

Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Advisor

Current Class

Program Services 5

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Municipal Services Division, Policy and Engagement

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Municipal Policy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-04-22

Responsibilities Added:

Responsible for leading complex policy projects, acting as project manager, and completing cabinet report decision packages on behalf of all divisions in Municipal Affairs.

Government of Alberta expert in local authority elections policy and legislation in the *Local Authorities Election Act*.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

Under the general direction of the Director of Policy and Legislation, this position provides mentorship, knowledge/skill transfer, and facilitation to internal and external teams across all divisions in the department. The position is the lead on major projects, such as local elections policy, and works with other relevant Government of Alberta departments. This involves designing, planning, leading and evaluating major projects related to local government governance, planning, elections, housing, tax and assessment, and safety and building codes.

This position provides strategic advice to implement changes necessary to address challenges in the local government sphere. This includes strategic policy development, advice, and recommendations in key areas with subsequent legislative amendments to the *Municipal Government Act*, *Local Authorities Election Act*, and other provincial legislation. This position captures and analyzes an extensive suite of information related to emerging local issues, and maintains relationships with municipal stakeholders.

Reporting to the Manager, Municipal Policy, the position is responsible for developing and coordinating proactive policy options to address key issues. This position is recognized as a department wide expert, and will provide advice and guidance on policy options for teams across the department. It is responsible for leading, guiding and mentoring other policy analysts to prepare the department's cabinet decision packages.

The position provides support to the department, division and branch to track and analyze key issues affecting the provincial-municipal relationship and monitors the ministry's relationships with key stakeholders. Much of the work is carried out within a politically sensitive environment. This requires sound judgement, creative thinking, adaptability, and knowledge of federal, provincial, and municipal government and political processes.

This position is the provincial expert on local authority elections. The position tracks local election implementation challenges, leads the review of the *Local Authorities Election Act* following each election cycle, and provides policy options and recommendations for legislative amendments. This is a complex topic with significant public impact that requires political sensitivity and coordination with other government departments including Education and Indigenous Relations.

Responsibilities

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

1. Lead high profile, cross-department policy projects

This position is responsible for leading major policy projects, including the development of proactive policy options that address key issues in municipal affairs and governance. The position requires an advanced level of policy expertise.

This is achieved by:

- Working with other teams in Municipal Affairs to lead the development of policy options and recommendations. This position is responsible for planning, coordinating, and writing cabinet reports for teams in other divisions within the department.
- Leading as the project manager to set up a kick-off meeting, communicate roles and responsibilities to contributing subject matter experts, create work plans with target deadlines, and complete cabinet decision documents at a high standard of excellence.
- Research and review the history of current and emerging issues, approaches taken by other jurisdictions, and applicability to the Alberta context.
- Consultation both within Municipal Affairs and the Government of Alberta, as well as the key stakeholders on policy options and analyze their risks, costs, and impacts to Albertans, municipalities, industry, and other relevant stakeholders.

2. Provide mentorship, advice and recommendations to other policy analysts.

This is accomplished by:

- Mentoring policy analysts in the department to strengthen their policy analysis skills and capacity.
- Collaborating with colleagues, municipal stakeholders, other government departments, and/or external consultants to identify policy options and analyze the associated implications.
- Supporting the capacity and growth of other policy analysts by providing advice and feedback to diverse policy projects such as supplementing rationale for preferred approaches and recommendations through strengths, weaknesses, opportunities, and risk analysis.

3. Lead as the project manager on complex files such as the *Local Authorities Election Act* review.

This is accomplished by:

- Tracking and reviewing emerging local election challenges through various sources such as media, outreach to returning officers, and networking with election clerks and government advisory staff.
- Lead a team to analyze opportunities to strengthen fair, transparent, and accessible elections through policy and legislative changes to the *Local Authorities Election Act*.
- Prepare stakeholder engagement questions and discussion guides to gather feedback on potential local authority election changes and opportunities to bolster educational resource materials for Returning Officers, election candidates, and Alberta electors.
- Working in alignment and building a strong relationship with teams responsible for school board elections in Education, and Metis Settlement election in Indigenous Relations.
- Lead decision briefings for the Minister, and based on Minister direction prepare a cabinet report to outline policy options and recommendations for legislative amendments.
- Review legislation drafts and provide guidance and input to ensure that legislative drafting is aligned with Cabinet policy approvals.

4. Tracking and analyzing key issues affecting the provincial-municipal relationship.

This is accomplished by:

- Improving the branch's awareness and understanding of provincial and municipal priorities and perspectives, contributing to a stronger provincial-municipal relationship.
- Monitoring media reports and communications from municipalities and municipal associations, and liaise with key municipal stakeholders and key staff from other provincial ministries to keep abreast of perceptions regarding the status of the provincial-municipal relationship.
- Documenting, analyzing and advising senior management of potential problems and opportunities to improve the relationship between the Government of Alberta and municipalities.
- Facilitating enhanced sharing of information and perspectives between municipal and provincial officials. This may on occasion involve representing the Unit on interdepartmental working groups and communities or in meetings with external stakeholders.

5. Providing information and advice.

Support the branch by drafting or reviewing of briefings and responses for the Ministry executive and the Minister, as well as for other Ministers, MLAs, and the Premier on occasion. This work usually requires specialized knowledge and research, and often requires talking with the public, municipalities or other government departments.

This is accomplished by:

- Support a secretariat function for preparing briefing materials, scheduling meetings, setting agendas, taking minutes, acting as an information contact, and administering contracts.
- Developing a framework for improving the provincial/municipal partnership that will take into account issues across government, and with the federal government, considering input from municipal stakeholders

Problem Solving

Typical problems solved:

This position solves complex policy problems and challenges in all aspects of local governance, planning, local authority elections, and other topics related to municipal affairs such as tax and assessment and the building and safety codes system.

This position is the provincial expert on local elections, and will drive solutions to bolster the fairness, transparency and accessibility of local democracy. This process is driven by a multi year review of the *Local Authorities Election Act* after every general election. This is a complex project that requires working with other government departments and has a high degree of interest among the Minister and Cabinet.

This position demands a high level of creativity, originality, and innovation to determine the best course of action to produce the optimal solutions, as well as independent research and the ability to define issues, identify implications, and develop creative and appropriate.

This position requires a solid understanding of the interrelated goals, strategies, and programs of the department of Municipal Affairs and the Government of Alberta. This understanding is vital to ensuring that issues are identified and resolved in an effective and timely manner, and to understanding the strategic direction of the ministry.

Types of guidance available for problem solving:

The policy manager receives guidance from the Director of Policy and Legislation and the Manager of Municipal Policy. Additional guidance may be provided by the Director of the Policy Coordination Unit within the branch.

Direct or indirect impacts of decisions:

This position has a significant impact on the Ministry as it leads the department's cabinet reports feeding directly into Cabinet policy decisions and approvals. Cabinet reports are crafted based on political direction from the Premier and Minister as well as from the ground up based on recommendations from program areas as appropriate.

Projects are diverse, dealing with strategically sensitive and complex issues, and are closely related to goals and strategies set out in the ministry business plan. Projects often involve or impact other areas of the department or other government ministries as well as key stakeholders.

This position requires a high degree of professionalism and sensitivity as it interfaces with senior positions on a frequent basis on confidential matters. This position also liaises directly with representatives of municipalities and municipal associations, and, as such, superior skills are required in building and maintaining positive working relationships with external stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Directors across the department- Provide advice and recommendations on specific program and policy areas.

ADM/DM- Provide briefings, support and advice as requested on policy recommendations and challenges to attain Minister's mandate and department goals.

Municipalities and municipal associations- Exchange information, engage in joint projects, respond to letters.

Planning and development industry stakeholders- Exchange information, engage in joint projects, respond to letters.

Other ministries- Exchange information, collaborate in joint projects, provide advice.

Other provincial and federal government departments and agencies- Exchange information.

Municipal residents and citizens of Alberta- Provide information, respond to correspondence.

Required Education, Experience and Technical Competencies

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

If other, specify:

Various university degrees are relevant (Arts, Humanities, Business, Political Science)

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

Extensive applied policy experience in a government setting is required.

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		
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 	-Acts as the project manager for major projects by identifying milestones and deadlines completing deliverables, and coordinating the work of team members. -Leads the completion of cabinet reports at a high standard of excellence on behalf of the Department of Municipal Affairs. -Leads cross ministry review of local authority elections including legislative amendments to the <i>Local Authorities Election Act</i> .
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and 	-Proactively reaches out to other Municipal Affairs program areas and GOA departments to understand trends and issues. -Leads project teams of subject matter experts that feed into cabinet reports. -Builds relationships with

		appreciates others	other teams in the department to work collaboratively to complete major projects such as the <i>LAEA</i> review.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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 	<p>-Proposes diverse, innovative, and creative policy options and recommendations.</p> <p>-Considers methods to meet challenging deadlines through team work or other creative solutions.</p> <p>-Explores different ways to approach problems such as diverse legal and legislative levers.</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"> • 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 	<p>-Adapts quickly to changes in direction and communicates these changes to their team members and other impacted staff.</p> <p>-Leads by example to be flexible and calm in response to changes in direction or deadlines.</p> <p>-Thinks proactively about next steps, in particular when plans shift suddenly.</p>

Benchmarks

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

025PS54- Policy and Legislation Consultant, Human Services

025PS53- Senior Policy Advisor, Health

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
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature