

New

Ministry

Transportation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Legislative Planning

Requested Class

Manager (Zone 2)

Job Focus

Policy

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

Job Purpose and Organizational Context

Why the job exists:

The Policy Development and Coordination unit in the Strategic Policy and Business Services Branch is responsible for the development of provincial strategic policy related to transportation, including advising on and/or conducting external stakeholder engagement to inform policy development. This includes working closely with other areas in the department and with other ministries in the planning, development, and implementation of engagements and policies for Alberta Transportation and Economic Corridors, which frequently result in legislative and regulatory changes including but not limited to:

- *Traffic Safety Act* and corresponding regulations;
- Procedures Regulation under the *Provincial Offences Procedures Act*; and
- *Highways Development and Protection Act* and corresponding regulations.

The unit leads the development of Cabinet-level policy documents, including those related to legislation, regulations, and major policy and engagement initiatives, such as government platform commitments, and provides strategic advice to other areas of the department related to framing and sequencing decisions.

The framework within which this job operates includes:

- Alberta Transportation and Economic Corridors' Business Plan;
- Government of Alberta Business Plan;
- Federal and provincial policies, legislation, and regulation related to transportation, including the

Criminal Code of Canada; and

- Government of Alberta and Alberta Transportation and Economic Corridors operational policies and procedures.

The Manager, Legislative Planning reports to the Director, Policy Development and Coordination in the Strategic Policy and Business Services Branch, and is an integral team member for the fulfillment of the accountabilities of the Branch and the department. This position manages the legislative framework for the department that provides legal authority for the programs, operations, and ongoing business of the Department.

This position works collaboratively with internal Alberta Transportation and Economic Corridors partners, other GOA partners, and other stakeholders to plan, coordinate, develop, and implement substantial high level priority transportation legislative, regulatory, and policies. The position provides strategic advice on legislative, regulatory, and policy that supports the Department's strategic directions for the transportation system.

The results of this work support the Director and Executive Director of the Strategic Policy and Business Services Branch and other branches in the department. They also support Assistant Deputy Ministers, Deputy Minister, and elected officials, as they make plans and decisions about strategic policy, legislation, programs, and services for the transportation system. Knowledge may also shared with other provincial government departments, other governments, service providers, community organizations, and the public.

Responsibilities

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

The Manager, Legislative Planning, provides high level legislative advice and strategic direction in the development of legislation required in support of departmental programs, policies, and initiatives. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team:

Development of Legislation

Evaluation of the need for proposed legislation by:

- Comprehensive understanding the policy and technical aspects of the program area responsibilities and the policy supported proposed changes. This position is an integral part of the Policy Development and Engagement unit as the unit's work supports the analysis and implementation of policy initiatives and the Manager must work with numerous parties to translate those initiative into effective legislative language.
- Undertake a detailed review of existing departmental business plan objective and other departmental strategies and provincial and federal legislation to ensure program changes can be implemented.
- Identifying if alternative, non-legislative mechanisms are available to achieve the desired outcomes such as policy changes, communication plans, education, etc.
- Determine if legislative changes are required and the time framework is available to achieve implementation.
- Determine the potential impact of changes on programs and services and assess whether the proposed change is supported by legislation and/or feasible from a legislative perspective.
- Liaising with stakeholders, including representatives from other government departments, community and professional association and enforcement.
- Determine the interfacing of legislative changes and business plan requirements. Provide advice in the development of business plan strategies to ensure legislative requirements such as timing, legal authorities, and stakeholder consultation are addressed.

Preparation of new or amended acts, regulations, Orders in Council, Ministerial Orders, and other legislative

documents by:

- Working with senior and executive managers to identify proposed legislative changes and provide guidance and advice in supporting policy development. This includes presenting and supporting the presentation of matters to the Department's Executive Team and at the Minister/Deputy Minister (MDM) meetings.
- Preparing drafting instructions for Alberta Justice, Legislative Council, on content, wording, and technical matters.
- Working with Alberta Justice to identify and resolve legal and legislative issues relating to proposed initiatives.
- Reviewing final draft legislation to confirm that the intent of proposed changes is clear, legislatively correct, and reflects policy objectives.
- Preparing or providing advice and direction to program and branch staff in the preparation of legislative documents and legislative supporting documents including Ministerial Orders and Orders in Council.
- Acting as key spokesperson in meetings with Government MLAs, such as Bill sponsor when the sponsor is not the Minister, Cabinet Policy Committee and Legislative Review Committee meetings, and Opposition MLAs (briefing Opposition Critic on proposed Bills).

Sound Long-term and Strategic Legislative Planning

- Monitoring developments and identifying legislative trends in other government departments, municipalities and agencies and Federal/Provincial/Territorial agreements (e.g.: Trade Investment and Labour Mobility Agreement (TILMA), Western Economic Partnership Agreement (WEPA), New West Partnership Trade Agreement (NWPTA), and Agreement on Internal Trade (AIT)).
- Ongoing monitoring of legislation to ensure it reflects changes in government programs, policies, responsibilities, technology, and department and government policies.
- Formulating strategies on implementation of proposed changes.
- Ongoing consultation and liaison with program staff to determine potential impact on programs and processes.
- Making recommendations to senior department executives on possible changes, outlining options and potential impact and identifying if alternate non-legislative mechanisms are available to achieve the desired outcome (in compliance with Ministerial direction)
- Consulting with Alberta Justice, Legal Council to determine appropriate timeframe to introduce the legislation, and if other legislative mechanisms are available (e.g.: the Miscellaneous Statutes Amendment Act or private members' bills).
- Developing Three-Year Legislative Plans including implementation dates, summary of changes, as well as supporting background information for Ministers.

Effective Management of the Ongoing Legislative Process

- Coordinating the progression of acts, regulations, and other legislative documents through the legislative process including overseeing the tracking of these documents and determining the actual timeframe, steps, and scheduling with Ministers, Legislative Council and Executive Council's office (Agenda and Priorities, Cabinet Policy Committee, and Legislative Review Committee).
- Monitoring the progress of legislative documents through the legislative process and review Hansard, Order Papers, Votes and Proceedings, and Bill relating to a particular piece of legislation.

Analysis of Private Members' Bills

- Assisting program areas in determining departmental positions to support or reject the positions of Private Members' Bills by considering the current legislative provision administered by the department.
- Negotiating directly with MLAs and Legislative Counsel on changes to make the Bill acceptable to the department. (Note: due to legislative law provision, the Legislative Counsel Office of Alberta Justice is not involved in Private Members' Bills.

Legislative Support for Major Restructuring Initiatives

- Preparing necessary legislative amendments to transfer programs between departments and other levels of government as directed by Cabinet (e.g. transfer of government and supported infrastructure programs and staff, etc.).
- Supporting the preparation and negotiation of terms of legal documents (e.g. Memorandum of Agreement with external partners for the Deputies' and Ministers' signature).
- In consultation with other branches within the department, identifying relevant budget elements and positions (FTEs) relating to operating expenses and capital investment dollars to be included in the amendment legislation.
- Reviewing other department's legislation to identify items to be transferred.
- Instruction and working with Legislative Counsel on amendments to the Designation and Transfer of Responsibility Amendment Regulation.

Problem Solving

Typical problems solved:

This position requires effective leadership, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the transportation system. Collaboration with stakeholders, integration of evidence into policy, and understanding and working within the governance relationship between the department, municipalities, and other stakeholders are key aspects of this position. The ability to apply a multi-disciplinary approach to diverse policy issues affecting drivers, rules of the road, transportation infrastructure, transportation-related injuries and deaths is key.

In addition to having a strong understanding the various pieces of legislation/regulations related to the transportation system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the transportation system, such as between access to alternative modes of transportation and decisions to drive while impaired.

This position will deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying timeframes and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner. The position will be required to manage multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward. This position will be called upon to drive changes to policy, legislation, programs and services that will have implications for current and future users of the transportation system.

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and/or external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be highly self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate key initiatives and deliverables.
- Develop high-quality deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager, Policy and Engagement and other departmental experts with subject matter expertise.
- Typically, assignments require the application of theoretical knowledge and extensive experience to identify the problem or issue and develop innovative and creative solutions. The outcome is not always known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and engagements are made based on the information presented by this position. Management relies on the accuracy and skills in developing recommendations that incorporate all relevant factors (e.g., trends, ministry position, stakeholder interest).
- These decisions will impact the safety, economic, environmental, and social vitality of Albertans

Key Relationships

Major stakeholders and purpose of interactions:

- ADM/Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director - Provide information on project progress, as required.
- Manager - Daily provide information on project progress, identified risks, proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support

for resolution of issues.

- Other GoA Staff - Information sharing, coordination of input, and updates on project status, as required.
- Transportation stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Graduate degree in policy or law is highly preferred.

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

Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and proficiency in survey tools, such as Opinio or SurveyMonkey.
- Current knowledge of the transportation system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.
- Knowledge of transportation legislation, regulation, and policy.
- Strong understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision making processes within government.
- Understanding of theory and practice of problem-solving and analytical techniques.
- Strong understanding of the theory and practice of engagement/consultation, including complex, multi-stakeholder engagement development process, engagement planning, analyzing results, and decision making processes within government.
- Knowledge of contract development and management.

Skills:

Interpersonal

- Strong teamwork, relationship building and interpersonal skills (e.g., networking, relationship building, active listening)
- Demonstrates flexibility and adapts to new situations

Policy Development

- Applies appropriate policy research/evaluation and option development techniques.
- Well-developed and proven policy analysis and evaluation skills.

Consultation

- Well-developed and proven consultation skills (e.g., planning, executing, facilitating, analyzing, reporting)

Project Management

- Well-developed and proven project management skills (e.g., preparing materials and coordinating project teams)

Leadership

- Strong and sound leadership, problem-solving, and decision-making skills.

Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills
- Skills in facilitation, negotiating, consensus-building, use of influence, listening and verbal communication are required and used on a daily basis.

Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

Abilities:

- Self-motivated, capable of handling a wide range of project responsibilities.

- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to coordinate a variety of projects, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high quality value-added analysis.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to be innovative in synthesizing information into recommended options for complex policies, consultations, and projects.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.
- Ability to develop creative solutions.

Education:

- Undergraduate degree in a relevant field, such as public administration, social sciences, and related work experience; Law degree required and membership of eligibility for membership in the Provincial Bar is desirable.

Work Experience:

- Experience in legislative planning, development, and implementation.
- Several years of experience in policy analysis, development, and evaluation, preferably in public policy.
- Several years of experience in external/public engagement and consultation.
- Transportation system experience strongly desired.
- Experience with legislation is strongly desired.

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	☐	☐	☐	☒	☐	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	Considers the whole system when evaluating, researching, and conducting legal analysis. Shapes the unit and their work to meet client needs and helps staff see their role in this.

Creative Problem Solving	○ ○ ○ ● ○	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	Provides leadership to project teams in how to break down problems and engagement plans to help others think creatively about capturing ideas. Established project teams with cross-department partners. Identifies and takes action on legislative planning.
Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	Fosters agility in flexible staff assignments to projects; leads and creates momentum for change through using political acumen; champions plans of action to senior leadership.
Drive for Results	○ ○ ○ ● ○	Works to remove barriers to outcomes, sticking to principles: • 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	Work independently in a proactive manner ensuring legislative strategies are developed, coordinated, and implemented as directed. Removes barriers by connecting business areas.

Build Collaborative Environments	☐ ☐ ☐ ☒ ☐	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	s a policy resource for entire department including providing advice to policy projects being managed by other areas and quality assurance. Anticipates and address potential conflict areas in project charters and escalates them to senior executives. Leads cross-functional collaboration teams to develop and implement policies.
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Benchmarks

List 1-2 potential comparable Government of Alberta:

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Assign