

## New

Ministry

Municipal Affairs

## Describe: Basic Job Details

## Position

Position ID

Position Name (200 character maximum)

Policy Advisor

Requested Class

Program Services 4

Job Focus

Supervisory Level

Operations/Program

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

Vacant

## Organizational Structure

Division, Branch/Unit

Municipal Assessment &amp; Grants, Assessment &amp; Pro

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Strategic Initiatives

Manager (Zone 2)

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

This position provides specialized policy advice on the Assessment Model Review and other assessment and taxation projects.

- Conducting research and providing advice on property assessment and taxation programs and policies. Property assessments are used by all municipalities in Alberta and by the Alberta government to calculate municipal property taxes and education taxes. The position is responsible for researching property assessment and tax policies in other jurisdictions, reviewing recent tribunal and court decisions, and providing related support and information to municipalities.
- Writing comprehensive and clear reports, briefings, and policy materials for decision-makers, providing policy advice, and coordinating stakeholder consultations required to conduct a major review of the regulated industrial property assessment models. In addition, this position provides support to other Divisions of Municipal Affairs on policy initiatives involving assessment and property tax policy.

## Responsibilities

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

1. Work to ensure that correct, current and effective property assessment and tax legislation, regulations, advice and guidance are in place for property assessment and taxation policies and standards. This includes working with professional staff and consultants by:

- Developing and implementing plans for stakeholder engagement. This includes working with municipalities and property owners to review the proposed policies and the impacts of the proposed policies.
- Receiving, analyzing, and summarizing feedback from municipalities and property owners; working with municipalities and property owners to achieve consensus where possible.
- Analyzing complex assessment and tax data specific to impacted municipalities to understand trends and provide advice.
- Developing models that reflect the impacts of proposed changes on the property assessment and taxes of impacted property owners and municipalities.
- Reviewing in consultation with other units in the branch, legislation, regulations, existing policies and standards, guidelines, manuals and assessment models for accuracy, currency and effectiveness. These include recent court decisions and materials provided by assessors, municipalities, industry representatives, property owners and other stakeholders.
- Monitoring, identifying, researching and analyzing trends and a wide variety of information to determine emerging issues, to prepare briefings and policy documents that clearly articulate activities or trends, to clearly identify related issues and implications, and to recommend options for actions and responses.
- Working with Legislative Counsel Office through the iterative process of preparing drafting instructions for new or amending legislation and regulations to reflect approved policy.

2. Forwards to Executive Management and the Minister in a timely manner the recommendations developed by the team in consultation with engineers, municipalities, property owners, other stakeholders and branch staff. This includes:

- Developing recommendations for approval by the Minister.
- Developing stakeholder engagement and communications plans.
- Preparing briefing notes, letters and other documents.
- Preparing cabinet briefings, as directed.

3. Coordinating the provision of information and advice by team members on property assessment and taxes in impacted municipalities and related legislation, regulation, guidelines and manuals to internal and external stakeholders when required.

- Includes drafting or editing reports, briefing notes, and correspondence for and responses to action requests from the Minister, Deputy Minister and Assistant Deputy Minister.

## Problem Solving

Typical problems solved:

The results of this position's duties have an impact on other individuals in the ministry, branch, and municipalities in the province. Tasks undertaken and products created by this position are used by Alberta municipalities in the valuation of property for municipal assessment and tax purposes, and the Provincial Assessor in the preparation of designated industrial property assessments. Specifically, the advisor:

- Communicates with the public, assessment professionals, local municipal officials (both administrative and elected) and provincial elected officials and their staff.
- Researches, analyzes, and reports on assessment and property tax issues, as assigned by the managers and/or Director.
- Provides correct and consistent advice to assessment professionals and municipal administrators to help ensure province-wide consistency in application and interpretation of assessment methodology.
- Ensures all information and advice given to assessment stakeholders is consistent, appropriate and conforms to government policy, the Municipal Government Act and related regulations.
- Undertakes cross-ministry consultation as required to ensure alignment with government priorities and initiatives.

There is an opportunity for independent action in most aspects of the work. The position is required to participate and make recommendations on various aspects of legislative, regulatory and policy reviews. The advisor is expected to anticipate issues and develop positions. In addition, the advisor is involved in issues of a sensitive nature and consults with municipal and industry stakeholders.

The position is required to develop an understanding of the issues associated with property assessment and the stakeholder groups such as: the Alberta Assessors' Association, Canadian Property Tax Association (CPTA), Canadian Federation of Independent Business, Rural Municipalities' Association (RMA), Alberta Municipalities, and Canadian Association of Petroleum Producers (CAPP).

**Types of guidance available for problem solving:**

The position collaborates with staff throughout the Ministry and Government of Alberta when identifying issues; clarifying impacts of various policy options; planning and managing research projects; and developing input and recommendations for the consideration of senior decision makers. The position demonstrates initiative and creativity when coordinating complex research projects, and when reviewing and evaluating policies and programs to contribute to their development. The position must remain aware of trends, issues and best practices across Canada to effectively analyze diverse viewpoints and develop valid recommendations for presentations to Ministry representatives.

**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. Matters with potential for significant impact on business area operations, resource allocation, or planning documents are referred to the Manager and Director, who are also available for guidance when dealing with particularly sensitive issues or situations. The Manager and Director also review 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:**

**Internal Contacts:**

- Executive Director/Director - Receive strategic and tactical direction, to provide research, analysis and planning services; to support the development, review and evaluation of strategies, policies and programs; provide consultation, advice and recommendations; support development of planning documents; exchange information; represent branch interest and perspectives; and provide project management services for research and other branch initiatives. Receive coaching and professional development support.
- Manager - Receive strategic and tactical direction, immediate supervisory direction and project assignment. Provide input, support and recommendations. Receive coaching and professional development support.
- Coworkers within the work unit - Receive and share information, collaborate on team-based projects.
- Other divisional staff (Communications, Legal, Finance) - Collaborate, provide input, suggestions, ideas, and information or to obtain information on department processes.

**External Contacts:**

- Other jurisdictions (municipal, provincial, federal, and international) - To gather intelligence, issues management, preparing strategic documents and coordinating activities. To provide and exchange information; clarify requirements; and collaborate on projects and initiatives.
- Other departments - To gather intelligence, issues management, preparing strategic documents and coordinating activities. To provide and exchange information; clarify requirements; and collaborate on projects and initiatives.
- Industry - To provide and exchange information. Testing and validation of policy concepts.
- Agencies, boards, and commissions - To provide and exchange information.

## **Required Education, Experience and Technical Competencies**

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

If other, specify:

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

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

- Great interpersonal skills with the ability to build relationships with internal and external stakeholders.
- Solid organizational and time management skills.
- Strong verbal and written communication skills. Comfortable in providing concise and clear briefings/ presentations to senior management and stakeholder groups.
- Ability to analyze and interpret complex public policy issues.

- Knowledge of research and information management skills.
- Demonstrated ability to research and analyze issues critically when preparing briefing material, and to perform necessary research.
- Strong ability to define issues, quickly assimilate data and reorganize into relevant information and reports.
- Strong ability to work independently and collaboratively, cooperatively and productively with others to achieve desired results.
- Ability to effectively lead, facilitate and coordinate work groups.
- Strong knowledge of municipal operations, particularly in the area of assessment and taxation.
- Strong knowledge of the assessment and taxation process in Alberta.
- Related post-secondary education and progressively related experience in property assessment, public policy or law.
- Strong knowledge of the *Municipal Government Act* and its regulations.
- Strong knowledge of the Government of Alberta's legislative and regulatory policy development and approval processes.

### **Skills and Abilities:**

- Excellent verbal, written, and presentation skills.
- Ability to work strategically and simultaneously manage a wide variety of issues, mobilize resources and find innovative solutions to complex issues and problems.
- Ability to build and foster long-term relationships with key stakeholders.
- Strategic thinking and synthesizing, conceptual and analytical skills and ability to develop creative and innovative solutions on short notice to complex issues.
- Ability to work towards and gain consensus among work teams and committees.
- Ability to understand and articulate issues with broad social and political implications.
- Ability to work independently as well as in a team environment.
- Ability to lead, plan, and coordinate projects.
- Leadership, negotiation and conflict resolution skills.
- Strong problem-solving, time management and project planning skills.
- Attention to detail and commitment to client service, confidentiality, discretion and tact.
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook.

### **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"/>	<p><b>Identifies and manages required change and the associated risks:</b></p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <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>	<ul style="list-style-type: none"> <li>• Anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty, and effectively work in a changing environment.</li> </ul>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input 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>	<ul style="list-style-type: none"> <li>• Proactively build networks, connecting and building trust in relationships with different stakeholders.</li> <li>• Lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.</li> </ul>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input 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>	<ul style="list-style-type: none"> <li>• Identify what outcomes are important and maximize resources to achieve results that are aligned with the goals of the organization, often under short timelines.</li> </ul>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Apply systemic thinking and a holistic approach to work deliverables, to articulate broad-system short, medium, and long-term impacts and connections.</li> </ul>

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
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## Benchmarks

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

024PS10 - Seniors & Housing - Policy Advisor

## 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.

Supervisor / Manager Name	Date yyyy-mm-dd	Employee Signature
Director / Executive Director Name	Date yyyy-mm-dd	Supervisor / Manager Signature
		Director / Executive Director Signature