

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Legislative Analyst

Current Class

Program Services 4

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SSII/Strat Pol & Planning/Legislative Services

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Legislative Services

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Legislative Services, the Senior Legislative Analyst carries out functions with a high level of independence and plays a key role in the planning, development and implementation of legislation, regulations, and other legal instruments in Justice. This position is required to work closely with department staff and officials including central agencies such as Executive Council, Legislative Counsel Office, Legal Services, and Treasury Board and Finance. The Senior Legislative Analyst provides corporate legislative services for all bills, regulations, Orders in Council and Ministerial Orders within the legal framework of Justice. This position transforms 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. The Senior Legislative Analyst is an integral team member for the fulfillment of the accountabilities of the Ministry. This position is responsible for leading and coordinating the development and implementation of multiple legislative initiatives that will impact the long-term and future direction of the administration of Justice in Alberta.

Responsibilities

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

Provide corporate services to the planning, development and implementation of legislation by:

- Developing and reviewing elements of the legislative approval package and other briefing materials including briefing notes, memos, Legislation Charts, speaking notes and Cabinet policy documents.
- Supporting the development of bills, and new and amending regulations and occasionally leading drafting instructions, drafting of Recommendations for Orders in Council and Ministerial Orders.
- Working in partnership with program areas, Legislative Services staff, Legal Services and Legislative Counsel in the planning and development of legislative projects.
- Reviewing proposed strategic and operational policies of the department in order to identify any legislative issues or problems and recommend solutions.
- Providing legislative-related research and analysis including inter-jurisdictional legislative analysis of statutes and regulations on various policy topics to the Manager, Director and senior leadership.

Provide oversight and coordinate legislative-related activities by:

- Monitoring all department Action Requests related to legislation to provide advice, respond and recommend intervention where necessary.
- Maintaining all internal tracking and reporting activities for the Legislative Services team and facilitate any legislative reporting required by the department, Minister, Executive Council or the Legislative Assembly.
- Leading strategic foresight activities including the monitoring of legislative developments in Canadian jurisdictions to identify trends that may affect Alberta legislation and analysis of impacts.
- Building and maintaining a network of trust relationships with department staff, Alberta Justice and Executive Council in order to identify strategies to manage department legislation.

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 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.

This position requires collaborating effectively and utilizing the appropriate networks within the Ministry and GOA to identify solutions.

Types of guidance available for problem solving:

The Senior Legislative Analyst is guided by Government of Alberta, ministry and branch area legislation, policies, directives and templates. The Manager may provide advice and support to the Senior Legislative Analyst in carrying out their duties.

Guidance is available for problem solving from a variety of sources. Depending on the nature of the problem or project, the Senior Legislative Analyst may consult with the Manager, Director, other managers in the branch, finance, legal services, communications, human resources, staff from the ADMO and DMO, staff in other divisions and Legislative Counsel Office.

Direct or indirect impacts of decisions:

Legislative projects impact the ministry and government, and also have the potential to impact a large number of individuals and organizations throughout the province. As such, the Senior Legislative Analyst must be aware of, and understand the implications of the information and advice provided regarding decisions on legislation.

The Senior Legislative Analyst may act for the Manager, Legislative Services when required and must have the leadership and judgment necessary to fulfill this role.

Key Relationships

Major stakeholders and purpose of interactions:

Manager - Provide briefings, responses and updates as needed. Resolve issues, respond to inquiries, provide consultation, advice and recommendations. Provide timely and accurate information.

Director - Provide briefings, responses and updates as needed. Resolve issues, respond to inquiries, provide consultation, advice and recommendations. Provide timely and accurate information.

Executive Director - Provide briefings, responses and updates as needed. Resolve issues, respond to inquiries, provide consultation, advice and recommendations. Provide timely and accurate information.

Program Area staff (Justice and cross government) - Work co-operatively and collaboratively in development of proposed legislation, application of legislative provisions and provide timely strategic guidance related to the legislative planning process. Solicit information and responses as needed to fulfill job responsibilities.

Legislative Counsel Office - Provide drafting instructions, obtain advice and maintain effective working relationships.

Legislative Planning Counterparts - Identify and address legislative impacts on other departments, address mutual issues and challenges; share and foster best practices through the Legislative Planners Network activities

Other GOA Staff - Information sharing, relationship building, coordination of input, updates on project status as required.

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:

Policy, political science, business would be acceptable.

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

- Knowledge of Justice legislation and related regulations.
- General knowledge of other legislation impacting the Ministry (e.g. *Government Organization Act*, *Protection of Privacy Act*, *Access to Information Act*, and *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.
- 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 Legal Services, Legislative Counsel, program areas, and other government departments.
- Professional judgment and decision-making skills along with conceptual and critical thinking and problem-solving 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 initiative as required.
- Project and time management skills and ability to manage multiple priorities and tight deadlines.
- Facilitation skills, including ability to lead and influence Ministry staff and stakeholders during the resolution of sensitive and confidential issues.
- Excellent 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 checked="" 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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	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.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • 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 different teams and staff inside and outside of the department in order develop legislation requiring effective working relationships. They guide staff in the refinement of policy ideas into requirements of law that achieve the intended results.
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"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems 	The Senior Legislative Analyst works with program areas to identify root causes of policy matters in order to identify an effective and appropriate legislative or non-legislative solution. The position is responsible for

		<ul style="list-style-type: none"> Engages others and encourages debate and idea generation to solve problems while addressing risks 	consultation with different areas and staff (e.g., Legal Services) to find ways to improve a legislative recommendation and identify any issues or risks.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> Takes opportunities to improve work processes Anticipates and adjusts behaviour to change Remains optimistic, calm and composed in stressful situations Seeks advice and support to change appropriately Works creatively within guidelines 	Timelines and priorities are constantly evolving and the incumbent must demonstrate flexibility and be prepared to adjust priorities promptly as circumstances require.
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> Plans based on past experience Holds self and others responsible for results Partners with groups to achieve outcomes Aims to exceed expectations 	Works in project teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.

Benchmarks

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