

New

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Legislative Planning

Requested Class

Job Focus

Policy

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

☐ 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 Policy, Planning and Agency Governance Branch is responsible for supporting the development of provincial strategic policy related to affordability and utilities. This includes working closely with other areas in the department and with other ministries in the planning, development, and implementation of engagements and policies, and the provision of corporate legislative services to the department of Affordability and Utilities. The team's role is to transform approved policy into legislation, and manage the drafting of legislative instruments including bills, regulations, Orders in Council, Ministerial Orders and Delegation Orders. The Manager, Legislative Planning, provides technical and strategic advice relating to ministry legislative planning and development in order to meet government priorities.

The framework within which this job operates includes:

- Alberta Affordability and Utilities Business Plan;
- Government of Alberta Business Plan;
- Federal and provincial policies, legislation, and regulation related to affordability and utilities; and
- Government of Alberta operational policies and procedures.

Role

The Manager, Legislative Services is responsible for providing legislative planning, development and project management services to the department, primarily in relation to legislation (*Alberta Utilities Commission Act, Electric Utilities Act, Gas Distribution Act, Gas Utilities Act, Heating Oil and Propane Act, Hydro and Electric Energy Act, Public Utilities Act, Regulated Rate Option Stability Act, Renewable Electricity Act, Rural Electrification Loan Act, Rural Electrification Long-term Financing Act, Rural Utilities Act, Utility Commodity Rebate Act, Utility Payment Deferral Program Act, Water, Gas and Electric Companies Act*).

The Manager, Legislative Planning reports to the Director, Policy and Planning in the Policy, Planning and Agency Governance Branch, and is an integral team member for the fulfillment of the accountabilities of the Branch and the department. This position manages the legislative framework for the department that provides legal authority for the programs, operations, and ongoing business of the Department and Ministry.

This position works collaboratively with internal department and ministry partners, other GOA partners, and other stakeholders to plan, coordinate, develop, and implement substantial high priority legislation, regulation, and policies. The position provides strategic advice on legislative, regulatory, and policy work that supports the Department's strategic direction for affordability and utilities. The results of this work support the Director of the Policy, Planning and Agency Governance Branch and other branches in the department. They also support Assistant Deputy Ministers, Deputy Minister, and elected officials, as they make plans and decisions about strategic policy, legislation, programs, and services. Knowledge may also be shared with other provincial government departments, other governments, service providers, community organizations, and the public.

Responsibilities

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

The Manager, Legislative Planning, provides high level legislative advice and strategic direction in the development of legislation required in support of departmental programs, policies, and initiatives. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team:

Development of Legislation

Evaluation of the need for proposed legislation by:

- Comprehensive understanding the policy and technical aspects of the program area responsibilities and the policy supported proposed changes. This position supports the analysis and implementation of policy initiatives and the Manager must work with numerous parties to translate those initiatives into effective legislative language.
- Undertake a detailed review of existing departmental business plan objectives and other departmental strategies and provincial and federal legislation to ensure program changes can be implemented.
- Identifying if alternative, non-legislative mechanisms are available to achieve the desired outcomes such as policy changes, communication plans, education, etc.
- Determine if legislative changes are required and the time framework is available to achieve implementation.
- Determine the potential impact of changes on programs and services and assess whether the proposed change is supported by legislation and/or feasible from a legislative perspective.
- Determine the interfacing of legislative changes and business plan requirements.
- Provide advice in the development of business plan strategies to ensure legislative requirements such as timing, legal authorities, and stakeholder consultation are addressed.

Preparation of new or amended acts, regulations, Orders in Council, Ministerial Orders, and other legislative documents:

- Working with senior and executive managers to identify proposed legislative changes and provide guidance and advice in supporting policy development. This includes as necessary presenting and supporting the presentation of matters to the Department's Executive Team and at Minister/Deputy Minister (MDM) meetings.

- Preparing drafting instructions for Alberta Justice, Legislative Council, on content, wording, and technical matters.
- Working with Alberta Justice to identify and resolve legal and legislative issues relating to proposed initiatives.
- Reviewing final draft legislation to confirm that the intent of proposed changes is clear, legislatively correct, and reflects policy objectives.
- Preparing or providing advice and direction to program and branch staff in the preparation of legislative documents and legislative supporting documents including Ministerial Orders and Orders in Council.

Sound Long-term and Strategic Legislative Planning

- Monitoring developments and identifying legislative trends in other government departments, municipalities and agencies and Federal/Provincial/Territorial agreements.
- Ongoing monitoring of legislation to ensure it reflects changes in government programs, policies, responsibilities, technology, and department and government policies.
- Formulating strategies on implementation of proposed changes.
- Ongoing consultation and liaison with program staff to determine potential impact on programs and processes.
- Making recommendations to senior department executives on possible changes, outlining options and potential impact and identifying if alternate non-legislative mechanisms are available to achieve the desired outcome (in compliance with Ministerial direction)
- Consulting with Alberta Justice, Legal Council to determine appropriate timeframe to introduce legislation, and if other legislative mechanisms are available (e.g.: the Miscellaneous Statutes Amendment Act or private members' bills).
- Developing Three-Year Legislative Plans including implementation dates, summary of changes, as well as supporting background information for Ministers.

Effective Management of the Ongoing Legislative Process

- Coordinating the progression of acts, regulations, and other legislative documents through the legislative process including overseeing the tracking of these documents and determining the actual timeframe, steps, and scheduling with Ministers, Legislative Council and Executive Council's office (Agenda and Priorities, Cabinet Policy Committee, and Legislative Review Committee).
- Monitoring the progress of legislative documents through the legislative process and review Hansard, Order Papers, Votes and Proceedings, and Bill relating to a particular piece of legislation.

Analysis of Private Members' Bills

- Assisting program areas in determining departmental positions to support or reject the positions of Private Members' Bills by considering the current legislative provision administered by the department.

Legislative Support for Major Restructuring Initiatives

- Preparing necessary legislative amendments to transfer programs between departments and other levels of government as directed by Cabinet (e.g. transfer of government and supported infrastructure programs and staff, etc.).
- Supporting the preparation and negotiation of terms of legal documents (e.g. Memorandum of Agreement with external partners for the Deputies' and Ministers' signature).
- In consultation with other branches within the department, identifying relevant budget elements and positions (FTEs) relating to operating expenses and capital investment dollars to be included in the amendment legislation.
- Reviewing other department's legislation to identify items to be transferred.
- Instruction and working with Legislative Counsel on amendments to the Designation and Transfer of Responsibility Amendment Regulation.

Problem Solving

Typical problems solved:

The Manager, Legislative Planning is relied on to provide consultation, advice, guidance, and interpretation for a broad range of professional governance system issues and initiatives. The incumbent must ensure

compliance of actions and processes with existing legislation and alignment of proposed legislation, regulations, policies, and processes with relevant statutes, acts, and Ministry and Government directions. Clients, including senior Ministry officials, and stakeholder representatives, can potentially have widely varying levels of knowledge and familiarity with legislative issues, principles, and procedures. Therefore, the incumbent must be able to provide guidance and advice for often complex and sensitive situations in a timely, comprehensive, and readily understandable manner.

The Manager, Legislative Planning must be able to understand complex relationships, deal effectively with issues, remain up-to-date as to relevant developments in the legislative and public policy environment, and remain informed of changes to legislation, policies, and practices within the division and industry. Alternatively, the incumbent may have to determine creative solutions to meet the requirements of clients and stakeholders without compromising legislation or policy.

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and/or external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be highly self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate key initiatives and deliverables.
- Develop high-quality deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The Manager, Legislative Planning must be knowledgeable of best practices in legislative development, and share this expertise and provide recommendations to Ministry staff. Legislative Counsel advises Legislative Services teams across government on drafting best practices including contents required for drafting instructions and can weigh in on specific legislative matters as they arise. Ministry Justice counsel may provide advice and assistance on legal items, which aids the incumbent in evaluating the feasibility of policy options, and the associated legislative steps to implement different options.

Direct or indirect impacts of decisions:

The primary focus of the Manager, Legislative Planning is to provide advisory, consultative, facilitative and leadership services to senior Ministry officials, department staff, and stakeholders on a broad range of programs and policies, government organizational and governance matters. Clients rely extensively on the advice provided with the incumbent accountable for giving sound, defensible, high quality and appropriate information and guidance to support them in achieving strategic and operational plans and meeting their legislative responsibilities.

The work of the Manager, Legislative Planning has a direct impact on the Ministry's statutes, regulations and

policy framework. Advice and direction provided by the incumbent has significant and widespread implications, both within the Ministry and for a broad range of external stakeholders (e.g. professional regulatory organizations, professionals, employers, etc.). Advice regarding legislation affects policy and program decisions and practices within the Ministry and can have an impact on the level of risk to which the Ministry is subject from legal, financial and political perspectives. Ministry officials rely heavily on the advice, direction, and leadership provided by the incumbent to enable the Ministry to meet its mandate and policy objectives.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Director, Policy and Planning for the purpose of providing updates and recommendations, and to act for the Director as required.

Interact regularly with directors, managers and senior representatives throughout the Ministry for the purposes of exchanging information, providing recommendations and advice on legislative matters.

Interact as required with Deputy Minister and Executive Team for the purposes of providing updates on legislative projects and providing recommendations and advice.

Interact regularly with Ministry Justice Counsel to:

- discuss issues and share information regarding legislative, legal and/or policy matters.
- seek legal advice, opinions and legislative interpretation

Interact with Legislative Counsel as required for the purposes of providing drafting instructions, discussing issues, and sharing information regarding legislative legal and/or policy matters.

Interact as required with Executive Council as required for the purposes of discussing implementation strategies, and to provide and obtain direction and advice.

Required Education, Experience and Technical Competencies

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

If other, specify:

Graduate degree in policy or law is highly preferred.

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

- In-depth knowledge of the utilities system in Alberta, including its policies, programs, processes and legislation.
- General knowledge of other legislation impacting the Ministry (e.g. *Alberta Public Agencies Governance Act, Financial Administration Act, FOIP Act, Government Organization Act, Interpretation Act*) and related regulations.
- Knowledge of federal and interprovincial agreements (e.g. Canadian Free Trade Agreement, New West Partnership Trade Agreement).
- Thorough knowledge of GOA's legislative process, including roles of Legislative Counsel, Executive Council, and Cabinet Committees, the timing of stages of the legislative process for both Bills and regulations, and related approval and decision-making processes.
- Knowledge of rules of statutory interpretation, drafting principles and use of alternative legislative instruments (e.g. placement of a policy in an Act versus regulation or a Ministerial Order).
- Thorough understanding of principles and processes associated with legislative and regulatory planning, development and drafting.

- Thorough knowledge of the legislative process and legislation development, including public consultation and implementation.
- Thorough knowledge of and experience in government, political, and legislative environments.
- Broad understanding of Government business plan goals, objectives, policies, and processes.
- Thorough understanding of Ministry business plan goals, objectives, strategies, and structure.
- Knowledge of and experience with freedom of information and protection of privacy legislation, policies, and procedures.

The Manager, Legislative Planning also requires excellent:

- Strategic thinking and planning skills, including ability to develop, synthesize, articulate, and interpret a broad range of legislative and policy principles and relevant information and data obtained from varied sources.
- Interpersonal skills, including demonstrated ability to establish and maintain effective working relationships with broad range of senior Government and Ministry representatives, and members, and Ministry staff.
- Professional judgment and decision-making skills along with conceptual and critical / creative forward-thinking skills
- Research and analytical skills, including keen attention to detail, to find innovative solutions in unusual or difficult circumstances.
- Ability to function effectively within a team environment, while also demonstrating independence and personal initiative as required.
- Project and time management skills to lead and contribute to working groups or committees, manage projects, and manage multiple priorities and tight deadlines.
- Verbal and written communication and presentation skills.
- High level of adaptability - working in changing environments and responding to changes in process and short timelines.

It is essential that the incumbent has the education and experience to identify potential legal issues and properly interpret legislative issues and to provide sound advice/solutions that senior management and officials can rely on.

- General experience with policies, procedures, and developing legislation.
- Experience drafting Ministerial Orders and Recommendations for Order in Council.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization 	Creating brand new legislation or drafting substantive amendments to existing legislation requires the Manager, Legislative Services to consider linkages, anticipate impacts and to ask questions regarding the underlying policy

		<p>vision and goals through strategy</p> <ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	<p>rationale and objectives.</p> <p>In order to shepherd legislative projects through the approval process(es), the incumbent is required to anticipate questions and to explain the nuance and rationale of the legislative mechanism that has been selected.</p> <p>Where there are linkages to other GOA ministries, the Manager, Legislative Services connects with staff from those ministries to understand their perspectives, and to factor those perspectives into the legislative approach.</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>Asks deep, probing questions in order to understand policy intent, and ensure that the legislative mechanism aligns with the policy and implementation.</p> <p>Works directly with different programs areas and teams across Ministries to address legislative issues.</p> <p>Researches and analyzes the approaches used in other jurisdictions to identify and adopt best practices.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS 	<p>There is a significant degree of independent decision-making required of the Manager, Legislative Services. The Drive for Results competency is crucial for this role in order to achieve results and be responsible and responsive to senior officials.</p>

		direction	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Developing and maintaining relationships with staff from across GOA is imperative for success in this role, including relationships with Legislative Counsel, Policy Coordination Office, and legislative and program area staff in other line departments.</p>

Benchmarks

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

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature