

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

The Red Tape Reduction (RTR) Branch is responsible for leading and coordinating efforts to reduce red tape across the Government of Alberta (GOA), including supporting stakeholder engagement activities.

The Branch's responsibilities include:

- Supporting the Minister of Service Alberta and Red Tape Reduction in fulfilling their mandate and portfolio responsibilities and reporting to Cabinet;
- Chairing the RTR Community of Practice responsible for diffusing expertise and best practices across government;
- Developing training tools and increasing the capacity of Red Tape Reduction Teams across government to deliver training in support of government's RTR objectives;
- Providing policy support to government ministries;
- Monitoring, tracking, and prioritizing initiatives RTR initiatives, both regulatory and administrative, across government;
- Measuring performance and impact of RTR initiatives;
- Managing RTR recommendations provided through the public website (cutredtape@gov.ab.ca) and industry stakeholders; and
- Creating communications tools, including the Red Tape Reduction Annual Report, demonstrating government's ongoing commitment to focus on reducing red tape, and improving service delivery to Albertans, that remains a top priority even after reaching our initial milestone of a one-third reduction.
- Managing RTR databases to ensure information is accurate and up-to-date to respond to potential Ministerial requests for information.

This position reports to the Director, Strategic Engagement and Operations.

The Senior Regulatory Excellence Officer implements strategic and operational priority activities aligned with the Ministry's mandate to lead the delivery of government's RTR outcomes. This includes key internal and external engagement activities, development of RTR legislation, and annual reporting. The Senior Regulatory Excellence Officer will support and advance strategic priorities in relation to the GOA red tape reduction mandate, along with key internal and external engagement activities, through the following:

- Liaising with colleagues across government to share best RTR practices and collect status updates on ministries' RTR initiatives to support briefing the Minister of Service Alberta and Red Tape Reduction
- Analyzing ministries' progress on RTR, including permit decision times, and in identifying issues and risks related to achieving government's RTR objectives, and developing solutions and mitigation strategies;
- Supporting the development of materials and analysis necessary to ensure successful engagement with industry stakeholders;
- Drafting responses to Action Requests including, briefing notes, correspondence, and related materials;
- Analyzing, measuring and defining outcomes and performance metrics, benchmarks and indicators (such as the Baseline Count of Regulatory Requirements and the Regulatory Cost Model) to target, track and compare progress toward those outcomes;
- Evaluating information from a variety of sources to develop policies and other documents in support of Government of Alberta's strategic priorities;
- Coordinating and managing departmental initiatives and related information to track regulatory excellence and red tape reduction initiatives across departments;
- Supporting interdepartmental working groups to ensure compliance with regulatory excellence objectives;
- Managing and leading projects that support red tape reduction strategic outcomes and deliverables;
- Providing strategic input and support for government decision-making processes and policy, legislative and regulatory planning;
- Working independently with minimal direction and oversight.

## Responsibilities

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

- 1. Provides timely analysis and recommendations to support the Minister's red tape reduction agenda.**
  - Evaluates the impact of red tape reduction initiatives, identifies, tracks, and manages issues, and recommends options that contribute to informed government decision-making.

- Leads the development of innovative policies (codes, guidelines, and other tools) that guide regulatory excellence across government.
- Leads projects, including the development of supporting materials, to support regulatory excellence and red tape reduction as cross-governmental objectives.
- Leads, coordinates and/or participates in special projects and cross-Ministry working groups.
- Resource and research developments and best practices of other jurisdictions, as needed.

**2. Evaluates and measures the impacts of programs, policies, and strategies, shares best practices, promotes awareness of the role of regulatory excellence and red tape reduction policies in the Government's economic development agenda.**

- Evaluates the outcomes of programs and processes designed to support regulatory excellence and red tape reduction across the Government of Alberta.
- Determines how outcomes are measured, and defines their impact, while designing, maintaining and improving systems to track progress and success.
- Provides informed advice on emerging issues, advances research priorities, and identifies leading practices in regulatory excellence that supports economic growth and development.
- Develops a deep analytical and knowledge expertise of individual government ministry activities and priorities including, but not limited to, their specific application to furthering the success of red tape reduction.
- Delivers accurate, timely information and strategic advice in multiple formats and mediums.
- Provides policy input from a red tape reduction perspective to department staff and partners.
- Manages working groups and participates on committees to provide strategic direction on red tape reduction priorities and practices, while supporting the Community of Practice and Assistant Deputy Minister Steering Committee on Red Tape Reduction.
- Reviews and evaluates impact of regulatory and policy changes that support red tape reduction on economic activity.
- Responds to action requests and prepare advisory notes related to the specific sectors.

**3. Coordinates content for engagement initiatives Red Tape Reduction Branch undertakes with internal and external stakeholders.**

- Supports the development of strategies to cultivate effective partnership development, engaging with stakeholders both inside and outside of government.
- Supports the development, execution and evaluation of the division's engagement and consultation processes and supporting materials.
- Supports the process and material needs of industry roundtables to identify red tape obstacles faced by business and industry, ensuring the flow of this information to Ministries for evaluation and action.
- Supports the development and monitoring of digital information platforms, public communication and engagement tools (e.g. industry advisors, crowdsourcing website, and regulatory requirements database).
- Develops documents required to support the effective flow of input from industry roundtable attendees to government.
- Coordinates with ministries to lead the development and successful passing of red tape reduction omnibus legislation each legislative session.
- Leads the development of the Annual Report on Red tape Reduction to meet the legislated requirement.

**Problem Solving**

Typical problems solved:

- Actively develops and manages positive working relationships with cross-ministry partners to better share information and advice on engagement initiatives, including opportunities, challenges and areas for collaboration.

- Evaluates client needs, develops supporting resources and collaborates and appropriate solutions.
- Develops a high level of expertise, acting as a resource and main contact for department and senior personnel.

Other duties as required.

Types of guidance available for problem solving:

- Position provides management with advanced program, policy, and planning information and advice related to regulatory modernization and streamlining best practices.
- Projects are usually diverse, and deal with strategically sensitive and complex issues that are closely related to government and Ministry priorities.
- Most of the projects involved require independent and focused attention.
- Responsibilities are typically provincial in scope and require knowledge of policy and regulatory processes.
- Strong abilities are required to assist clients in identifying barriers and problems and to help develop solutions.
- Role will require agility to work in a changing environment that is highly complex with short turnaround times.
- A solution-oriented, strategic lens and strong aptitudes in critical thinking and analysis are crucial,

Direct or indirect impacts of decisions:

The Senior Regulatory Excellence Officer position has been essential to helping the GOA meet its commitment to eliminate more than 33 per cent of red tape, thereby providing cost savings to Albertans and Alberta businesses. The position ensures that the momentum in reducing red tape is maintained to ensure effective ongoing collaboration with internal and external stakeholders to identify and implement high-impact changes. These efforts drive economic growth and improve service delivery for Albertans.

## Key Relationships

Major stakeholders and purpose of interactions:

Through a portfolio approach all GOA ministries and their agencies are stakeholders to this position. Other key stakeholders include Alberta's key economic industry sectors as well as municipal entities.

Interactions with stakeholders are designed to:

- Support the strategies to cultivate effective partnership development, engaging with stakeholders both inside and outside of government.
- Support the development, execution and evaluation of the division's engagement and consultation processes for a variety of topic areas along with the development of meeting and meeting materials.
- Support the process and material needs of industry roundtables to research, identify, and critically analyze red tape obstacles faced by business and industry, including the collaboration and followup with appropriate GOA ministries.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Economics

Designation

If other, specify:

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

This position performs professional work that requires university graduation in a related area. Theoretical

knowledge is required in the area of research methodologies, data analysis, and program development. The position will require a breadth of knowledge in the areas of policy, evaluations and communications.

- Post-secondary education in a relevant discipline, as well as considerable experience in program delivery. A program or policy research-oriented or related position experience is required.
- Strong knowledge and thorough understanding of:
  - The role of red tape reduction in driving government objectives and improving the development of policy and regulation.
  - The Department Business Plan, objectives, and current priorities.
  - Alberta's competitive environment as a jurisdiction for small businesses.
  - Policy evaluation theory and practice.
  - Program delivery and project management from inception to completion, including program evaluation.
  - Government systems, Policy Development Cycle including policy approval processes.
- Strong expertise with research methodologies and techniques, statistics, economics, and project planning.
- Excellent oral, written, and presentation skills.
- Good judgement.

Excellent analytical and critical thinking skills, and proficiency in data interpretation and problem solving, supported by a strong ability to summarize complex concepts in an easily understood manner and make recommendations on findings.

### 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"> <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>	<p>This role is responsible for communicating how the work of the RTR impacts Albertans and Alberta businesses. In developing policy responses, this position must consider provincial and broader policy context and trends and how they affect Alberta's strategic interests, as well as the impact of current choices on future policy decisions.</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</li> </ul>	<p>This roles takes a proactive view of engagement and reporting and how the work of the RTR impacts on cost savings for Albertans and Alberta businesses. The holder of the position needs to be comfortable with a high level of ambiguity in the work of the Branch recognizing that there are often not precedents to follow.</p>

		situations and creates a backup plan	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	The position requires agility in responding to requests and tasks in a changing environment that is not under the control or influence of the position. However there are often established deadlines and requirements with expected results. The position has the responsible to conduct comparative analysis and research and the consideration of complex factors and identify individual ministry and provincial issues.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	The position involves engagement of all GOA ministries along with their agencies, as well as Alberta's key economic industry sectors. Strong collaboration in this environment, as well as with external stakeholders is of critical importance to the position.

**Benchmarks**

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