

Public (when completed)

Common Government

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director Policy & Program Dev

Requested Class

Senior Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Traffic Safety Services/Modernization and Strategic I

☐ 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:

Reporting to the Executive Director, Modernization and Strategic Integration, the Director of Policy and Program Development works collaboratively to develop sustainable policy and program options to positively impact the intersection of traffic safety, Alberta's supply chain and the economy. The Director will play a significant leadership role in modernizing the policy framework and operating model underpinning Alberta's traffic safety laws, policies and procedures.

- Leading the modernization of the Division's policy, programs and legislation to ensure sustainability and alignment with the department's strategic priorities and goals.
- Building policy capacity within the Division including leading and mentoring a high performing team of analysts and directing the use of resources to research, analyze and provide strategic advice on emerging issues.
- Fosters and promotes a productive, inclusive and diverse team environment and a culture of service excellence across the branch and division.
- Anticipates and identifies strategic policy issues and initiatives that may affect the ministry and its stakeholders and proactively address them through the provision of accurate and timely advice and

recommendations to senior officials.

- Utilizes highly effective written and verbal communication skills to synthesize and relay complex information to a variety of internal and external stakeholders.
- With a spirit of collaboration, proactively engages stakeholders to develop sustainable policy and programs that meet the needs of stakeholders and align with business and government goals.

The Director oversees a wide range of professional, technical, and administrative staff and works collaboratively at all levels to influence and negotiate change and introduce innovative practices to advance government priorities in a customer and client focused environment.

The Director provides leadership to approximately 10 to 15 staff members, including two Managers and varied professionals who are critical to the Division's ability to deliver on its mandate commitments and advance the province's traffic safety policy objectives.

The role of the Director is to provide strategic oversight to the policy and program development teams and encourage connections across the teams, ministry, and governments. They will identify areas for innovation, synergy, and ensure alignment to and with broader ministry and government priorities and mandates.

Responsibilities

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

- **Leading the modernization of the Division's policy, programs and legislation to ensure sustainability and alignment with the department's strategic priorities and goals.**
 - Develops a strategic and operational plan, in collaboration with the Division's leadership team, to prioritize, challenge and update the traffic safety policy framework in Alberta.
 - Collaborates with various Directors in Service Alberta and Red Tape Reduction and Traffic Safety Services Division to develop policy options that include fiscal, technological and stakeholder considerations.
 - Challenges and evaluates the existing framework and influences others to embrace sustainability and reduce complexity in the development of a modernized traffic safety policy framework.
 - Oversees the successful implementation of various policy initiatives across the policy cycle.
 - Leads teams in the development of briefing materials, correspondence and ARTS documents to ensure executive division and ministry representatives have appropriate input for decision making.
 - Communicating the vision and strategic direction for the Division and championing a cultural shift to evidence-informed policy development approach.
 - Preparing documents and presentations of strategies and plans for steering committees and Executive Team review and approval.
- **Building policy capacity within the Division including leading and mentoring a high performing team of analysts and directing the use of resources to research, analyze and provide strategic advice on emerging issues.**
 - Helps others to grow their careers within the Government of Alberta, builds succession plans and works to actively build relationships in order to attract highly skilled talent to the Division.
 - Develops new approaches to successfully managing and directing physical, financial and human resources to ensure the most flexible, efficient and effective delivery of policy options and implementation strategies.

- Ensures that the unit is leading edge and looking across the province, country and elsewhere for best practices and opportunities to learn and improve how business is conducted in the Division.
- Provides the Executive Director and other executive leaders with advice and recommendations for emerging issues, opportunities and challenges.
- Identifies synergies between the distinct teams, directs planning activities to ensure approached through wholistic lens, and considers innovation and efficiency in all activities

Ensures all professional, technical, engagement and administrative resources are efficiently organized to provide maximum benefit to the ministry and the Province and achieve long-term performance objectives. This includes responsibility for succession management and working in conjunction with executives to make data-informed resource planning decisions.

- **Fosters and promotes a productive, inclusive and diverse team environment and a culture of service excellence across the branch and division.**

- Promotes an environment where staff collaborate, are productive and accountable for their work.
- Bolsters cross-team communication to enable smooth flow of information and coordination across department strategies and business areas.
- Builds and maintains relationships with staff.
- Leads and manages the team to meet goals.
- Supports and leads the development of organizational community across the Division.
- Guides the management of human, financial and business resources.
- Support and lead the branch operations by representing the perspective of the unit and providing expert advice and consultation.
- Participates in branch planning, works with other Directors and management staff to synthesize opportunities and results to improve outcomes for Albertans.
- Represents the Branch, Division and Ministry perspectives and objectives to working groups and committees internal and external to the Ministry and GoA.
- Ensures all expenditures for the unit are expended in accordance with financial operating policies in the role as Expenditure Officer for the unit.
- Invests in personal and organizational learning about trends and new ideas in the traffic safety industry and the broader government context, and expects the same of others.
- Identifying, attracting and developing talent is a core part of the role as a leader, and fostering that expectation within the Division.

- **Anticipates and identifies strategic policy issues and initiatives that may affect the ministry and its stakeholders and proactively address them through the provision of accurate and timely advice and recommendations to senior officials.**

- Anticipates, manages and provides succinct briefings to senior management on contentious and high profile issues.
- Develops and leads significant environmental and jurisdictional scanning activities to stay abreast of innovative traffic safety initiatives and consider implications for Alberta.
- Builds and maintains relationships within the Government of Alberta and with other provincial, territorial and state jurisdictions to foster organizational, provincial, national and global awareness

of key policy shifts.

- Practices strategic thinking in translating the vision into goals and strategies and support their accomplishment through facilitating and leading change.

- **Utilizes highly effective written and verbal communication skills to synthesize and relay complex information to a variety of internal and external stakeholders.**

- Demonstrates and models a service orientated approach by using and expecting plain language in all internal and external communication.
- Leads the development of issue papers, business cases, forecasts and reports, etc. ensuring quality of materials to support decision makers' actions.
- Develops and delivers compelling presentations to cross-ministry working groups, executives and senior officials.
- Provides leadership in the application and interpretation of legislation, regulations and policies related to the program area and on the resolution of areas of conflict
- Provides change management direction through communication across the network of relationships, identifying and resolving issues as they arise, managing sensitivities around changing roles and uncertainty, anticipating data and analysis needs to resolve differences in perception and support decision making.

- **With a spirit of collaboration, proactively engages stakeholders to develop sustainable policy and programs that meet the needs of stakeholders and align with business and government goals.**

- Engaging, building and maintaining positive and sustained relationships with stakeholders in the branch, other divisions and departments to provide direction, input and/or feedback on policy, program and legislative projects.
- Enhance the organization's relationships with external partners and stakeholders including building strategic alliances, managing conflicts among different stakeholders, negotiating effectively to derive optimum solutions and effectively communicating ideas, analyses and proposals to stakeholders.
- Facilitates external and internal working groups and steering committees to support and encourage stakeholder buy-in and to uncover key issues, positive and collaborative approaches to solve key issues and challenges.
- Connects with leading thinkers and jurisdictions in the traffic safety industry and within government, and learns from their expertise.

Problem Solving

Typical problems solved:

Problem solving involves large systems and complex analytical developmental thinking. Position works within policies, practices, standards, and department business plans, with some situations which are unstructured requiring developmental and analytical work in reaching solutions. Position must ensure the department has an appropriate tactical and strategic plan for the modernization of its policy framework, and is required to identify innovative solutions and to ensure effective and timely delivery of policy advice to senior officials.

Identification of innovative, collaboration policy options to achieve departmental plans and priorities.

Ensuring timely and effective delivery of modernization and management services and program resolution to the department.

Ensuring the division has an appropriate tactical and strategic plan for the development and implementation of policy objectives.

Types of guidance available for problem solving:

The Director will be responsible for solving policy issues without precedent and with significant complexity and ambiguity. There is little guidance for the Director other than relying on advice from external and internal stakeholders to incorporate disparate and complex needs of stakeholders into the Division's policy advice to senior officials.

Direct or indirect impacts of decisions:

As a member of the branch Senior Management team this position contributes significantly to the strategic direction of branch programs and services. As a member of the Traffic Safety Services Division leadership team, this role contributes significantly to the development and continual enhancement of strategic services policies, programs, resources, operations and the achievement of strategic and business plan goals.

This position directs and promotes the modernization of traffic safety policy frameworks through robust research, analysis and synthesis and stakeholder engagement to ensure that the Division adapts to the ever-changing and complex needs and expectations of Albertans and professionals interacting with the traffic safety system. The work of this team directly impacts Albertans and front-line staff through the development of policies and programs that positively impact Albertans and the traffic safety landscape in Alberta.

This position is designed to be the in-house division authority on policy development and the government decision making process, and is accountable for the policy framework and policy development process in the Modernization and Strategic Integration Branch.

Position recommends approaches to achieve effective policy solutions that support the department's business plan and objectives, providing guidance across government and to departmental management on policy options and impacts.

This position must be able to deal with all levels of internal and external resources involved or affected by the delivery of policy options in support of the divisions programs. This requires extensive and current knowledge of technical directions, strong communication and negotiation skills, strong problem solving skills, and the ability to navigate significant complexity, ambiguity and uncertainty.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director, Modernization and Strategic Integration - daily

Executive Directors and Assistant Deputy Minister - daily/weekly

Director, Policy Coordination (SIS) - daily

Manager of Policy and Manager of Policy and Program Development - daily

Policy Analysts - daily

Key government department contacts - weekly/monthly

External stakeholders - weekly/monthly

Required Education, Experience and Technical Competencies

Education Level

Master's Degree

Focus/Major

Public Administration

2nd Major/Minor if applicable

Designation

If other, specify:

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

University graduation in a field related to the position assignment (Arts, Social Science, Political Science, Business/Commerce, Public Administration, or related field) plus 4 years progressively responsible related experience; or equivalent as described below.

- Excellent leadership skills and strategic thinking aligned to the overall goals of the department and government.
- Experience providing supervision, leadership and mentorship to cross-functional teams is required.
- Experience in leading and managing significant issues, programs, projects and supporting initiatives (e.g., public/stakeholder engagement, policy development, etc.) in a dynamic and complex environment
- Agility and ability to take on new and emerging responsibilities as the role evolves.
- Experience presenting complex issues through a variety of written and verbal communication forms is required (for example: option analysis; policy decision document development; presenting to executive leadership).
- Experience organizing, project planning and management skills
- Experience with establishing and maintaining positive working relationships with internal and external stakeholders and/or other provincial, territorial and federal government representatives.
- Experience working in strategic policy or legislation development is desirable as is experience which involves knowledge of the government decision making process in Alberta.
- Experience with projects involving changes to legislation, regulations, and policies in order to provide strategic direction to branches and to make feasible recommendations to executive leadership.
- Project Management certification (eg. Project Management Professional - PMP from Project Management Institute)

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 type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission | <p>Knows what outcomes are important and maximize resources to solve complex issues by anticipating potential challenges and finding practical solutions.</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>Manages complimentary and conflicting priorities in an efficient and effective manner. Anticipates, assesses and adapts to changing situations and issues</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 | while making practical decisions under pressure. |
| Develop Self and Others | ○ ○ ● ○ ○ | Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development | Demonstrates a strong ability in fostering positive and effective relationships with a wide range of stakeholders. Strong ability to connect and build trust, diplomatically managing relationships to bring differing perspectives together. |
| Creative Problem Solving | ○ ○ ● ○ ○ | 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 | Challenges the status quo and embraces a creative and innovative approach to finding solutions to complex problems. |
| 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 | Has a strong track record of building and maintaining strong relationships with internal and external stakeholders. |

| | | | |
|--|--|---|--|
| | | • Promotes collaboration and commitment | |
|--|--|---|--|

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