

Reclassification

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Legal and Legislative Services Advisor

Current Class

Requested 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:

- Support for red tape reduction coordination, including annual reporting and related tasks.
- Increased involvement in preparing governance documents and supporting board/committee appointments.
- Expanded role in contract and grant review support, including drafting standard agreements and coordinating requests for legal opinions.
- Enhanced interdepartmental liaison duties, gathering input and sharing information to support ministry policy options.
- Greater emphasis on foundational legal and legislative research to support departmental operations.

Responsibilities Removed:

- Direct primary management of legislative projects (now primarily supporting manager/project teams)

rather than leading).

- Advanced legal analysis and interpretation reserved for senior staff.
- Oversight of complex or high-risk contracts and grants (now escalated to senior staff).
- Primary responsibility for providing formal legal opinions (now coordinated with Alberta Justice as directed).
- Leadership in agency governance and legislative management (now supporting rather than leading).

Job Purpose and Organizational Context

Why the job exists:

The Legal and Legislative Services Advisor (PS4) supports the Ministry's legislative and legal functions by assisting with research, analysis, and coordination of legal and legislative projects. This position provides foundational legal and legislative support to ensure the Ministry's programs and services comply with relevant laws and policies. The role operates under the guidance of unit Managers and Director, contributing to the development and review of grant agreements and contracts, legislation, red tape reduction, and agency and other governance documents.

Responsibilities

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

Policy and Legislative Advice and Development (40%)

- Conduct legal and legislative research to support departmental operations.
- Assist in monitoring legislative trends and changes in government programs and policies.
- Support requests for legislative changes from business units.
- Participate in project teams to review legislation and translate policy decisions into drafting instructions and other legislative support.
- Prepare summaries and options for departmental activities based on legislative interpretation.

Governance Support (20%)

- Assist in preparing governance documents such as bylaws and mandate and roles documents, ensuring alignment with best practices and all relevant laws.
- Support the coordination of Agency, Board, and Commission (ABC) appointments, including drafting of Ministerial Orders or Requests for Orders in Council, providing input on briefings for Senior and Executive Management and any related documentation.

Contract and Grant Review Support (20%)

- Assist with the review and analysis of contracts, procurement documents, and grant agreements.
- Provide basic advice on contract interpretation and best practices, escalating complex issues to senior staff.

Interdepartmental Liaison (10%)

- Coordinate requests for formal legal opinions with Alberta Justice as required
- Liaise with other departments on cross-departmental legal issues.
- Gather input and share information to support the development of ministry policy options.

Red Tape Reduction Coordination (5%)

- Coordinate annual reporting and other related tasks.

Other Duties (5%)

- Perform other related duties as assigned.

Problem Solving

Typical problems solved:

- Interpreting and applying legislation, regulations, and policies to ministry programs and contracts.
- Identifying and resolving discrepancies or ambiguities in contract language and legislative documents.

- Researching and summarizing legal issues or legislative changes that may affect ministry operations.
- Coordinating input from multiple stakeholders to address policy or governance questions.
- Managing competing priorities and deadlines for legislative, contract, and governance tasks.

Types of guidance available for problem solving:

- Guidance from unit Managers and Director.
- Established ministry policies, procedures, templates, and quick reference guides (QRGs).
- Consultation with Alberta Justice for complex legal matters.
- Access to government legislation, regulations, and legal resources.
- Collaboration with colleagues and subject matter experts within the ministry.

Direct or indirect impacts of decisions:

- Ensures ministry programs and contracts comply with legal and policy requirements, reducing risk of non-compliance.
- Supports effective and timely legislative and governance processes, impacting ministry operations and stakeholder relationships.
- Contributes to the clarity and accuracy of contracts, agreements, and governance documents, affecting service delivery and accountability.
- Provides foundational advice that informs decisions made by senior staff and management.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Director, Managers, and co-workers within the Legal and Legislative Services Branch: Daily collaboration, project updates, and strategic planning.
- Ministry staff at all levels: Frequent coordination on legislative and policy initiatives, information exchange, and project teamwork.
- Senior and executive management (Minister, Deputy Minister, ADM, Executive Director): Providing updates, policy proposals, and support at meetings.

External

- Alberta Justice: Consultation on legal matters, coordination of formal legal opinions, and compliance with legislative requirements.
- Alberta Infrastructure, Executive Council (e.g., Policy Coordination Office, International & Intergovernmental Affairs), Public Service Commission, Treasury Board and Finance (e.g., Risk Management and Insurance), Service Alberta: Collaboration on contracts, procurement, and cross-ministry initiatives; and support for legislative processes, documentation, and briefings.
- Other Stakeholders (agencies, boards, external partners): Relationship building, input gathering, and communication of ministry policies.

Required Education, Experience and Technical Competencies

Education Level

Master's Degree

Focus/Major

Law

2nd Major/Minor if applicable

Public Administration

Designation

If other, specify:

Bachelor's degree in Law, Public Policy or Administration, Poli Sci, Commerce/Business, or a related field

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

- Experience in legislative or legal research, contract review, or policy analysis within a government or public sector environment.
- Familiarity with government legislative processes, contract law, red tape reduction, and procurement practices.
- Strong written and verbal communication skills, attention to detail, and ability to follow and improve processes.
- Proficiency with standard office software (e.g., Word, Excel, Outlook, Adobe, Copilot).

- Training in project management or public sector governance is an asset.
- Ability to deliver in an atmosphere of competing priorities and in tight timelines on sensitive or confidential issues, without foregoing a quality work product
- Collaborative and relationship building 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		
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"> • 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 	Regularly interprets complex legislation and contracts, develops practical solutions for ambiguous or novel issues.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Manages multiple priorities and ensures timely completion of legislative, contract, and governance tasks.
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"> • 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 	Collaborates with internal teams, external partners, and stakeholders to advance legislative and policy initiatives.

		and commitment	
Systems Thinking	○ ○ ● ○ ○	<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 	Considers the impact of legislative and policy changes on ministry operations and stakeholder relationships.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <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 	Adjusts work plans and priorities in response to legislative, policy, or organizational changes.

Benchmarks

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

Senior Technical Advisor, Workforce Policy and Legislation, PS4 (Labour)

Policy Advisor, Policy and Urban Affairs, PS4 (Seniors and Housing)

Policy Analyst, Strategic Directions Division, PS4 (Health)

Source: https://www.alberta.ca/system/files/custom_downloaded_images/psc-benchmarks-program-services.pdf