

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Contracts

Requested Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Policy and Legislative Services, PPLS

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Manager provides expert technical advice regarding contracts and legal issues. The Manager is the primary liaison between the department and Alberta Justice with respect to legal issues.

Responsibilities

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

1. Coordinate the review of contracts, agreements and grant templates and provide expertise and advice to program areas.
 - Plans, develops and implements new or revised contract and grant templates.
 - Facilitates and streamlines the department's contract and grant processes and training of department staff.
 - Provides legal review, analysis and advice to program areas regarding all non-standard contracts, agreements, MOUs, etc. to ensure appropriate clauses and legal principles are included.
 - Draft contracts, agreements and MOUs which are not based on templates.
 - Prepare and coordinate the development and implementation of delegation of authority instruments.
2. Coordinate requests for legal advice and opinions from program areas and department officials relating to the administration of Ministry programs.
 - Provides advice for a legislative or legal policy nature in relation to department operations.

- Identifies issues that require formal legal opinions from Alberta Justice and acts as the Ministry's lead liaison with Alberta Justice.
 - Act as the key departmental contact for Alberta Justice with regards to litigation.
 - Provide analysis on legal issues as they relate to policy development and implementation questions.
 - Provides advice to program area staff, senior leaders, other government departments, and elected officials regarding the Emblems of Alberta Act and the Special Days Act.
3. Provides leadership and expertise to ensure that program areas and other government Ministries and external stakeholders understand and comply with Arts, Culture and Status of Women legislation.
- Provides advice to program area staff, senior leaders, other government departments, and elected officials regarding the Emblems of Alberta Act, including advice on use of the Alberta Coat of Arms and other emblems.
 - Establish a centre of excellence and related guidance documents for other Ministries to implement the Special Days Act. This includes maintenance of a Special Days website.
 - Provide advice to stakeholders, program areas and other government departments regarding requests and inquiries made under the Freedom to Care Act.
 - Point of contact for other departments to consult with on proposed legislative/regulatory changes that may impact the Ministry.
4. Lead the Ministry's participation in the Red-Tape Reduction initiative to reduce unnecessary administrative burden.
- Respond to requests from the department of Service Alberta and Red Tape Reduction regarding the ministry's red-tape reduction initiatives.
 - Facilitate regular reviews and maintain an inventory of the Ministry's regulatory requirements.
 - Identify ways to meaningfully reduce the Ministry's regulatory requirements in collaboration with colleagues who administer departmental programs.
 - Review legislative proposals to identify impacts to the department's regulatory requirement count.

Problem Solving

Typical problems solved:

- The Manager uses their expertise and advice in the coordination and management of the delivery of legal reviews, analysis and advice services to Ministry staff. This includes analyzing and/or developing high risk and/or non-standard contracts and agreements.
 - Respond to inquiries from colleagues and senior management with respect to legal matters.
- The Manager works to increase the Ministry's capacity in relation to why, when and how to use contract and grant agreement templates and processes.
- The Manager develops and maintains a collaborative relationship with program areas and other departments to answer questions related to the Ministry's legislation and promote proper implementation.

Types of guidance available for problem solving:

- The Manager uses their expertise and advice to respond to legal inquiries and review non-standard contracts and agreements.
- The Manager is responsible for seeking the advice of Alberta Justice on legal matters and litigation in a timely manner and ensure the advice is delivered to impacted program areas.

Direct or indirect impacts of decisions:

- Program area staff and senior managers are provided with timely and accurate legal advice and contract reviews.
- The department's contract review processes and templates are effective, streamlined and meet or exceed government best practices.
- Department staff, other Ministries and elected officials understand the Ministry's legislation and how to implement it. In turn, the legislation and associated programming (i.e. Special Days) are promoted across government in an appropriate way.
- Contracts are reviewed and approved with a view to protect the Ministry and government interests.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts daily with program area colleagues, senior leaders, financial services, and agencies for the purposes of providing advice and information as requested and facilitating legal reviews.

- Interacts as needed with Alberta Justice and Service Alberta and Red Tape Reduction as needed to obtain legal opinions and reviews and advice related to regulatory requirements, respectively.
- Interacts as needed with other government departments as needed.

Required Education, Experience and Technical Competencies

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

If other, specify:
 A law degree is required. Admittance to the Alberta Bar is desirable but not required.

Job-specific experience, technical competencies, certification and/or training:
 - Knowledge of administrative law, contract law and legal principles.
 - Knowledge of government policies and practices relevant to grants and financial issues.

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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	- Manager streamlines and facilitates complex processes and reviews.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	- The Manager often works under tight timelines on highly complex projects.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives:	- The Manager has a client service orientation.

		<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 	
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	- The Manager provides advice to align Ministry processes with broader government direction.
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 Manager collaborates with program areas that administer departmental programs to understand their operational needs and develop solutions.

Benchmarks

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