

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Legislative Analyst

Requested Class

Program Services 4

Job Focus

Policy

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 Senior Legislative Analyst plays a key role in the planning, development and implementation of legislation, regulations and other legal instruments at Transportation and Economic Corridors, providing corporate legislative services for non-program specific bills, regulations, Orders in Council, Ministerial Orders and other legislative instruments within the legal framework of Transportation and Economic Corridors. While operating under the direction of the Manager, Legislative Planner, this position carries out functions with a high level of independence. This position is integral in transforming policy into legislation and contributes to the development and execution of both the department's legislative and regulatory agenda in order to accomplish government priorities. This position will also provide back up support to the team and unit as required.

Responsibilities

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

1. Legislative planning, development, review and implementation.

- Produce, review and contribute to elements of legislative approval packages or other briefing materials for non-program specific legislation, this may include briefing notes, memos, legislation charts, speaking notes, Cabinet policy documents, and bills, regulations, Orders in Council, Ministerial Orders and other legislative instruments.
- Support the Manager, Legislative Planner and other legislative and policy staff in shepherding non-program specific legislation projects through the government decision-making and Legislative Assembly process to approval.
- Work in partnership with the Manager, Legislative Planner, other legislative and policy staff within program areas, Legal Services and Legislative Counsel in the planning and development of non-program specific legislation projects.
- Contribute to the legislative and regulatory planning processes for the department.
- Advise other department staff in the review of acts, regulations, other legislative instruments, or policies that have a legislative impact and participate in any internal working groups as required.
- Support the development of non-program specific legislation, 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 other legislative instruments working the Manager, Legislative Planner, other legislative and policy staff within program areas, Legal Services and Legislative Counsel.
- Support any cross-ministry legislative projects as required.
- 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 including inter-jurisdictional legislative analysis of statutes and regulations on various policy topics.
- 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 and provide responses to all department Action Requests related to non-program specific legislation to provide advice and recommend intervention where necessary.
- Maintain all internal tracking and reporting activities for the Manager, Legislative Planner, and facilitate any legislative monitoring, reporting, and tracking required by the department, Minister, Executive Council or the Legislative Assembly as required.
- Build and maintain a network of trust relationships with the department and Executive Council in order to identify strategies to manage department legislation as required.
- Monitor regulatory expiry dates and any other legislative deadlines as required.
- Create documents, and provide support and advice related to the development of legislative-related training or resource material for departmental staff.
- Support the department to maintain and secure all original signed Ministerial Orders, other legislative instruments, or other official records as required, and support the development and implementation of a secure document retention system.
- Facilitate the publication of Ministerial Orders on the King's Printer as required.
- Participate in the work of the Government of Alberta Legislative Planners Network and serve in an

acting position for another member of the team as required.

3. Provide back up support to the Legislation and Policy Development and Coordination team and unit as required, such as administering, supporting and participating in various projects related to the larger team and unit's activities.

- Act as a project lead on legislative related projects as required.
- Prepare briefing materials and responding to Action Requests on non-program specific legislative projects, as required.
- Complete and support senior leaders in their mandate and ensure Government of Alberta requirements are met.
- Provide back-up support for the larger team's activities, including agency governance and supporting the Manager, Legislative Planner in their responsibilities, and the larger unit as required.
- Act for the Manager, Legislative Planner, as required.

Problem Solving

Typical problems solved:

The Senior Legislative Analyst must be able to 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.

Another challenge is to proactively identify practices within the department that may not be in accordance with applicable legislation and policy, and influence department staff and officials to modify practices to comply with legislation and policy.

Types of guidance available for problem solving:

The Senior Legislative Analyst may draw on existing policies, broad guidance from the Manager, Director, and Executive Director, government-wide priorities, a review of available options, and relevant precedents when tackling problems.

To deliver high-quality outcomes and operate in a politically mindful environment that keeps client needs front and center, the incumbent will also collaborate closely with program areas to gather information, seek advice, and confirm key facts.

Direct or indirect impacts of decisions:

The work of the Senior Legislative Analyst has a direct impact on the department's statutes, regulations and policy framework. Advice and direction provided by the incumbent has significant and widespread implications, both within the department and for a broad range of external stakeholders.

Advice regarding legislation affects policy and program decisions and practices within the department and can have an impact on the level of risk to which the department is subject from legal, financial and political perspectives. Department officials rely heavily on the advice, direction, and leadership provided by the incumbent to enable the department to meet its mandate and policy objectives.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Manager, Legislative Planner, for the purposes of providing updates and recommendations.

Interact regularly, as required, with directors, managers and senior representatives throughout the department to exchange information and provide recommendations and advice on legislative matters.

Interact with divisional leadership, as required, for the purposes of providing updates on non-program legislative projects and providing recommendations and advice.

Interact regularly with Legal Services, as required, to seek legal advice and share information regarding legislative, legal and/or policy matters.

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.

Interact as required with the department's internal red tape reduction team, as required, regarding legislation and red tape reduction matters.

Interact with program areas in different divisions, as required.

Interact as required with staff from the department (and sometimes agencies, boards and commissions as required), as required, for the purposes of carrying out work within legislative projects, and provide resources and advice to staff.

Required Education, Experience and Technical Competencies

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

If other, specify:

A Bachelor's Degree in a related field (Pol. Sci., Social Science, Business, Law, etc.)

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

- Knowledge of Transportation and Economic Corridors related legislation (e.g., Traffic Safety Act, Highway Development and Protection Act, etc.) and related regulations.
- General knowledge of other legislation impacting the Ministry (e.g. Provincial Offences Procedure Act, Financial Administration Act, Government Organization Act, Interpretation Act,) and related regulations.
- Thorough knowledge of the Government of Alberta'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.
- 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.
- Knowledge of and experience with freedom of information and protection of privacy legislation, policies, and procedures.
- General knowledge of relevant similar legislation, policies, and programs in other federal, provincial, and territorial jurisdictions.
- Strategic thinking, systems 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.
- Ability to complete detailed work, including keen attention to detail, to ensure there are no errors in produced materials.
- Interpersonal skills, including demonstrated ability to establish and maintain effective working relationships with broad range of senior Government and Ministry representatives.
- Strong leadership skills for the development of consensus-based 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 both detailed and strategic perspectives, 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.

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	☐	☒	☐	☐	☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	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	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • 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	The Senior Legislative Analyst works with program areas, as required, 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 Services) to find ways to improve a recommendation or identify any issues or risks with a proposed option.
Agility	☐	☒	☐	☐	☐	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic,	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.

		calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	The Senior Legislative Analyst works with staff, as required, to develop the most effective way to address the initial problem. The incumbent is required to be diplomatic in consulting with staff in order to manage conflicting ideas and overcome obstacles.
Build Collaborative Environments	☐ ☐ ☒ ☐ ☐	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	The Senior Legislative Analyst works with teams inside and outside of the department in order to develop 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.

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.