

Public (when completed)

Common Government

Update

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Legislative Analyst

Current Class

Program Services 4

Job Focus

Corporate Services

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

SBS, Governance & Legislation, Legislative Services

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Director, Legislative Services

Senior Manager (Zone 1)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2023-04-01

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Legislative Analyst plays a key role in the planning, development and implementation of legislation, regulations, and other legal instruments in Advanced Education. This position is required to work closely with department staff and officials including central agencies such as Executive Council, Legislative Counsel Office, Legal Services, and Treasury Board and Finance. The Legislative Analyst provides corporate

legislative services for all bills, regulations, Orders in Council, Ministerial Orders and Board Orders within the legal framework of Advanced Education. While operating under the direction of the Director, Legislative Services, this position carries out functions with a high level of independence. This position transforms policy into legislation and contributes to the development and execution of both the department's legislative and regulatory agenda in order to accomplish government priorities. The Legislative Analyst position and learned experience of incumbents is key to the succession planning of other legislative staff in this specialized field.

Responsibilities

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

The job outcomes of the Legislative Analyst position are: providing corporate services related to the planning and development of legislation, regulations and other legal instruments, and providing advice, research, reporting, implementation and capacity building services within the framework of applicable legislation, government policies and procedures and strategic goals.

1. Legislative planning, development, review, and implementation.

- Produce, review, and contribute to elements of legislative approval packages or other briefing materials including briefing notes, memos, Legislation Charts, speaking notes, Cabinet policy documents, and bills, regulations, Orders in Council, Ministerial Order and Board Orders.
- Support members of the Legislative Services team in shepherding legislative projects through the government decision-making and Legislative Assembly process to approval.
- Work in partnership with program areas, Legislative Services staff, Legal Services and Legislative Counsel in the planning and development of legislative projects.
- Contribute to the legislative and regulatory planning processes to set agendas for the departments.
- Advise department staff in the review of Acts, regulations, or policies that have a legislative impact and participate in any internal working groups required to complete the review.
- Provide technical legislative advice and guidance on legislation, policy, governance, or legislative projects to staff and department officials.
- Support the development of bills, and new and amending regulations including activities related to project management of the development and approval processes and providing drafting instructions to Legislative Counsel.
- Support the development and drafting of Recommendations for Orders in Council, Ministerial Orders and Board Orders working with Legislative Services staff, Legal Services and Legislative Counsel.
- Review proposed strategic and operational policies of the department in order to identify any legislative issues or problems and recommend solutions.

2. Research, analysis, monitoring, reporting, and building capacity.

- Provide legislative-related research and analysis including inter-jurisdictional legislative analysis of statutes and regulations on various policy topics.
- Foresight activities including the monitoring of legislative developments in Canadian jurisdictions to identify trends that may affect Alberta legislation and analysis of impacts.
- Monitor and analyze the Alberta Hansard during each legislative session to identify issues relating to the department and anticipate and advise on responsive actions where required.
- Monitor all department Action Requests related to legislation to provide advice and recommend intervention where necessary.
- Provide responses to legislative-related Action Requests as required.
- Maintain all internal tracking and reporting activities for the Legislative Services team and facilitate any legislative reporting required by the department, Minister, Executive Council or the Legislative Assembly.
- Act as a liaison to divisional policy coordination staff in reviewing the Initiative Tracking System and any other tracking or reporting related to legislation.
- Build and maintain a network of trust relationships with department staff, Alberta Justice and Executive Council in order to identify strategies to manage department legislation.
- Monitor regulatory expiry dates and any other legislative deadlines as required.
- Create documents, and provide support and advice related to the development of legislative-related

training or resource material for department staff.

- Manage the Corporate Registry function of the department to maintain and secure all original signed non-regulatory Ministerial Order and Board Order records.
- Facilitate the publication of Ministerial Orders on the Queen's Printer.
- Participate in the work of the GoA Legislative Planners Network and serve in an acting position for another member of the Legislative Services team as required.

Problem Solving

Typical problems solved:

The Legislative Analyst must be able to provide guidance and advice on complex issues in a timely, accurate and clear manner to staff of all levels of understanding. The position requires a high degree of independence, flexibility and adaptability as priorities may change quickly in response to direction set by the Minister and Ministry officials.

Another challenge is to proactively identify practices within the Ministry that may not be in accordance with applicable legislation and policy, and influence Ministry staff and officials to modify practices to comply with legislation and policy.

Types of guidance available for problem solving:

The Director and Managers, Legislative Services, Senior Legislative Advisor and Legal and Legislative Counsel may provide advice and support to the Legislative Analyst in carrying out their duties.

Direct or indirect impacts of decisions:

The primary focus of the Legislative Analyst is to provide advisory, consultative, facilitative and leadership services to senior Ministry officials under the direction of the Director, Legislative Services.

The work of the Legislative Analyst has a direct impact on the Ministry's statutes, regulations and policy framework. Advice and direction provided by the incumbent has significant and widespread implications, both within the Ministry and for a broad range of external stakeholders (e.g. agencies, post-secondary institutions, students, researchers, apprentices, etc.). Advice regarding legislation affects policy and program decisions and practices within the Ministry and can have an impact on the level of risk to which the Ministry is subject from legal, financial and political perspectives. Ministry officials rely heavily on the advice, direction, and leadership provided by the incumbent to enable the Ministry to meet its mandate and policy objectives.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Director, Legislative Services for the purposes of providing updates and recommendations, and to act for the Director as required.

Interact regularly with directors, managers and senior representatives throughout the Ministry for the purposes of exchanging information, providing recommendations and advice on legislative matters.

Interact as required with divisional leadership for the purposes of providing updates on legislative projects and providing recommendations and advice.

Interact regularly with Legal Services to:

- discuss issues and share information regarding legislative, legal and/or policy matters.
- Seek legal advice, opinions and legislative interpretation

Interact with Legislative Counsel as required for the purposes of providing drafting instructions, discussing issues, and sharing information regarding legislative legal and/or policy matters.

Interact as required with Executive Council for the purposes of discussing implementation strategies, and to provide and obtain direction and advice.

Interact as required with the department's internal red tape reduction team and with contacts in Service

Alberta and Red Tape Reduction for the purposes of providing advice on legislative and red tape reduction matters.

Interact regularly with program areas in different divisions and the policy development and coordination teams in the department.

Interact as required with staff from Advanced Education for the purposes of carrying out work within legislative projects, and provide resources and advice to staff.

Required Education, Experience and Technical Competencies

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

If other, specify:

A Bachelor's Degree in law or political science or related field (e.g. economics, social science) is required.

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

- Knowledge of Advanced related legislation (e.g. Post-secondary Learning Act, Private Vocational Training Act, Skilled Trades and Apprenticeship Education Act, Student Financial Assistance Act, etc.) and related regulations.
- General knowledge of other legislation impacting the Ministry (e.g. Financial Administration Act, FOIP Act, Government Organization Act, Interpretation Act, Alberta Public Agencies Governance Act) and related regulations.
- Awareness and knowledge of domestic and international agreements (e.g. Canadian Free Trade Agreement, New West Partnership Trade Agreement).
- Thorough knowledge of the Government of Alberta's legislative process, including roles of Legislative Counsel, Executive Council, and Cabinet Committees, the timing of stages of the legislative process for both Bills and regulations, and related approval and decision making processes.
- Thorough understanding of principles and processes associated with legislative and regulatory planning, development and drafting, including thorough knowledge of the legislative process and legislation development, including public consultation and implementation.
- Thorough knowledge of and experience in government, political, and legislative environments.
- Knowledge of and experience with freedom of information and protection of privacy legislation, policies, and procedures.
- General knowledge of relevant similar legislation, policies, and programs in other federal, provincial, and territorial jurisdictions.
- Strategic thinking and planning skills, including ability to develop, synthesize, articulate, and interpret a broad range of legislative and policy principles and relevant information and data obtained from varied sources.
- Interpersonal skills, including demonstrated ability to establish and maintain effective working relationships with broad range of senior Government and Ministry representatives, and members, and Ministry staff.
- Excellent consultation skills required to liaise effectively with Legal Services, Legislative Counsel, program areas, and other government departments.
- Strong leadership skills for the development of consensus-based resolutions and legislative project management.
- Professional judgment and decision-making skills along with conceptual and critical/creative/forward thinking skills.
- Research and analytical skills, including keen attention to detail, to find innovative solutions in unusual or difficult circumstances.
- Ability to function effectively within a team environment, while also demonstrating independence and personal initiative as required.
- Project and time management skills to lead and contribute to working groups or committees, manage projects, and manage multiple priorities and tight deadlines.
- Consultation skills to provide a broad range of legislative advice, often for politically sensitive and complex issues, that is relied on extensively by senior Ministry, Board, and industry representatives and Ministry staff.

- Facilitation skills, including ability to lead and influence Ministry staff, the Board, industry committees, and stakeholders during the resolution of sensitive and confidential issues.
- Verbal and written communication and presentation 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		
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 	The provision of guidance and advice on legislative matters requires a broad view of interconnected rules in different statutes, regulations, and other instruments and their impact on policy objectives and implementation of programs over the long term.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <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 	The Legislative Analyst works with program areas to identify root causes of policy matters in order to identify an appropriate legislative or non-legislative solution that is proportional to the original problem and effective in solving it. The position is responsible for consultation with different areas and staff (e.g., Legal Services) to find ways to improve a legislative recommendation or identify any issues or risks with a proposed option.
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 	Similar to above, the exploration and consultation with program areas, policy and legal staff in the transformation of policy into legislation requires the analysis of the risks or advantages of options. The Legislative Analyst

		others <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	works with staff to develop the most effective way to address the initial problem. The incumbent is required to be diplomatic in consulting with staff in order to manage conflicting ideas and overcome obstacles.
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 and commitment 	The Legislative Analyst works with different teams and staff inside and outside of the department in order develop legislation. They guide staff in the refinement of policy ideas into requirements of law that achieve the intended results. This requires leading a collaborative effort to achieve consensus and communicate direction to Legislative Counsel.

Benchmarks

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

Policy Advisor, Seniors and Housing, 024PS10
Policy Analyst, Health 024PS63

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.

Vacant

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature