

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Update to reflect additional responsibilities related to agency governance.
Maintaining the department's official records related to legislative instruments.
Updating the title of position to Manager, Legislative Services and Agency Governance."/>

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Policy and Legislative Services (PALS), the Manager, Legislative Services is responsible for providing comprehensive and efficient advice and services to HSHS in the primary areas of:

Legislation:

- Manages non-program specific legislative planning for the department, working closely with other areas in the department and other Ministries in the planning, development and implementation of Ministry policies.
- Provides expert technical and process advice and manages legislative projects for HSHS; includes legislative research and provision of information to resolve issues respecting proposed legislation.
- Helps develop legislation and other non-legislative solutions to assist the Ministry to fulfill its mandate.
- Responsible for drafting, or overseeing the drafting, of instruments such as Ministerial Orders and Recommendations for Orders in Council required by Ministry legislation.
- Serves all divisions in the Ministry, spanning a highly diverse range of program areas, guiding the resolution of most legislative issues.
- Coordinates multiple legislative project teams from across the department at any given time, and interfaces with a wider range of stakeholders such as Health Law Team (HLT), Legislative Counsel Office (LCO) and Executive Council on behalf of the team, requiring advanced stakeholder relations skills.
- Contributes to or consolidates summaries/reports (e.g. the legislative plans, regulatory plans, regulation expiry lists) for the Ministry and shares with the Director to inform planning and business decisions.
- Analysis and professional expertise are applied to identify potential opportunities, gaps and conflicts in the legislative agenda and to develop appropriate response recommendations.
- Expected to manage changes to legislation to meet the challenges posed by clients with tight timelines and stakeholder demands.
- Liaison to King's Printer.

Agency Governance:

- Leads the development and delivery of agency governance supports with respect to HSHS agencies, boards and commissions (ABCs) including appointment processes, orientation and competencies, and advisory services to ensure accountability and compliance with legislative and policy-based requirements of board governance.
- Works collaboratively with departmental program areas, the Public Agency Secretariat (PAS), and is responsible for leadership in the department on agency governance matters.
- Liaison to King's Printer.

Records Management:

- Responsible for the department's official records including numbering the series and tracking all Ministerial Orders and Directives and the stewardship/storage of all department original wet-signed Ministerial Orders, Directives, appointments, agency-related records, and other official records.

Responsibilities

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

Legislation:

The Manager provides high level legislative advice and strategic direction in the development of the department's non-program specific legislation.

Development of Legislation

- Evaluation of the need for proposed legislation through comprehensive understanding of the policy and technical aspects of the policy that supports proposed changes.
- Analysis and implementation of policy initiatives through work with numerous parties to translate initiatives into effective legislative language.
- Identification of alternative mechanisms available to achieve desired outcomes such as policy shifts, communication plans, education, etc.

- Providing advice in the development of business plan strategies to ensure legislative requirements such as timing, legal authorities, and stakeholder consultation are addressed.
- Working with senior and executive managers to identify proposed legislative changes (including new or amended acts, regulations, Orders in Council, Ministerial Orders, and other legislative documents) and providing guidance and advice in supporting policy development, including presenting and supporting as necessary the Department's executive team and the Minister/Deputy Minister.

Management and Strategic Planning of the Legislative Process

- 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 including ongoing consultation and liaison with program staff to determine potential impacts on programs and processes.
- Making recommendations to senior department executives on possible changes, outlining options and potential impacts, and identifying if alternate non-legislative mechanisms are available to achieve the desired outcome in compliance with Ministerial direction.

Agency Governance:

Public Agency Governance Accountability, Compliance and Advisory Services

- Manage the development and delivery of a suite of governance supports and advisory services to enhance governance capacity and accountability across the ministry.
 - Develop public agency governance supports (e.g., process documents / training sessions) to increase understanding of requirements and best practices in public agency governance.
 - Recognize and value the diversity of knowledge, skills, and abilities, making the best use of those talents.
- Manage processes as well as networks for meeting regularly with public agency contacts to ensure appropriate governance principles and activities are understood and supports for board members are available.
- Manage identification and monitoring of multiple agencies' compliance to the *Alberta Public Agencies Governance Act* (APAGA) and related public agency legislation, policies and processes (e.g. support compliance with *Conflicts of Interest Act* (COIA) and code of conduct requirements).
- Implement and coordinate agency reviews related to legislative compliance to APAGA's three-year Mandate and Roles Document (MRD) review, and support APAGA seven-year mandate and operations reviews for public agency effectiveness.
- Lead the disclosure process for HSHS ABCs as required under the provisions of the *Public Sector Compensation Transparency Act* (PSCTA).
- Provide expert advice to ministry staff and senior officials on governance issues as they emerge, and prepare briefings, meeting agendas and related documentation as required.

Agency Appointments:

- Lead the full appointment process for department public agencies, and serve as a contact with PAS for the government-wide Centralized Recruitment processes and coordinating appointments with the program areas, HLT, Deputy Minister's Office and Minister's Office to ensure timely and accurate legislative appointment documents.
- Develop and sustain a strong understanding of agency appointment and recruitment practices, working to ensure appointments align with legislation requirements and boards are supported to have effective board composition and competencies.

Records Management:

- Organization and maintenance of priority documentation on behalf of the Branch, including key legislative documents.
- Developing and implementing a secure system to retain official records including Ministerial Orders, Directives, Appointment Packages, and other legislative documents.

Team Leadership and Branch Leadership Support:

- Complete performance management, performance review, and recruitment for all direct reporting positions.
- Coach and mentor the team staff, creating an organizational culture that embraces innovation and best

practices and fosters staff engagement.

- Collaborate with department staff to ensure coordination and integration of activities and promote collaboration within the ministry and with system-stakeholders.
- Support senior leaders in achieving the mandate and goals of the Unit and Branch and serve as acting Director as needed.

Problem Solving

Typical problems solved:

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

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

The Manager must be able to understand complex relationships, deal effectively with issues, remain up-to-date on relevant developments to governance and legislation related policies and practices. Creative solution may also be required to meet the needs of clients and stakeholders without compromising policy.

The Manager 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 a collaborative work environment.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and/or external stakeholders.
- Be highly self-motivated requiring minimal direction to drive for results.
- Develop high-quality deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

Guidance is available from the Director and Executive Director to clarify objectives and priorities.

- Existing GoA processes and requirements for agency governance and legislative matters. Matters with potential for significant impact are referred to the Director and Executive Director.
- The Director and Executive Director also review briefings and recommendations destined for the executive level to ensure assumptions are valid and ministry goals and objectives are reflected.
- When addressing complex issues, the Manager is expected to participate in identifying solutions.

Direct or indirect impacts of decisions:

The Manager works in a politically sensitive environment with competing priorities, and complex problems and issues, while not compromising accuracy. The position must demonstrate strong political acumen and the capacity to meet legislated deadlines.

The position is responsible for:

- moving forward the legislative agenda for the department in a way that is effective, timely and accurate and aiding ministry agencies to meet key legislated deadlines.
- ensuring the alignment of priorities and policies within the ministry.
- building relationships with key agency stakeholders, legislative counterparts, and seeking and providing input on governance and legislation-related matters.

Key Relationships

Major stakeholders and purpose of interactions:

This position is delegated considerable independence to work within the Ministry, across ministries, and with other stakeholders and to exercise judgment when representing HSHS externally. The Manager is accountable for results achieved by the team and contributes to leadership of the unit and branch.

The Manager will interact with:

- Director daily to ensure policy coordination goals and objectives are met and to manage issues.
- Branch and divisional staff to develop and manage high quality materials.
- Key stakeholders within HSHS agencies and other Agency Governance Units across government.
- PCO, HLT, and LCO on a regular basis when documents are being moved forward for decision making.
- Other government departments on a regular basis to coordinate cross-ministry requests and assignments.

Required Education, Experience and Technical Competencies

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

If other, specify:

Public Administration, Public Policy, Political Science, Social Sciences

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

Education and Experience:

- University graduation in a related field, such as: Law, Public Administration, Public Policy, Political Science, Social Sciences or a reasonable equivalent.
- Demonstrated experience with legislative development, policy development and approval processes, planning cycles related to government processes and project management experience.
- Demonstrated relationship, negotiation, conflict management, consensus building and facilitation skills.
- Experience identifying and interpreting potential legal issues and providing sound advice /solutions that senior management and officials can rely on is critical.
- Previous experience in a policy or legislative role within the Government of Alberta is preferred.

Knowledge:

- Knowledge and understanding of strategic direction and priorities of HSHS, and the Government of Alberta as well as the processes of the department, government, and other key stakeholders.
- Thorough knowledge of the Government of Alberta's legislative and policy approval process, including roles of LCO, Executive Council and Cabinet Committees, the timing stages of the legislative processes for Bills and regulations, and related approval and decision-making processes.
- Specialized 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 familiarity with the legislation under the administration of HSHS, any legislation where there is shared responsibility, and general knowledge of other legislation impacting the Ministry.
- Understanding of Ministry policies, programs, business plan, priorities and structure.
- Expert knowledge of agency governance, best practices, legislation, and processes along with an understanding of the roles of PAS and Executive Search.

Abilities:

- High degree of technical and process skills in legislative and policy research analysis.
- High-level skills with respect to problem solving, creativity, and ability to engage in critical thinking.
- High level of adaptability; demonstrated agility in working in changing environments and responding to changes in process and short timelines.
- Ability to work on sensitive and confidential matters, coach, and educate others in the principles of dealing with sensitive and confidential material.

Collaboration:

- Ability to work both independently as well as in a team environment with minimal supervision.
- Consultation, mediation and diplomacy skills, as the role involves relaying information to and from the

Deputy Minister's Office, LCO, PAS, and other executive offices, related cross government networks, and division management and staff.

- Strong leadership and relationship building skills to work with internal and external stakeholders.
- Develop /enhance current and new practices and procedures supporting legislative and governance excellence.

Organizational and Critical Thinking:

- Strong strategic thinking and planning skills, including the ability to understand the "big picture" - the ability to develop, synthesize, articulate and interpret a broad and complex range of legal and policy principles and apply the results to the unique activities of each program area and see how the work of the divisions aligns together and how this aligns with the ministry and government priorities.
- Sensitivity to the political environment to note trends and issues that may impact department decisions, ability to maintain confidentiality on sensitive issues.
- Ability to work well in a fast-paced environment and to remain calm under pressure. Excellent time management skills and attention to detail. Accuracy in document preparation is essential.

Communication Skills:

- Excellent written and oral communication skills and the ability to convey complex information in a clear and concise manner.
- Strong interpersonal skills, including ability to influence activities without formal reporting authority.
- Strong writing skills for different audiences.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Works with partners in and outside of the department to maintain high service standards and meet or exceed expectations of completed products often within demanding timelines.</p> <p>Facilitate collaborative decision making processes involving different client and stakeholder groups with diverse perspectives and needs.</p> <p>Uses empathy in difficult situations to support staff, clients and stakeholders.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <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 	<p>Considers long- and short-term goals of internal and external initiatives for the department.</p> <p>Works with key stakeholders to develop effective pathways for decision making and other activities.</p>

		<p>vision and goals through strategy</p> <ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	<p>Accounts for the evolving legislative environment and often sensitive political environment, as well as mandate and client needs as part of planning and problem solving.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Communicates changing timelines and direction to key stakeholders in an effective and appropriate manor.</p> <p>Anticipates problems arising from changes and presents mitigation options for consideration by the Director.</p>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>Identifies underlying causes for success or lack of success, and takes action to ensure future success.</p> <p>Holds self and others accountable for achieving results and agreed upon targets.</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 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 program areas and teams, often across ministries, to address legislative issues.</p>

