

## Update

Ministry

Seniors, Community and Social Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Program Policy Advisor

Current 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 Housing Division works to ensure Albertans have access to appropriate housing and related supports by overseeing the *Alberta Housing Act* and its regulations, investing in the regeneration and renewal of existing housing, building new affordable housing supply, and providing affordable housing options for off-reserve Indigenous populations.

The Housing Policy Unit is responsible for developing policy guidance for housing programs and operations and maintaining the regulatory structure under the *Alberta Housing Act*. The unit also creates consistent messaging to public correspondence and limits the role of operational areas in general public and tenant-related issues management whenever possible. The unit works collaboratively with all areas of the division and policy development teams internal and external to the ministry to support the integrated provision of housing services for Albertans.

Reporting to the Manager, Housing Policy, the Program Policy Advisor plays a key role in supporting the Housing Policy unit's program policy and legislative functions as well as various special projects and initiatives aligning with the Housing division's mandate to enhance the continuum of stable, sustained lower-cost housing available to vulnerable Albertans. The Program Policy Advisor supports the maintenance and renewal of the legislative framework that provides authority for programs under the mandate of the Housing Division and works closely with operational staff through the provision of advisory services related to the application of the legislative framework and operating agreements. This position will lead and conduct research work, write briefings and other supporting documents and provide project management support and technical expertise to support the delivery of all housing programs.

The Program Policy Advisor directly supports cross-ministry initiatives involving social-based programs review and delivery to prioritize issues, opportunities and strategies that provide integrated services for Albertans. This position also acts as a link for the division and the Alberta Social Housing Corporation (ASHC) with representatives from Alberta Justice and Solicitor General. These services include drafting Ministerial Orders (MO) to support policy implementation; reviewing amendments to housing management body (HMB) establishing MOs put forward by division staff for alignment with the legislative framework, strategic priorities and relevant policy frameworks; and obtaining legal opinions to confirm legislative and policy interpretation.

## Responsibilities

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

1. Provide leadership and expertise to support the development of new housing initiatives and programs, and maintain existing program policies and the legislative framework in to facilitate achievement of business and operational goals.

### Activities

- Takes a lead role with minimal supervision, in carrying out policy and legislative projects through to the implementation stage. This includes issue identification, research and analysis (including assessment of impacts to provincial housing tenants, municipalities, private and non-profit sectors, industry associations, other government departments and interest groups), options development and recommendations. Work may involve the development of comprehensive program policy frameworks including consideration of program evaluation.
- Prepares reports, recommendations, and briefing materials, and makes presentations to divisional staff, management and/or internal and external stakeholders to provide information and support evidence-based decision making.
- Coordinates the input of internal and external stakeholders on issues related to housing initiatives, current legislation and policies, and programs. This may include the identification and engagement of key stakeholders, determination of the most appropriate engagement approach, and the development of a stakeholder engagement proposal for consideration by senior management.
- Supports day-to-day policy issues including obtaining relevant information for the preparation of briefing materials and correspondence on Action Requests originating from MLAs, interest groups, industry, municipalities, provincial housing tenants and the public.

2. Provide policy and program implementation support for Housing Division operations staff and external stakeholders (housing providers).

### Activities

- Utilize program expertise to support operations staff through legislation and program policy interpretation advice, including seeking and synthesizing legal opinions where required.
- Provide regular policy updates, develop tools (e.g. decision guides) and support training opportunities for division staff, housing management bodies and non-profit housing providers to ensure housing programs are delivered in a consistent manner aligned with the legislative framework.

3. Provide professional advisory services to support planning and management of housing legislation and regulations to ensure the legislative framework is responsive and aligned with government strategic priorities and facilitates the achievement of established program outcomes, including the provision of information and coordination services to the Alberta Social Housing Corporation board.

### Activities

- Monitor, review and analyze the legislative framework to support ongoing legislative renewal and response to government direction and strategic priorities, other environmental changes and promising practices.
- Develop proposals for reviewing, creating, amending and implementing legislation and authority for housing programs.
- Support strategies to facilitate understanding and acceptance of legislative and regulatory proposals and amendments by Cabinet, Caucus, the Legislative Assembly, other ministries, stakeholders, and the public, including preparation of briefing materials and other legislative and policy documents (e.g. cabinet reports, legislation charts, etc.).
- Reviews housing management body Ministerial Order packages prior to submission for Ministerial review to ensure relevancy, accuracy, completeness and conformance to established practices and legislative requirements.
- Drafts Ministerial Orders required to implement program policy direction, in consultation with legal counsel.
- Tracks and communicates information relating to the housing legislative framework to meet requirements of the division, ministry, partnering ministries, and stakeholders for timely and current information.

4. Participate in cross-ministry, government and external policy initiatives to ensure housing-related needs and interests are represented and stakeholder requirements are considered.

**Activities**

- Represent the division and/or ministry's view on housing issues as required.
- Provide information and input to meet committee objectives.

**Problem Solving**

Typical problems solved:

The Program Policy Advisor provides consultation, recommendations and advice to senior ministry officials, division senior management and stakeholders that can influence decisions having significant and widespread implication. The position requires a high level of critical thinking, problem solving, creativity and innovation to identify implications, define issues and develop appropriate solution.

Projects are diverse and deal with strategically sensitive and complex issues closely related to the ministry business plan and division priorities. The interpretation of legislation affects policy and program decisions and practices, including efforts of the division to revise existing programs and practices and implement new ones to meet changing stakeholder needs. Evidence-based recommendations and advice provided to ministry officials and senior management have the potential for political, fiscal and social consequences.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Other clients and stakeholders affected by the actions and recommendations of this position include division staff responsible for service and program delivery and representatives of other departments and agencies involved in or impacted by housing policies and legislative related issues.

**Key Relationships**

Major stakeholders and purpose of interactions:

Internally, this position is a point of contact for staff across the division for guidance on legislative and policy interpretation. This position also liaises with staff in other divisions to support ministry priority projects, and to gain insight into how policy options and decisions may impact diverse groups of stakeholders. This position also requires engagement with GOA staff in other ministries for research, engagement and issues identification. Externally, this position may interact with housing providers, including housing management bodies and non-profit organizations for the purposes of engagement on policy issues.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

- Comprehensive and in-depth knowledge of all relevant housing programs, legislation (e.g. *Alberta Housing Act* and regulations, *Alberta Health Grant Regulation*, *Freedom of Information and Protection of Privacy Act*, *Government Organization Act*, policies and policy frameworks, procedures, systems, and federal/provincial funding agreements (e.g. Social Housing Agreement).
- Full awareness of affordable housing offered through municipal and federal governments.
- Thorough knowledge of the non-market housing system in Alberta and the operation and administration of housing accommodation by housing management bodies and non-profit housing providers.
- Demonstrated understanding of affordable housing policy issues in Alberta and operational activities and issues for housing management bodies and non-profit housing providers.
- Familiarity with research methods, project management approaches and information/data management.
- Knowledge and experience with policy development, program evaluation, legislation development, interpretation and review, including public consultation and implementation.
- Broad knowledge of the government decision-making processes, objectives, goals and strategies.
- Knowledge of other social-based programs that also provide supports to Albertans accessing the affordable housing system and understanding of how these programs interrelate.
- Self-directed with the ability to work independently and collaboratively with others to achieve timely and quality

outputs.

- Excellent written and oral communication and relationship building skills to communicate complex issues in plain language and analyze issues and processes effectively to achieve desired outcomes within a multi-stakeholder environment.
- Ability to interpret and synthesize complex information in order to create concise, accurate briefings, reports and/or advice.
- Excellent interpersonal and team skills with the ability to lead/coordinate activities of a team to achieve the desired result, and participate effectively as a team member.
- Strong project and resource management skills, with the ability to manage multiple and diverse projects at one time.
- Ability to understand operational applications and match practical solutions to an overarching conceptual policy framework.
- Flexibility and the ability to work in an environment with changing priorities, short timelines and limited resources.
- Ability to seek innovative and creative approaches to complex issues and problems.
- Strategic thinking, conceptual and analytical skills.

Applicable business productivity tools and information management systems (e.g. Microsoft Outlook, Word, Excel, PowerPoint, ARTS, the internet/intranet).

### 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"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Affordable housing programs and policies are linked to other programs that support vulnerable Albertans. This position is required to identify broader issues impacting housing policy through research and engagement with GOA staff across ministries.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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>	This position is required to provide analysis and options for new and emerging policy issues. Often, the branch is asked to provide responses to emerging issues on short timelines. This requires creativity in approach to finding information, and to identifying possible policy solutions.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad</li> </ul>	This position works closely with program and policy advisors across the division. To successfully complete the tasks

		<p>thinking on projects, and works to eliminate barriers to progress</p> <ul style="list-style-type: none"> <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>	<p>required of this role, building strong working relationships with GOA staff across the division, department and other ministries is required.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</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>	<p>This position requires agility to respond to emerging trends and issues. Agility is also required to integrate the diverse perspectives of stakeholders into research and analysis.</p>

**Benchmarks**

List 1-2 potential comparable Government of Alberta:

## 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.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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