

Job Description

Public (when completed)

Common Government

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Governance & Leg Coordinator

Current Class

Requested Class

Job Focus

Policy

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

Corporate Strategic Services/Gov & Leg Services



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 Corporate Strategic Services Branch provides strategic leadership, direction, and coordination of a broad range of planning, policy, and corporate services for the department of Forestry and Parks. Reporting to the Director, Legislative Services and Governance, the Coordinator will support the unit to ensure policy, legislation and governance activities (acts, regulations, ministerial orders, agency recruitment and appointments) are coordinated and aligned across the ministry. In particular, the Coordinator will play a key role in providing analytical and coordination support on cross-ministry files, and will liaise with subject matter experts across Forestry and Parks to gather department-wide inputs related to legislative and governance files. The incumbent will be expected to have or develop good understanding of the mandate of the ministry, and be able to work with subject matter experts to respond to time sensitive requests for information and deliverables.

This position will support the Director by coordinating FP's legislative agenda and governance items moving through the government decision-making process and various government committees. The Coordinator will also conduct research as required into background information for the development of major legislative and governance frameworks for the department. Preparing briefing notes to Executive Team and the Minister as assigned by the Director and addressing other action requests, tracking deliverables and timelines is a significant part of the position. A fast-paced environment and often quickly changing priorities require the incumbent to be dynamic, flexible and able to manage multiple demands and

deadlines.

Specifically, the work involves:

- coordinating the preparation of act and regulation decision and amendment packages, in close - collaboration with program subject matter experts;
- coordinating the preparation and review of Cabinet and committee packages;
- tracking and forward planning of policy, legislative, and agency recruitment and appointment items; and
- informing program areas on processes, procedures, and timing related to legislative amendments and approvals, and agency governance activities.

Responsibilities

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

1. Coordination of legislative agenda items

- Support and coordinate the preparation of documentation for act and regulation amendments (e.g., briefing notes, memoranda to Cabinet, ministerial orders, recommendations for Order-in-Council, legislation charts, drafting instructions), in collaboration with program areas and the legal team and the Policy Coordination Office.
- Inform and support the review and approval decisions made by Executive, the Minister, Policy Committees, Cabinet, and Legislative Review Committee.
- Develop materials to provide information and advice to government officials concerning legislative issues.
- Ensure materials meet expectations for timelines, accuracy and quality.
- Provide guidance and advice to project teams on review and approval processes to foster efficiency and timely approvals.

2. Coordination of agency governance, recruitment and appointments

- Support the development and maintenance of an ABC specific governance framework.
- Provide information and guidance to ABCs on role, mandate and code of conduct documentation that needs to be filed with the Ministry and Public Agency Secretariat.
- Working with program areas and the Public Agency Secretariat, track, monitor and identify appointment expiry dates for the ministry's public agencies and coordinate (re)appointments.
- Perform due diligence on Ministry recruitment and appointment initiatives to ensure alignment with the Government of Alberta's Public Agency Secretariat centralized process and developing documentation in a timely manner for the Minister's approval.
- Develop and maintain a web-based repository for internal stakeholders, including standard forms and templates.
- Coordinate ministry input on proposed cross-ministry initiatives related to agency governance.
- Provide assistance and advice on best practices for governance, including working with the program areas and the Legislative Services and Governance team.

3. Research, report writing, and drafting of briefing notes and presentations

- Assist the Director in policy initiatives and activities led by the unit; provide research and policy analysis support.
- Respond to action requests, write or contribute to briefing notes and ministerial advice and external correspondence.
- Support/prepare presentations to support decision-making, and/or on research findings.
- Identify and monitor important trends, generate new ideas for discussion.
- Liaise with ministry subject matter experts as necessary to coordinate and collate analysis/information for department-wide and cross-ministry files.
- Support other branch initiatives, primarily, departmental policy capacity through research and development for formalized discussions/training.

Problem Solving

Typical problems solved:

Reporting to the Director, Governance and Legislative Services, the Coordinator needs to work with a

certain level of independence in coordinating legislative, regulatory and governance projects impacting the ministry, government, stakeholders and Albertans. Collaborative work is imperative to achieve results; although frameworks are in place, the position requires creativity to address requests that are diverse, politically sensitive and complex.

The position will be responsible for coordinating the preparation of high-quality and timely legislative and agency appointment packages to support government direction and mandate. High degree of accuracy, attention to detail and quality assurance are required.

Types of guidance available for problem solving:

Guidance will be available from the Director, and the overall branch management team. Some work in the role is guided by government policies and processes (for example, those guided by the Public Agency Secretariat or Policy Coordination Office).

Direct or indirect impacts of decisions:

This position has an important role in working on legislative and governance projects impacting the ministry, government, industry, forestry stakeholders, and Albertans. Many projects and initiatives encompass diverse subject matters, and are strategically sensitive.

This position is responsible for preparing high quality legislation and governance packages in a timely manner to support government direction and mandate; the documents drafted by this position are often of a legal nature, requiring the highest degree of accuracy, attention to detail, and quality assurance to ensure they are legally sound. Collaborative work is imperative to achieve results required by government and stakeholders, including specific requirements of Executive Council. While the position is expected to work with expertise-based independence, products prepared by him/her will be reviewed by the Senior Advisor, who is to be available for consultation and advice as necessary.

Although legislative and policy frameworks are in place, the position requires creativity to address requests from the offices of the Minister, Deputy Minister, ADMs and a wide diversity of program areas across the department on a range of legislative matters. The position must respond and adapt to internal processes to process changes and requests related to legislative documents and submission.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Governance and Legislative Services - Daily: Provide advice and awareness to emerging issues; exchange information to facilitate an understanding of issues and strategies; provide status updates on projects; and seek direction on issues that may be escalated.

Executive Director, Corporate Strategic Services - As needed: Provide advice and awareness to emerging issues; raise awareness to governance and legislative services priorities; and receive guidance around particularly sensitive matters, if any.

Branch Management Team - As needed: To collaborate on initiatives and support leadership in the branch.

Department Program Areas - As needed: To collaborate on and support the development of cabinet packages and provide information on scheduling, timelines, and expectations; and provide advice and guidance on governance and legislative services matters.

Other Ministries - As needed: Maintain collaborative working relationships and gather input to support ministry priorities.

Policy Coordination Office/Legislative Coordination Office/Environmental Law Team/Public Agency Secretariat - As needed: To support advancement of ministry policy, legislative and governance initiatives; and represent ministry positions and interests to ensure alignment with ministry and government direction

Peers in other ministries, networks, cross-ministry committees - Regular contact, as needed: Collaborate

with peers to foster coordinated approaches to governance, policy and legislative strategies and issues; encourage innovation and cooperation; develop partnerships and collaborative working relationships; and identify best practices.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political Science; Law; Natural or Social Science; Business Administration

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

Knowledge:

- A Bachelor's degree in a related field, plus two years of relevant work experience.
- Strong knowledge of government role, structure, policies and initiatives; a good understanding of government decision-making processes.
- A solid working knowledge of the policy development process.

Skills:

- Excellent communication and interpersonal skills to share information, develop partnerships, work with subject matter experts and other partners, and handle/resolve conflicts.
- Research, analytical and data collection skills; resourcefulness.
- Ability to analyze complex issues and synthesize findings to identify actions, solutions or recommendations.
- Innovative and creative thinking as well as strategic thinking and critical thinking skills.
- Strong project management skills.
- Strong organizational and time management skills.
- Being accountable for projects and ensuring timelines are met.
- Strong communication and interpersonal skills.
- Organizational ability including the ability to manage a number of complex issues, projects and priorities while delivering results and achieving outcomes.
- Using a wide variety of software and databases, in particular Microsoft Word, Outlook, PowerPoint, Excel, Teams, and SharePoint.

Abilities:

- Ability to interpret and apply Ministry legislation and policy.
- Ability to be flexible and organized, work under strict timelines and manage multiple demands/deadlines in order to meet objectives and timelines.
- Flexible enough to manage long-term projects as well as responding to short-term requests for information. Ability to work effectively under ambiguous and sometimes conflicting expectations.
- Ability to manage a variety of internal and external processes.
- Ability to build productive relationships within the Ministry, its ABCs and Public Agency Secretariat; and Policy Coordination Office.
- Strong ability to quickly and accurately analyze policy issues and develop conclusions.
- Ability to be a self-starter, take initiative, be pro-active and creatively generate new ideas, initiatives, approaches and strategies to help ensure branch, department and government goals and objectives are met.
- Ability to continually upgrade and refine skills and adapt to changing workplace demands, expectations and technology.
- Forward looking, strategic and long-term critical thinking abilities.

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	The position supports the development and delivery

		emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	of the ministry's legislative and policy agenda that considers government priorities, stakeholder needs, and works collaborating across the department and cross-ministry to advance Forestry and parks Priorities.
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 position is expected to help navigate complex, sensitive situations to propose the best solutions.
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 position will be required to support the delivery of outcomes in the development of legislative, policy and agency governance initiatives. They must work to develop positive relationships across the department to support the coordination of deliverables.
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • 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	A fast-paced environment and often quickly changing priorities and timelines require the incumbent to be dynamic, flexible and able to manage multiple demands and deadlines.

		goals • Makes decisions and takes action in uncertain situations and creates a backup plan	
--	--	--	--

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.

Employee Name	Date yyyy-mm-dd	Employee Signature
---------------	-----------------	--------------------

Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
---------------------------	-----------------	--------------------------------

Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
------------------------------------	-----------------	---