

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Legislative Analyst

Requested 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

Job Purpose and Organizational Context

Why the job exists:

The Legislative Analyst plays a key role in the planning, development, implementation and tracking of legislation, regulations, Ministerial orders, Delegation Orders and other legal instruments for the Ministry of Assisted Living and Social Services (ALSS). This position is required to work closely with department staff and officials including central agencies such as Legislative Counsel, legal counsel, and ALSS's appeals secretariat and agencies. The Legislative Analyst provides corporate legislative services for all bills, regulations, Orders in Council, Ministerial Orders and Delegations within ALSS's legal framework. While operating under the direction of the Manager, Policy Coordination and Legislation, this position carries out functions with a high level of independence.

This position supports the transformation of policy into legislation and contributes to the development and execution of both department's legislative and regulatory agenda in order to accomplish government priorities. The Legislative Analyst position will combine their expertise with learned experiences and institutional knowledge from staff across the ministry to ensure timely development and approval of legal instruments in this specialized field.

Ultimately, this role ensures a systems lens is placed on legislative work occurring across the ministry, leads a coordinated approach to the development of legal instruments, and maintains a variety of databases to track and record legislative changes over time. This role is expected to act for the Manager of Policy Coordination and Legislation, and the Director of Policy Coordination,

Responsibilities

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

Core Outcomes

1. Legislative planning, development, review, and implementation.

Produce, review, and contribute to elements of legislative approval packages or other briefing materials including briefing notes, memos, Legislation Charts, speaking notes, Cabinet policy documents, and bills, regulations, Orders in Council, Ministerial Order and Delegation Orders.

Ensuring key steps of legislative processes are completed (e.g. filing regulations to Leg Counsel Office (LCO), drafting/proofing/submitting items to the Alberta Gazette, working with MCU to approve final versions for Ministerial Orders for printing, working with LCO on Recommendations for Orders in Council, submitting and publishing legislation/orders on King's Printer, among many other tasks).

Support ALSS program areas in moving legislative projects through the government decision-making and Legislative Assembly process to approval (e.g. advising and consulting with program areas on legislative and legal requirements, pathways, and timelines for proposed or required changes).

Work in partnership with program areas, Legislative Services staff, and legislative counsel in the planning and development of legislative projects.

Contribute to the legislative and regulatory planning processes to set agendas for the departments.

Advise department staff in the review of Acts, regulations, or policies that have a legislative impact and participate in any internal working groups required to complete the review.

Provide technical legislative advice and guidance on legislation, policy, governance, or legislative projects to staff and department officials.

Collect and compile feedback and direction on legislative and regulatory drafts (e.g. annotated versions of proposed changes to legislation or legal instruments).

Support the development of bills, and new and amending regulations including activities related to project management of the development and approval processes and providing drafting instructions to Legislative Counsel.

Support the development and drafting of Recommendations for Orders in Council, Ministerial Orders and Board Orders working with Legislative Services staff, legal counsel and legislative counsel.

Review proposed strategic and operational policies of the department in order to identify any legislative issues or problems and recommend solutions.

2. Research, analysis, monitoring, reporting, and building capacity.

Provide legislative-related research and analysis on legislative issues including jurisdictional legislative analysis of statutes and regulations, searching CanLII databases, King's Printer, Orders in Councils, previous legal opinions.

Foresight activities including the monitoring of legislative developments in Canadian jurisdictions to identify trends that may affect Alberta legislation and analysis of impacts.

Monitor and analyze the Alberta Hansard during each legislative session to identify issues relating to the department and anticipate and advise on responsive actions where required.

Monitor all department Action Requests related to legislation to provide advice and recommend intervention where necessary.

Provide responses to legislative-related Action Requests as required.

Track, analyse and report on Ministry progress on responding to external recommendations (e.g. Office of the Child and Youth Advocate)

Maintain all internal tracking and reporting activities for ALSS by maintaining records for all legislation, regulations, Ministerial Orders, Delegation Orders, and other legal instruments.

Collecting and establishing a database of legal opinions on key subject matter.

Act as a liaison to divisional policy coordination staff in reviewing the Initiative Tracking System and any other tracking or reporting related to legislation.

Build and maintain a network of trust relationships with department staff, Justice and Solicitor General and Executive Council in order to identify strategies to manage department legislation.

tracking expiry dates for legal instruments and making recommendations to have those instruments replaced or rescinded as required.

Establishing key processes for and train the rest of the department on legislative and legal instruments development/approval.

Create documents, and provide support and advice related to the development of legislative-related training or resource material for department staff.

Manage the Corporate Registry function of the department to maintain and secure all original signed non- regulatory Ministerial Order and Board Order records.

Facilitate the publication of Ministerial Orders on King's Printer.

Participate in the work of the GoA Legislative Planners Network

Serve in an acting position for the Manager of Policy Coordination and Legislation, as required.

Problem Solving

Typical problems solved:

The Legislative Analyst must:

- provide guidance and advice on complex issues in a timely, accurate and clear manner to staff of all levels of understanding. The position requires a high degree of independence, flexibility and adaptability as priorities may change quickly in response to direction set by the Minister and Ministry officials.
- work closely with ALSS Legal Services and department staff to developing legislation in a compressed timeframe to support commitments from the Premier, Minister, or Deputy Minister.
- proactively identify practices within the Ministry that may not be in accordance with applicable legislation and policy, and influence Ministry staff and officials to modify practices to comply with legislation and policy (e.g. revamping the delegation practices for statutory directors to meet legislative requirements).
- apply legislative knowledge and interpretation skills to produce draft legal instruments (ministerial orders, Orders in Council, delegation orders, etc...) on short timelines
- develop and maintain orderly, up-to-date, and easily searchable databases for ALSS legislation including Ministerial Orders, projects, Cabinet Committee decisions and so forth.

Types of guidance available for problem solving:

The Director of Policy Coordination, Legislation and Agency Governance, the Manager of Policy Coordination and Legislation, ALSS's Legal Services team, and Ministry Program Areas may provide advice to the Legislative Analyst to help guide them in completing their duties.

Direct or indirect impacts of decisions:

The decision packages and general work of this role has the potential to impact a large number of individuals and organizations throughout the province.
Delegations and Ministerial Orders provide legal authority individuals require to exercise statutory duties

and powers. Accuracy of these documents mitigates potential legal risk for the GOA. Other Ministerial Orders for exemptions can have a direct impact on large group of individuals' access to government AISH and Income Support benefits.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Manager of Policy Coordination and Legislation, and the Director of Policy Coordination, Legislation and Agency Governance, and act for the Manager as required.

Interact regularly with program areas in different divisions and the strategic policy and policy coordination teams in the department.

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

Interact regularly with ALSS' legal team to:

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

Interact as required with Divisional leadership for the purposes of providing updates on legislative projects and providing recommendations and advice.

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

Required Education, Experience and Technical Competencies

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

If other, specify:

From a related area (e.g Political Science, Education, Psychology)

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

- Knowledge of ALSS legislation and related regulations.
- General knowledge of other legislation impacting the Ministry (e.g. Financial Administration Act, Access to Information Act, Government Organization Act, Interpretation Act, Alberta Public Agencies Governance Act) and related regulations.
- Thorough knowledge of GOA's legislative process, including roles of Legislative Counsel, Executive Council, Legislative Review Committee and Cabinet Committees, the timing of stages of the legislative process for both Bills and regulations, and related approval and decision making processes.
- Thorough understanding of principles and processes associated with legislative and regulatory planning, development and drafting, including 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.
- General understanding of structures and operations of other Ministries, particularly in relation to their involvement and interest in ALSS issues.
- General knowledge of relevant similar legislation, policies, and programs in other federal, provincial, and territorial jurisdictions.
- 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.
- Excellent consultation skills required to liaise effectively with program areas, Legal Services and other government departments.
- Strong leadership skills for the development of consensual resolutions and legislative project management.
- 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.
- Consultation skills to provide a broad range of legislative advice, often for politically sensitive and complex issues, that is relied on extensively by senior Ministry, and industry representatives and Ministry staff.
- Facilitation skills, including ability to lead and influence Ministry staff, industry committees, and stakeholders during the resolution of sensitive and confidential issues.
- Verbal and written communication and presentation skills.

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 vision and goals through strategy • Addresses behaviours that challenge progress 	The provision of guidance and advice on legislative matters requires a broad view of interconnected rules in different statutes, regulations, and other instruments and their impact on policy objectives and implementation of programs over the long term.

Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>The Legislative Analyst works with program areas to identify root causes of policy matters in order to identify an appropriate legislative or non-legislative solution that is proportional to the original problem and effective in solving it. The position is responsible for consultation with different areas and staff (e.g., legal counsel) to find ways to improve a legislative recommendation or identify any issues or risks with a proposed option.</p>
Build Collaborative Environments	○ ○ ○ ○ ●	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	<p>The Legislative Analyst works with different teams and staff inside and outside of the department in order develop policy and legislation. They guide staff in the refinement of policy ideas into requirements of law that achieve the intended results. This requires leading a collaborative effort to achieve consensus and communicate direction to Legislative Counsel.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>The Legislative Analyst demonstrates exploration and consultation with program areas, policy and legal staff in the transformation of policy into legislation requires the analysis of the risks or advantages of options and works with staff to develop the most effective way to address the initial problem. The position is required to be diplomatic in consulting with staff in order to manage conflicting ideas and overcome obstacles.</p>