

## New

Ministry

Primary and Preventative Health Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Legislative Services

Requested Class

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

SPP/SPLS/Legislative Services Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Legislative Services, the Manager, Legislative Services (Legislative Manager) is responsible for providing expertise in legislative planning, development, and project management services for two Ministries. This is to ensure that Primary and Preventative Health Services' (PPHS) and Hospital and Surgical Health Services' (HSHS) legislation reflects policy decisions and direction. In addition to providing expert technical and process advice and managing legislative projects for the Ministries, the position includes legislative research and provision of information to resolve issues respecting proposed legislation. The position helps develop legislation and other non-legislative solutions that will assist the Ministries to fulfill their mandate, and provides program areas with the technical and process information needed to administer the Ministries' legislative agenda.

The Legislative Manager serves the divisions in both Ministries thus spanning a highly diverse range of program areas guiding the resolution of the most legislative issues. The Legislative Manager coordinates multiple legislative project teams from across the departments at any given time, and interfaces with a wide range of stakeholders such as Legal Services, Legislative Counsel Office, and Executive Council, on behalf of the team requiring advanced stakeholder relations skills.

This position is also responsible for drafting, or having drafted, legal instruments such as Ministerial Orders, Recommendations for Orders in Council, and delegation instruments required by Ministry legislation.

Summaries and reports including the legislative plans and regulatory plans for the Ministries are consolidated by the incumbent and presented to the Director to inform planning and business decisions. Analysis and professional expertise are applied to identify potential opportunities, gaps and conflicts in the legislative agenda, and to develop appropriate response recommendations.

The Legislative Manager will be expected to manage changes to legislation to meet the challenges posed by clients with tight timelines and stakeholder demands.

## **Responsibilities**

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

### **Lead and manage the Ministries' legislative planning, development, and review processes.**

- Review statutes and regulations under the authority of the Ministers to identify emerging legislative issues.
- Consult early and regularly with program areas (and Legal Services, Legislative Counsel, and Executive Council offices) to understand legislative planning and developing, to ensure all statutory and regulatory needs are being met, and help identify potential issues that may require their consideration; provide ongoing support to achieve policy goals including determination of appropriate legislative instruments based on circumstances of program area.
- Meet with the senior leadership of the Ministries to develop and review legislative planning processes and criteria for prioritization of legislation.
- Prepare documents and obtain approvals for the Ministries' Legislative Plans, Regulatory Plans, and Request for Legislation templates.
- Ensure legislation aligns with policy options, political sensitivities and operating requirements of affected program areas; analyze impacts of proposed legislative amendments.
- Assist program areas with the preparation of legislative packages for review by Cabinet and committees.
- Ensure that clear drafting instructions are provided to Legislative Counsel and liaise with Legislative Counsel to ensure draft legislation reflects policy goals and program requirements.
- Prepare legislation packages and liaise with Legislative Counsel and relevant Executive Council office(s), as appropriate, to ensure procedural requirements for approval are met.
- Help direct the legislation through the applicable internal and external approval process.
- Attend Legislative Review Committee meetings as required.
- Support program areas in the rollout and implementation of legislation or amended legislation (e.g. briefing notes, correspondence to stakeholders, information packages, etc.).
- Identify and develop alternate non-legislative mechanisms that may be available to achieve the desired outcomes (e.g. policy changes, communication plans, education, etc.).

### **Provide strategic, technical, and process advice regarding legislative and related matters.**

- Ensure awareness of the Ministries' business plans, objectives, priorities, supporting strategies, and provincial and federal legislation to ensure alignment with implementation of Ministry legislation or legislative amendments.
- Provide strategic advice related to legislation to program areas and Senior Ministry officials.
- Develop and propose innovative options and strategies (both legislative and non-legislative) to address issues in collaboration with program areas (e.g. policy alignment and legislative impacts of policy changes).
- Provide strategic consultation and advisory services to assist the Ministers and Ministries in exercising their legislative responsibilities and their abilities to make effective legislative decisions.
- Cultivate effective partnerships and working relationships with a diverse range of internal and external stakeholders at all levels of government (e.g. Legislative Counsel, Executive Council and Justice and Solicitor General counsel: Legal Services).

### **Lead the implementation of strategies to enhance capacity for legislative excellence.**

- Lead the development and provision of training, including guidance and information, of Ministry staff with respect to the legislative process, including required steps and documentation.
- Develop relevant resources on the legislative process and make accessible to Ministry staff.
- Support Division leadership and Divisional Issues Managers by providing technical and process advice when the Legislative Assembly is in session.

**Assess and coordinate Ministry legislation to review and mitigate risk.**

- Guide and foster the coordination of legislation across the Ministries in alignment with Ministry's mandate and GOA's goals and priorities.
- In consultation with the Legal Services, develop strategies to mitigate risk by ensuring Ministry legislation is legally authorized, is consistent with applicable statutes and principles of common law, constitutional law, and administrative law.
- Coordinate timely review of proposed legislative projects with Legal Services to enable the identification and resolution of potential legal issues at the earliest opportunity.

**Represent the Ministry's needs and responses to cross-ministry and cross-jurisdictional legislative requests.**

- Coordinate or draft responses for requests related to other Ministries' legislative planning initiatives, ensuring that the Ministry's position is clearly stated and its interests clearly reflected.
- Liaise with other Ministries and other governments when required to represent PPHS or HSHS position's on emerging legislative issues or initiatives.
- Represent the branch, division, or Ministry perspectives and objectives to Ministry and cross-ministry working groups and committees as appropriate.
- Coordinate response and provide legislative support for any private Bills affecting the Ministries, ensuring that the Ministry's position is clearly stated and its interests clearly presented to Parliamentary Counsel.
- Serve as a Ministry representative with the GOA's Legislative Planners' Network.

**Manage legislative Recommendations for Orders in Council (ROCs) and Ministerial Orders (MOs).**

- Provide technical advice, process advice, and interpretation to senior officials and Ministry staff regarding legislative authority and approval processes for MOs and ROCs.
- Draft or review MOs and ROCs for the Deputy Minister or Minister, in accordance with their delegated powers under the various statutes and regulations for which they are responsible.
- Help direct MOs and ROCs through the approval process, including liaising with other ministries as required.

**Delegation of the Minister's legislative authority.**

- With support from Legal Services, provide advice to senior officials and Ministry staff relating to the delegation process, appropriateness of delegation, legal authority for delegations, and accountabilities relating to delegated authority.
- Oversee the preparation of legal instruments for the delegation of legislative discretion.
- Help direct legal instruments through approval processes and ensure appropriate delegations are in place.

**Support the Legislative Services Unit.**

- Develop and present Ministry-level summaries, updates and reports on legislative issues and projects.
- Provide the Director with advice and recommendations for emerging issues, opportunities, and challenges associated with the work of the unit; ensure Action Requests approved by the Director reflect current legislation, policies and procedures, and; provide appropriate advice and recommendations.
- Draft responses to Action Requests as assigned that reflect a sound understanding of relevant legislation, legal principles, and the business of the Ministry, while ensuring the responses are accurate, defensible, and provide politically sensitive advice and recommendations.
- Participate in unit planning and reporting.
- Act on behalf of the Director as requested, or as necessary.

Support, mentor and guide the work of unit legislative and administrative staff.

**Problem Solving**

Typical problems solved:

The position routinely advises on legislative issues such as determining the impacts of proposed legislation. The Legislative Manager must provide Ministry staff and senior officials with strategic advice and guidance on a broad range of legislative and policy implementation issues ensuring compliance with Ministry and other legislation, strategic fit with Ministry mandate, and alignment with Ministry and GOA priorities. Often there is little precedent, particularly when the Ministry explores innovative ways of delivering on its mandate. In addition, changes in legislation and emerging case law must be reviewed and analyzed to ensure that the current state of the law is canvassed prior to providing advice. The Legislative Manager is challenged to balance potentially competing interests across the Ministry

and GOA.

The Legislative Manager must be able to understand complex relationships and understand that Ministry staff, senior officials, and staff in other ministries, have widely varying levels of knowledge and familiarity with legislative issues, principles and processes. The position must be able to provide guidance, understanding and advice for often complex issues in a timely, comprehensive, accurate and clear manner to staff of all levels of understanding.

Another challenge is to advance the level of integration between policies and legislation within the Ministries where there are overlapping areas of interest or impact.

Types of guidance available for problem solving:

This requires extensive collaboration with other units across the Ministries and the ability to see impacts that might not be direct and obvious. Resulting from this work is the requirement to develop options and solutions for presentation to senior and executive leaders. In these situations, the Legislative Manager must strive to find solutions where costs and negative impacts are minimized and integration and harmony are maximized. Solid working relationships are required for this work to be effective, as well as an ability to understand, articulate and balance Ministry priorities and interests with those of the broader GOA. The position also requires a high degree of flexibility and adaptability as priorities may change quickly in response to Minister's or senior officials direction.

The Legislative Manager is to proactively identify practices within the Ministries that may not be in accordance with applicable legislation or policy, and influence and persuade Ministry staff and officials to modify practices to be in compliance. The Legislative Manager must also be up-to-date in tracking existing or emerging issues in order to provide effective advice and recommendations.

Direct or indirect impacts of decisions:

The work of the Legislative Manager 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., Albertans, AHS, Alberta Innovates, health professionals, academic health research institutions, federal government, First Nations, etc.). Advice regarding legislation affects policy and program decisions and practices within the Ministries 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.

Internally, this position provides project management and leadership to legislative services for the Ministries on a day-to-day basis. Advice and guidance, which is consolidated to a ministry level, is provided to the Director and executive leaders. This work contributes to the identification of risk and priorities for planning purposes.

## Key Relationships

Major stakeholders and purpose of interactions:

Director, Legislative Services - Daily

- Provide updates and recommendations.
- Participate in unit and branch planning.

Executive Directors, Directors, Issues Managers, Managers and senior representatives throughout the Ministries - Regular

- Exchange information and provide recommendations and advice.
- Ensure consistent application of legislation to policies and programs.
- Influence best practices and implementation strategies.
- Advise, review and draft documents (e.g. briefing or speaking notes).
- Identify legislative priorities.
- Develop, revise and implement procedures and practices supporting legislative excellence.
- Generally cooperate and collaborate with staff of assigned portfolio.

Legal Services (Justice and Solicitor General staff) - Regular

- Discuss issues and share information regarding legislative, legal and/or policy matters.
- Seek legal advice, opinions and legislative interpretation.
- Ensure recommendations and advice are consistent with GOA policies and procedures.

Legislative Counsel - Regular

- Discuss issues and share information regarding legislative, legal and/or policy matters, provide clear instructions.
- Ensure consistent approach on legislative interpretation.

Executive Council - As required

- Provide and obtain direction and advice.
- Discuss best practices and implementation strategies.
- Coordination with other ministries.

King's Printer (Service Alberta) - As required

- Discuss the publication and posting of new and amending Ministry legislation and legislation descriptions.

Other Government Departments - As required

- Provide and obtain direction and advice.
- Influence best practices and implementation strategies.

Legislative Planning Network and other ministries' legislative planning or legislative managers - As required

- Enhance/develop current and new practices and procedures supporting legislative excellence.
- Network and collaborate.
- Identify issues and recommend solutions and advise on implications of actions.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

#### Education and Experience:

- University graduation in a related field, such as: Law, Health, Public Administration, Political Science, English, Humanities, or Social Sciences; or a reasonable equivalent.
- Demonstrated experience with legislative development, policy development and approval processes, planning cycles related to government processes, and project management experience are highly desired for this role.
- Demonstrated relationship, negotiation, conflict management, consensus building, and facilitation skills are highly desired for this role.
- Experience identifying and interpreting potential legal issues and providing sound advice/solutions that senior management and officials can rely on is important for this role.
- Exceptional written and oral communication skills are critical.

#### Knowledge:

- Thorough knowledge of GOA's legislative and policy approval processes, 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.
- Specialized knowledge of rules of statutory interpretation, drafting principles and use of alternative legislative instruments (e.g., placement of a policy in an Act versus regulation or a Ministerial Order).
- Expertise in principles and processes associated with policy development and legislative and regulatory planning.
- Thorough understanding of Ministry business plan, goals, objectives, priorities, strategies and structure.
- In-depth understanding of Ministry policies, programs, procedures, initiatives, and priorities for the assigned portfolio, including key issues and key stakeholder groups, and how these are impacted by applicable legislation.
- Thorough familiarity with the legislation under the administration of PPHS and HSHS.
- General knowledge of other legislation impacting the Ministry (e.g. *Income and Employment Supports Act*, *FOIP Act*, *Government Organization Act*, *Seniors Benefit Act*, *Child, Youth and Family Enhancement Act*) and related regulations.
- General knowledge of relevant legislation, policies and programs in federal and other provincial jurisdictions.

#### Demonstrated Abilities:

- Excellent leadership skills to provide guidance and coaching to all Ministry staff requiring advice pertaining to legislation frameworks and processes.

- High degree of technical and process skills in legislative and policy research analysis.
- Excellent oral and written communication skills with an ability to express technical and complex issues in a manner that facilitates informed decision-making by senior Ministry officials.
- Excellent interpersonal skills, including a demonstrated ability to establish and maintain effective working relationships with a broad range of Ministry staff, senior officials and external stakeholders.
- 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 consensual resolutions and legislative project management.
- Strategic thinking and planning skills, including the ability to develop, synthesize, articulate and interpret a broad and complex range of legal and policy principles and apply the results to the unique activities of each program area.
- Negotiation and conflict resolution skills to deal with competing policy interests and conflicting priorities.
- Extremely high-level skills with respect to problem solving, creativity, and ability to engage in critical thinking.
- Ability to work on sensitive and confidential matters, coach, and educate others in the principles of dealing with sensitive and confidential material.
- Facilitation skills, including the ability to lead and influence clients, partners and stakeholders during the resolution of politically sensitive issues.
- High level of adaptability - working in changing environments and responding to changes in process and short time lines.

### 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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Involves a wide group of stakeholders when working on outcomes:</b> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	- The Legislative Manager is required to facilitate collaborative decision-making processes involving different client and stakeholder groups (e.g. program areas, executive and other government departments) with diverse perspectives. The Legislative Manager must be able to influence outcomes that are consistent with Ministry policies and mandate, to help support effective delivery of programs and services.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	The Legislative Manager must take into account a wide range of influences including the evolving legislative environment and often sensitive political environment, as well as GOA directions and client needs as part of regulation planning and problem solving.

Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	Timelines and direction are ever-changing and the incumbent must be ready and able to shift focus at a moment's notice.
Drive for Results	○ ○ ○ ● ○	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	There is a significant degree of independent decision-making required of the Manager, Legislative Services. The Drive for Results competency is crucial for this role in order to achieve results and be responsible and responsive to senior officials.
Creative Problem Solving	○ ○ ○ ● ○	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	Asks probing questions in order to understand policy intent, and ensure that the legislative mechanism aligns with the policy and implementation. Works directly with different program areas and teams across Ministries to address legislative issues. Researches and analyzes the approaches used in other Ministries or jurisdictions to identify and adopt best practices.

## Benchmarks

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

Manager, Business Planning (M410-12)