

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The SafeRoads Alberta Branch directly supports the resolution of administrative penalties issued for impaired driving related contraventions of the *Traffic Safety Act*. The Branch provides Albertans with access to a simple, fast, fair and efficient means of resolving impaired driving disputes. SafeRoads Alberta's mandate is to conclude any review of an administrative penalty within 30 days of its issuance. All reviews are conducted using an independent resolution model and in accordance with relevant legislation and best practices of administrative law.

Working with the Senior Policy Advisor, SafeRoads Alberta, this position develops policy recommendations in the assigned area of responsibility. The Policy Advisor project manages and provides expertise required to ensure quality policy advice is delivered in a timely manner to the supervisor, management, Branch, Ministry staff, the Minister and Cabinet, while keeping the supervisor fully informed and obtaining necessary approvals. Proactive and strategic policy development is required to support the Ministry's requirement of ongoing enhancement and changes to the *Provincial Administrative Penalties Act* (PAPA) and its regulations, *Traffic Safety Act* and its regulations, education programs, training programs and projects. This work is completed within a provincial, national and international context. Proactive and strategic policy development is required to support the Ministry's mandate of providing Albertans with a safe and secure transportation system that protects Albertans.

Responsibilities

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

JOB RESPONSIBILITIES FOR THIS POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. POLICY DEVELOPMENT - develops and recommends policy initiatives or responses to ensure quality policy advice is delivered in a timely manner to the Senior Policy Advisor, Branch, Ministry officials, and/or the Minister and Cabinet within the framework of SafeRoads Alberta and the Ministry's organizational structure. Activities include:

- Conducting policy analysis by directing, undertaking, or participating in major SafeRoads Alberta/ Alberta Transportation and Economic Corridors initiatives and studies.
- Engages the appropriate personnel (e.g., consultants, industry stakeholders, etc.) to ensure the initiatives are undertaken thoroughly and obtains the required results;
- Regularly provides updated industry information to ensure Senior Policy Advisor, Branch, and Ministry staff, and/or the Minister and Cabinet are up to date on current transportation safety and administrative adjudication issues;
- Anticipates situations and developments for timely preparation of reports, briefings, etc., in part by assessing opportunities for new and improved SafeRoads Alberta initiatives/strategies and by reviewing technical and industry material, academic publications, or professional contacts;
- Responds to requests for information from external sources, this includes written or verbal responses/ communications to the general public, industry, and consumer stakeholders on behalf of SafeRoads Alberta.

2. ANALYSIS - prepares advisory notes, reports, discussion papers, and specific strategies or recommendations relating to the Branch and/or the Ministry's mandates, using accepted analytical techniques or methods and procedures within the Branch, Ministry, legislative, and regulatory framework. Conceptualizes, plans, and performs project management as required for the area of responsibility; social, economic, and statistical research using accepted analytical techniques to ensure the Branch's business plans and Ministry's mandates are met. Activities include:

- Researches, collects, analyses, and provides written/oral reports on Branch and/or Ministry related information as requested from Senior Policy Advisor, the leadership team, and other government officials;
- Provides written reports, advisory notes, or discussion papers on Branch/Ministry issues of

importance to Alberta, recommending the position, options, and actions the Branch, Ministry, or Government should take;

- Recommends scope, methodology, terms of reference, and procedures for analysis;
- Assesses opportunities and evaluates proposals for new or improved Branch/Ministry programs with respect to efficiency and effectiveness (e.g.; education programs);
- Analyses data and prepares written reports by creating, preparing, and using computer databases, spreadsheets, word processing, and other presentation software (including Branch/Ministerial website); and
- Supports the coordination and updating of the Technical Materials Library.

3. MINISTRY REPRESENTATION - as part of the Branch, initiates activities and discussions through collaborative efforts and stakeholders (see section on scope) to ensure the Branch/Ministry policies and interests are represented, protected, or advanced within the framework of the Branch and Ministry's organizational structure. Activities include:

- May participate on joint government initiatives by organizing or attending seminars, workshops, conventions, briefings, or industry events; and
- Provides input and recommendations into Government's initiatives.

4. SCANNING AND NETWORKING - determines situations that should be reviewed and analyzed for potential impact on policies of the Branch, Ministry, and the Government by scanning and reviewing internal and external information sources. Activities include:

- Develops and maintains a network of key contacts (all levels of government and partners/ stakeholders) to obtain relevant and factual industry and stakeholder information;
- Ensures the Branch, Ministry, and Government are apprised of current situations, emerging trends, and directions that may impact the Branch, Ministry, or users of Alberta's transportation network;
- Manages specific Branch projects by directing consulting firms, organizing work sessions, reviewing draft and final reports, and working with other governments, Ministries, agencies and stakeholders;
- Scan external sources, such as the media, research, and academic publications, etc., for emerging and factual information; and
- Liaises with other branches as necessary and represents the Branch on committees that could influence changes to the PAPA, the *Traffic Safety Act*, and their associated regulations, or traffic safety.

5. Other job duties as required to support SafeRoads Alberta mandates.

Problem Solving

Typical problems solved:

The Policy Advisor impacts the Senior Policy Advisor's overall ability to manage projects and ensure effective communication within the section, Ministry, and to external stakeholders. The position is instrumental in the development and implementation of strategies, initiatives, projects, policy and procedures within the Branch. Recommendations have a direct influence on provincial government policy and programs. The position requires flexibility in working with various stakeholders, both internal and external to the department, to ensure collaborative processes are carried out and time lines and goals are met.

The Policy Advisor provides recommendations to the Senior Policy Advisor on the decision making and implementation processes involved in changing legislation and regulations, and as such becomes key to putting forth suggestions on changes to legislation or regulations administered by the Branch. In an

environment with stakeholders who have limited knowledge of policy best practices and broad objectives, solutions must be innovative, creative, fiscally responsible, and acceptable to service providers. Experience with non-government, community based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.

When working with diverse stakeholders, facilitation and negotiation skills are required when divergent opinions, attitudes, and approaches exist.

Types of guidance available for problem solving:

Knowledge

- Knowledge of the Traffic Safety Plan, the *Traffic Safety Act* and its regulations, and the *Provincial Administrative Penalties Act (PAPA)* and its regulations.
- Understanding of the transportation community including provincial, national, and international legislation, and regulations and their influence on Alberta.
- Knowledge of social, economic aspects of transportation and statistical analysis procedures.
- Working knowledge of computer software and computer hardware including Microsoft Suite such as Word, Excel, PowerPoint, and the Internet.
- Understands how to develop and implement policy, program and legislation within the Government of Alberta (GoA) context.

Skills

- Excellent written and verbal communication skills and presentation skills.
- Excellent interpersonal, listening, and facilitation skills with the ability to network, build and maintain working relationships with the Ministry, other government and stakeholders and partners.
- Displays initiative, creativity and exercises sound judgement and time management skills.
- Applies appropriate policy research techniques, quantitative, and information source searches.
- Shows flexibility and willingness to adapt to new situations (e.g., research information in an area outside area of expertise).
- Possesses professional skills to monitor and interpret changes in transportation systems.

Abilities

- Undertake and complete projects in support of Ministry's business plan and mandate.
- Works within the confidentiality restrictions that are necessary due to the sensitivity of issues within the GoA.
- Researches, collects, and analyses data and information from various sources has ability to distinguish credible sources.
- Determine and apply the appropriate analytical techniques to a situation to determine impact and outcomes.
- Over time, shows the ability to work independently with decreasing levels of supervision.
- Organizes and schedules work appropriately to meet administrative and program deadlines in support of the Ministry's business plan.
- Analyse situations, solve problems, make decisions, resolve conflict, and manage projects.

- Scans a substantial amount of material to determine relevant information.
- Functions will in a team environment.

Direct or indirect impacts of decisions:

The Policy Advisor impacts the Branch's overall ability to manage projects and ensure effective communication within the section, Ministry, and to external stakeholders. The position is instrumental in the development and implementation of strategies, initiatives, projects, and policy within the Branch. Recommendations have a direct influence on provincial government policy and programs. The position requires flexibility in working with various stakeholders, both internal and external to the department, to ensure collaborative processes are carried out and time lines and goals are met.

Key Relationships

Major stakeholders and purpose of interactions:

Key contacts for the Policy Advisor include the Senior Policy Advisor, Management, Director, Executive Director, Branch/Ministry staff, and other Ministry program areas. They will also have direct contact with legal experts from Alberta Justice.

External contacts include various stakeholders, such as law enforcement agencies, representatives of other jurisdictions.

The purpose of contacts ranges widely, but includes: leading projects, providing information, and responding to requests, collaborating, and providing expertise to the Branch.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

University degree in Social Sciences, Public Administration, Planning, Public Policy, Business Administration and other relevant disciplines plus two years progressively responsible related experience.

Work Experience:

- Experience in complex projects or programs
- Experience in complex projects or programs and working with senior officials of provincial Ministries.
- Demonstrated experience in strategic planning and critical thinking.
- Demonstration of creative and innovative approaches.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, 	Considers the whole system when evaluating, researching, and conducting policy analysis.

		seeks stakeholder perspectives <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Shares policy and resources to communicate on inquiry to the department from external clients. Facilitates discussions among project teams Uses enthusiasm to motivate and guide project teams. Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Monitors their project performance and timelines, and ensures projects are completed in a way consistent with direction of supervisor and management.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning 	Uses research and analysis to find ways to improve systems. Employs subject matter experts from other areas to solve problems.

		<ul style="list-style-type: none"> • Collects breadth of data and perspectives to make choices 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management and supervisor.</p>

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.