

Public (when completed)

Common Government

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy & Governance Consultant

Requested Class

Program Services 3

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

SWCCD/Arts Branch/Art Services



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Arts Services

Supervisor's Current Class

Senior Manager (Zone 1)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Policy and Governance Consultant is responsible for providing recommendations and advice related to policy and governance matters for the Arts Branch and the Alberta Foundation for the Arts (AFA). This position is key to ensuring appropriate policies are in place for the AFA and ensures policies are reviewed on a regular basis. This position is also responsible for ensuring governance requirements are met and maintained for the AFA including legislated requirements. This position provides input and advice into program and initiative development and ensures supporting policies and governance structures are in place to support this.

This position functions as a professional consultant to department staff, program clients, private sector and not-for-profit stakeholders, and provides direction and support to develop initiatives, programs, policies and procedures. The incumbent must use considerable judgment to interpret policies and procedures on a daily basis.

This position provides services in line with the Ministry's goals and policies. Reporting to the Director, Arts Services, the position works with minimal supervision within a team of professional and support staff.

Responsibilities

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

1. Provide expertise and advice pertaining to policy and standards.

- Working with the AFA Board and senior management within the ministry, identify, evaluate and research complex and sensitive policy issues that affect both the Department and the AFA.
- Identify emerging policy issues and consider systems implications in terms of policy development and impact on both internal and external stakeholders.
- Apply strategic thinking to framing policy issues and provide evidence-based analysis of issues to improve policy alignment across the AFA and with the Ministry/government.
- Work with other areas in the Ministry and other government ministries to identify where the arts can assist in meeting common policy objectives.

2. Provide governance and planning advice, professional expertise and information support to the AFA Board, the arts sector and the Ministry.

- Coordinate the completion and annual review of the governance processes associated with the AFA including board recruitment and assessment. Develop and maintain orientation materials for new board members.
- Coordinate the regular review of AFA governance documents including the Mandate and Roles document, Foundation Bylaws and board member job descriptions.
- Provide ongoing review of government requirements to ensure the AFA is compliant with required policies and training.
- Prepare communication and information materials on governance and the planning cycle for the AFA Board, the Ministry and ministry officials such as speeches, briefs, presentations, publications and reports.
- Ensure the director and leadership are provided with timely, relevant advice to assist the assist the AFA Board in making governance decisions.

3. Lead, participate and contribute to projects that impact significantly on the direction and operation of the AFA and Film Classification system in Alberta.

- Working with the AFA Board and senior management within the ministry lead, participate and contribute to regular strategic planning review and implementation of new planning processes.
- Lead or coordinate branch participation in the appropriate legislative and regulatory reviews of related governing legislation for the AFA and film classification.
- Lead participation in provincial or national work groups on related policy items or initiatives.
- Prepare and monitor project budgets and reports.

4. Contribute to standing and ad hoc committees of the AFA Board.

- Working with senior and executive management, contribute to scheduling, coordinating and conducting standing or ad hoc committee meetings.
- Lead or coordinate the development and preparation of committee meeting packages such as agendas, briefings, reports, and presentations.
- Prepare, distribute and finalize committee meeting minutes and reports as required.
- Work with senior and executive management to communicate, coordinate and facilitate responses to committee requests and to implement committee direction or decision. This involves engaging and coordinating staff within the Ministry, division, sector, or external stakeholders.
- Attend meetings to contribute policy and technical expertise, advice and knowledge when required.

5. Perform ongoing operations within the branch.

- Take on new special projects and enhance current projects and programs within established policies and procedures.
- Contribute content for action requests and other ministry documents on request and help ensure the Arts Branch meets or exceeds standards for turn-around on Action Requests.
- Develop briefings materials, presentations, reports, and presentations, including recommendations for consideration, for the AFA board and senior and executive management within the branch, division and Ministry.

Problem Solving

Typical problems solved:

This position has responsibility for ensuring sound policies and procedures are in place for the AFA and government to ensure programs and services are delivered in an efficient and effectual way. This position must identify policy needs, understand the context and environment in which they operate, and ensure policies align with government priorities while supporting the needs of the sector. This position must also understand governing legislation and existing policies/procedures in which programs and services operate. The incumbent must develop and maintain appropriate review schedules for governance duties and effectively communicate with leadership, the AFA board or other members of government in order to build consensus and ensure governance requirements are met and maintained.

The ability to identify emerging issues, recommend improvements, assess competing priorities and develop and manage multiple projects is critical. A creative and flexible approach is required to anticipate issues and opportunities and develop strategic responses, some of which may require consultation and collaboration with others. Issues are often very time sensitive and high profile and may be quite unique in nature. The ability to negotiate, mediate, and build consensus to achieve results is necessary in order to influence decisions and obtain consensus and commitment.

Types of guidance available for problem solving:

This position provides services in line with the Ministry's goals and policies. While the Director provides overall direction and decision making, the position requires a high degree of independence, providing advice and solutions. The incumbent must work both independently and as part of team of professional to support and deliver on the work and priorities of the unit and branch, supporting the mandate and priorities of the AFA and government as a whole.

As a member of the Arts Services team, there is a collaborative approach to work, with team members contributing their knowledge and expertise to the work. Building positive relationships with team members, other government colleagues and the AFA board is critical to ensuring this position can be effective.

Direct or indirect impacts of decisions:

The advice, input and assessment provided by this position is critical in ensuring the AFA has sound policies to guide its work. These policies have a direct impact on the ability of the AFA to meet its mandate and support arts sector stakeholders in the most meaningful way. This work also plays a role in ensuring film classification policies are current and appropriate, directly impacting Albertans who see films in a theatre. The responsibilities of this position relating to AFA governance directly impact the AFA in ensuring compliance and maintenance of required documents and reporting in line with policies and governing legislation.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Arts Services team - daily and ongoing; provide input and recommendations related to policy and governance, contribute to a collaborative and positive working environment
- Arts Branch colleagues and leadership team - as required and ongoing; provide policy and governance advice and support related to Ministry and AFA programs and services; support program development and implementation by providing input and advice on best practices and

approaches

- AFA Board - indirect and ongoing - provide advice to inform recommendations to the board on policies and activities; impacts and outcome of decisions, governing processes and compliance
- Other government colleagues including Policy, planning and Legislative Services - regular and ongoing; foster trust and collaboration to ensure positive relationships and outcomes and to meet business needs

External

- Federal, Provincial and Municipal Arts Funders - regular and ongoing; work collaboratively on initiatives, share information and best practices, participate in working groups
- Clients and Stakeholder - as required - relating to policy and governance activities; provide advice or input into responses to inquiries
- Film Classification Offices, Distributors and Exhibitors - occasional as required to inform policy; discuss industry topics/issues and share information and best practices

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Arts	Business	

If other, specify:

Equivalences will be considered.

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

Required: Policy development process and practice, governance processes, understanding and experience with the legislative process, experience working with agencies or boards

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"> • 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 	<p>Must be able to assess and anticipate policy needs that address both government priorities and stakeholder needs. Needs to be able to understand and assess the environment in which policies operate. Needs to be able to work collaboratively with colleagues to implement policies, update legislation and/or address governance requirements.</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 	<p>Is relied upon to advise on policies or practices required to support the effective operation of AFA programs and services. Must be able to adapt to a changing</p>

		impact of changes <ul style="list-style-type: none"> • 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 	environment with often shifting or competing priorities while ensuring high-quality outcomes.
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Must engage with stakeholders as required to gain knowledge and insight in order to develop and apply appropriate policies and practices to work. Must work to build and maintain appropriate internal and external contacts required to inform policies, procedures, to maintain jurisdictional scans and other reference materials.
Build Collaborative Environments	○ ○ ● ○ ○	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 and commitment 	Need to build strong working relationships with team and colleagues across government in order to ensure policy and governance work can be completely in an effective and efficient way. Needs to foster the development of shared understandings of timelines and outcomes and anticipate any barriers that may arise and address ones that do through positive working relationships.

Benchmarks

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

024PS10 - Policy Advisor, Seniors and Housing
024PS11 - Senior Technical Advisor - Labour

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

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