal and written communication skills to develop and deliver presentations to a variety of audiences
- Leadership and influencing skills to motivate, empower and coordinate a team of professionals
- Organizational and project management skills
- Human resources and financial management skills
- Ability to operate effectively within a complex organization and continually changing business environment
- Ability to manage and optimize internal and external resources

**Behavioral Competencies**

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	Takes a long-term view towards organization’s objectives and how to achieve them: <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>	Supporting the development of a departmental cabinet agenda.
Drive for Results	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	Takes and delegates responsibility for outcomes: <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>	Delivering on the department’s policy and legislative priorities each session.
Build Collaborative Environments	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	Collaborates across functional areas and proactively addresses conflict: <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>	Working effectively with program areas from across the department to deliver their cabinet packages.

<p>Creative Problem Solving</p>	<p>○ ○ ● ○ ○</p>	<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>Ability to develop unique yet practical solutions to to complex and inter-related issues in the development of cabinet packages by timelines.</p>
<p>Agility</p>	<p>○ ○ ● ○ ○</p>	<p>Identifies and manages required change and the associated risks:</p> <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>	<p>Ability to deliver on the most urgent priority, while briefing appropriately in the system, with little notice.</p>