

**New**

Ministry

Affordability and Utilities

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Policy Coordinator

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

Alberta Affordability and Utilities is responsible for leading and coordinating government's ongoing efforts to make everyday life more affordable, with particular focus on the province's utilities sector and electricity system. The Ministry is accountable for managing and developing policy and regulations for the province's utilities sector and oversees a reliable and affordable electricity system for Albertans.

Established in November 2024, the Priority Initiatives Branch leads and coordinates the Government of Alberta's policy development and actions on a range of initiatives that fit within the Ministry's mandate and support the province to meet the increasing energy demands of our growing economy and population in a safe, reliable, and affordable manner. The Priority Initiatives Branch is primarily focused on advancing and streamlining legislative, regulatory, and policy development for nuclear energy in Alberta and coordinating affordability efforts across government, however, the branch is positioned to lead the department's activities on any new priorities that are mandated to it in the future.

Reporting to the Director, Policy Implementation and Coordination, the Policy Coordinator is responsible

for the following functions in relation to a variety of priority initiatives for the department:

- in-depth research, analysis, and forecasting;
- representing the department in the active participation and/or leadership of multi-stakeholder projects/committees;
- preparation of expert advice for the department and other Ministries;
- policy implementation in consultation with management;
- project management;
- engagement, collaboration and consultation with internal and external stakeholders; and
- communication and briefing to Executive, senior Agency staff, and senior officials.

For the 2026, the Policy Coordinator will support a comprehensive engagement on the use of nuclear energy in Alberta and provide analysis and advice to support development of nuclear energy policy and a regulatory framework to ensure nuclear energy projects meet desired environmental, economic, and social outcomes. The Policy Coordinator will also be responsible for supporting cross-ministry and federal-provincial government coordination as the Ministry advances work on nuclear energy policy and to assess projects from nuclear energy proponents and support affordability initiatives and working groups as required.

## Responsibilities

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

1. The Priority Initiatives Branch and Ministry of Affordability and Utilities has ready access to information, analysis and advice on issues assigned to the branch.
  - Evaluates literature and gathers accurate and relevant background information about problems or issues.
  - Understands the status quo and evolving trends and conditions to identify impacts and analyze options.
  - Monitors and scans the environment, on an ongoing basis, to identify important policy developments in other jurisdictions.
  - Researches pertinent information, and analyzes and assesses relevance to Alberta and potential impacts to a variety of social, environmental and economic outcomes.
  - Evaluates provincial electricity, environment, safety, etc. rules to determine alignment with federal nuclear energy regulatory framework and identifies related impacts.
  - Develops and utilizes information and data to support development of policy options and advice for leadership.
  - Writes clear and accurate policy advice and briefings and provides verbal briefings on key issues.
2. Ministry stakeholders, internal and external, have the opportunity to provide input to policy and to understand government actions.
  - Undertakes research and supports engagement activities to better understand an issue area and the views and concerns of stakeholders and partners.
  - Plans, designs, coordinates all aspects of engagement to meet the needs of the branch and ministry to ensure robust and effective policy development.
  - Builds and maintains effective working relationships within the ministry, cross-ministry, with intergovernmental and external stakeholders, and establishes networks to inform and communicate branch initiatives.
  - Coordinates and contributes to the development of information delivered to stakeholders including the government, the public, Indigenous groups, industry and other interested parties.
  - Represents the department by actively participating in multi-stakeholder committees and project teams.
  - Gathers, synthesizes, and develops summary reports or conclusions resulting from the information obtained through engagements and participation in committees or external events.
3. Complex projects and initiatives are appropriately planned and well executed.
  - Takes a lead role, with minimal supervision, in carrying out major policy and project initiatives assigned to the branch and linked to the ministry's mandate.
  - Demonstrates advanced project management skills by developing detailed project plans, identifying critical timelines and deliverables, understanding and managing task interdependencies, and managing project risks.
  - Coordinates with cross-functional teams, including engineers, scientists, economists, accountants, legal,

and communications to ensure projects are aligned with broader department and government priorities.

- Monitors project progress, tracks milestones, and adjusts plans as necessary to address unforeseen challenges or opportunities.
- Communicates critical project needs and seeks direction and approval where required.

4. The Priority Initiatives Branch actively contributes to priority initiatives lead by other groups in the Ministry of Affordability and Utilities, and other departments.

- Participates in departmental and cross-ministry projects and initiatives.
- Represents the department by leading and contributing to multi-stakeholder committees and project teams.
- Contributes as a team member on broader Division and Ministry initiatives.
- Is active in building and maintaining a positive work environment within the Branch and Division.
- Provides accurate information on issues and projects to stakeholders and partners in a timely manner.
- Provides authoritative and thoughtful advice and input.
- Recommends the appropriate course of action to the Executive for approval.

## Problem Solving

Typical problems solved:

Policy coordinator will use their analytical and coordination skills, and their understanding of government priorities to help bring the Government's vision for nuclear energy to life and monitor affordability trends. They will provide solid options and advice on the approach taken in research and capacity building, engagement, policy development, regulatory changes and other governance initiatives. With staff throughout the Ministry, Government of Alberta, other governments, and industry stakeholders, they will identify issues; clarify impacts of various policy options; plan and manage projects; and develop input and recommendations for the consideration of senior decision makers. The position demonstrates initiative and creativity when coordinating complex projects, and when reviewing and evaluating information to contribute to policy development. The position must remain aware of trends, issues and best practices across Canada and around the world to effectively analyze diverse viewpoints and develop valid recommendations for presentations to Ministry representatives. The incumbent will need to be adaptable and willing to take on new challenges and files related to utilities and affordability as they emerge and are assigned by to the Branch.

Types of guidance available for problem solving:

The position provides strategic and creative solutions to ongoing priority issues. The position follows goals or timelines established by leadership and raises awareness if research or stakeholder interactions uncover emerging issues or challenges. Matters with potential for significant impact on business area operations, resource allocation, or planning documents are referred to the Director who is also available for guidance when dealing with particularly sensitive issues or situations. The incumbent will also be expected to keep team members abreast of significant issues in their own tasks, be open to and provide suggestions and advice to help others deliver on priority work and take a collaborative approach to the successful achievement of key tasks.

Direct or indirect impacts of decisions:

The position is delegated considerable independence to determine areas of focus, exercising judgment when researching, analyzing and summarizing information and presenting associated reports and proposals to Ministry decision-makers and prioritizing responsibilities to meet deadlines. The Director reviews briefings and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected.

## Key Relationships

Major stakeholders and purpose of interactions:

The position is considered a key point of contact for the Priority Initiatives Branch and requires frequent contact with other divisions, provincial and federal government departments and agencies, external stakeholders, and regulatory bodies. Primary relationship include:

- the Director for strategic and tactical direction, guidance, mentorship and approval, and support for professional development,
- the Executive Director for direction and approval,
- professional staff in Government of Alberta departments to secure input and develop consensus on strategies and policy directions,

- agencies and stakeholders to secure input and understand impacts, and
- counterparts in other jurisdictions to maintain awareness of approaches and contribute to collaborative initiatives.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

**A University graduation in a related field plus two years progressively responsible related experience.**

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

**Education**

- Post-secondary degree in economics, business, environmental science, engineering, law, or other related field plus a minimum of four years of progressively responsible related experience in project management, policy development, information research and analysis; and facilitation/consultation.

**Knowledge**

- In depth knowledge and demonstrated understanding of policy development, including the policy cycle, strategic planning, and issues management.
- Knowledge and experience with the application of both qualitative and quantitative research methods and data analysis.
- Familiarity and knowledge of strategy, policy, planning, project management and decision making in large and complex organizations and the interrelationships with key stakeholders.
- Familiarity and understanding of Alberta's electricity system and markets is an asset.
- In depth knowledge of Alberta Affordability and Utilities' mandate.
- Knowledge of other provincial, federal and international processes that impact Ministry initiatives, including legislation and policies.
- Familiarity with Government of Alberta business processes (e.g., ARTS, Committees, Organizational Structure) is an asset.

**Skills and Ability**

- Ability to read and understand legislation.
- Well-developed relationship building and stakeholder engagement experience is preferred.
- Strong written and verbal communication skills, including an ability to write in plain language for a variety of audiences and to articulate complex technical concepts in a non-technical manner.
- Ability to function well in a team-based environment that demands a high level of interpersonal skills.
- Good time management skills with the ability to coordinate multiple projects.
- Competency with the use of computers and Microsoft applications including Word, Excel, PowerPoint, Outlook, SharePoint and Teams.
- Demonstrate the APS values and competencies.

**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		
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: • Identifies alternative	Anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty, and

		<p>approaches and supports others to do the same</p> <ul style="list-style-type: none"> <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>effectively work in a changing environment. For example, being able to adapt quickly to sudden changes in policy direction and government objectives.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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>Proactively build networks, connecting and building trust in relationships with different stakeholders. Lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes. For example, Engaging with other departments or team members to examine broader implication of proposed policy direction.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <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>	<p>Openly acknowledges personal responsibility for outcomes, even when not all elements of a situation are within direct control but could have been managed through influence.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<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>Through the development of new and creative policies and strategies, the position must act as a change agent and find solutions to various resource development issues.</p>

	methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	
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**Benchmarks**

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

023PS72 Policy Advisor- Seniors & Housing - Policy & Planning

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

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