

New

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Statute Administrator

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:

Statute administrators are regulatory and subject matter experts on designated/delegated legislative and/or administrative regulatory frameworks. A statute administrator is expected to provide expert advice and interpretation on the legislation, exercise administrative decision making responsibilities under the framework, provide guidance on the administration of operational requirements, and engage in liaison work and outreach with internal and external stakeholders, including members of the public, licensees and registrants, non-governmental and civil organizations, industry associations, and provincial and federal ministries. Statute administrators provide subject matter expertise to Communications, on policy and legislative projects, and assist other branches or ministries as required. Statute administrators monitor their regulatory areas for market changes or risks to the public and make recommendations or provide direction on policy, process, legislative, and regulatory matters.

Responsibilities

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

Statute Administration:

- Review and provide direction to licensing staff on licensing and registration materials and applications as required.
- Respond to findings that may require administrative enforcement from the Consumer Investigations Unit, Business Licensing Unit, and Compliance and Accountability Unit in accordance with the applicable

legislation, policies, and administrative law standards.

- Oversee ongoing administrative actions (inspection responses, undertaking compliance, administration of property freezes, etc.) and appeals of administrative actions in accordance with principles of natural justice and administrative fairness as required.
- Make administrative decisions related to security claims, trust monies, and other legislative requirements as required.
- Review, contribute to, and approve internal policies and public facing materials related to the designated/delegated legislation.
- Provide direction and feedback on statute administration issues raised by internal and external stakeholders.

Policy:

- Develop policy options on identified marketplace or community concerns as required.
- Research and identify marketplace or industry trends that may require a legislative, regulatory or policy response.
- Engage and respond to government (internal and external) and other stakeholders on policy issues.
- Provide subject matter expertise on policy issues related to designated/delegated legislation.

Project:

- Lead or participate as subject matter expert in projects related to the administration of designated/delegated legislation.
- Lead or participate as subject matter expert in projects related to the review or amendment of legislation administered by Consumer Programs.
- Participate as subject matter expert in projects or programs by internal or external stakeholders identified as relevant to consumer protection or the designated/delegated legislation.
- Identify and coordinate feedback from key stakeholders on project priorities.

Liaison:

- Provide guidance and advice to and ensure compliance with legislation and delegations by relevant delegated regulatory and administrative organizations.
- Provide interpretation and guidance to internal and external stakeholders on operational and legislative compliance with the designated/delegated legislation.
- Participate in initiatives or committees identified as relevant to consumer protection or the designated/delegated legislation.
- Prepare and present materials on designated/delegated legislation on request of internal or external stakeholders.

Operational:

- Prepare and contribute to reports, briefing materials, and communications strategies related to Consumer Programs responsibilities.
- Participate in appeal processes related to administrative decisions as required.
- Respond to action requests as required.
- Coordinate legal opinions or analysis on issues related to designated/delegated legislation as required.
- Contribute to issues relevant to the day-to-day operations of Consumer Programs and Service Alberta.

Problem Solving

Typical problems solved:

Statute Administration:

- Decision making with respect to recommendations and contraventions.
- Developing responses to interpretation or legislative inquiries and disputes

Policy:

- Developing appropriate recommendations on legislative, regulatory, and policy changes.

Project:

- Balancing government project standards with the need for stakeholder input and priorities.

Liaison:

- Providing information to regulated entities and the public in a way that will not create administrative or

operational challenges.

Operational:

- Responding to the needs of specific action requests and consumer situations.

Types of guidance available for problem solving:

- GoA and Consumer Programs standards, policies and directives
- Legislative, regulatory, and court precedent
- Consumer Programs management team and colleagues
- Legal services advice

Direct or indirect impacts of decisions:

- The development of a fair marketplace in Alberta
- The ability to regulated entities to operate legally in Alberta
- The penalties and compensation paid by suppliers that have contravened the legislation or regulations
- Recommendations made on content and amendments to legislative and regulatory frameworks
- Ability of regulated entities to comply with the regulatory framework
- Ability of consumers to understand their rights and protections under the regulatory framework
- Compliance by delegated regulatory/administrative organizations with mandate

Key Relationships

Major stakeholders and purpose of interactions:

Regulated entities (Licensees, registrants, etc.) - Compliance, enforcement, education
Industry associations - Research, compliance and education
Non-government organizations - Research and education
Communications and Public Engagement - Education and responding to media and public inquiries
Government of Alberta Ministries - Information sharing and compliance cooperation
Provincial/Federal Regulators - Information sharing and compliance cooperation
Delegated Regulatory Organizations - Oversight and advice

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

If other, specify:

Degree plus job-specific experience, technical competencies, certification or training outlined below.

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

- Experience in or knowledge of regulatory frameworks
- Experience, training or certification in administrative law (Foundation for Administrative Justice, Senior Management Development Program, etc.)
- Experience with or training in law enforcement standards
- Experience with legislation and interpretation

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	Responsible for oversight and recommendations with respect to legislative change based on changes in the marketplace, as identified through research, networking, reviews of complaints and investigations.

		<ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Works extensively with external stakeholders to ensure awareness of legislation, that legislation is appropriate to deal with marketplace issues, and that the regulatory regime is viewed as balanced and credible.
Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: <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 	Must operate in a changing regulatory environment. For administrative decisions, consider court precedent, ensure consistency with other internal decision-makers, and determine the most appropriate administrative enforcement tool for the specific circumstances of a file.
Creative Problem Solving	○ ○ ○ ● ○	Works in open teams to share ideas and process issues: <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 	Acts as subject matter expert for legislative and operational projects to guide amendments to legislation, policies, or processes. Works with others to ensure consumers are protected and new issues addressed.

Benchmarks

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

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