

Working Title Senior Legislative Counsel		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Legal Services/Legislative Counsel	Ministry Justice and Solicitor General
Present Class		Requested Class	Levels to Deputy Minister (Not including incumbent level)
Dept ID	Program Code	Project Code (if applicable)	

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Reporting to the Deputy Chief Legislative Counsel and Registrar of Regulations, Senior Legislative Counsel position assists the legislative counsel team by providing mentorship, advice and guidance on bills and regulations. Legislative Counsel are responsible for assisting the Government and its ministries in achieving their legislative objectives by drafting Bills and regulations in accordance with legal principles and Legislative Counsel Office standards and performing related legal services. This position is responsible for drafting the most complex, politically sensitive legislative projects often within extreme time constraints with little to no policy direction.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

#### **Support and Mentor**

- Mentor legislative counsel while overseeing the productivity, effectiveness and timeliness of the mentee's work.
- Perform other tasks as requested by the Chief Legislative Counsel and Deputy Chief Legislative Counsel.
- Provide coaching, guidance and support to legislative counsel on work requirements and address issues as they emerge.
- Provide onboarding of new legislative counsel and reviews drafts prepared by new legislative counsel before the drafts are provided to client ministries.
- Maintain and assess the effectiveness of training resources relating to legislative drafting.
- Develop and maintain a cooperative and collaborative working relationship with legislative counsel through well-reasoned, tactful and supportive edits and respectful communication.
- Recommend improvements to and updates to the Legislative Counsel Office procedures and style guides to the Chief Legislative Counsel and Deputy Chief Legislative Counsel.
- Provide impartial, high-quality legislative drafting services to the government.
- Provide advice to ministries on a variety of legislative matters including the application and statutory interpretation of the Government Organization Act and Interpretation Act.
- Conduct research as requested by the Chief Legislative Counsel and Deputy Chief Legislative Counsel on ad hoc legal issues relating to legislation and legal issues that arise during the drafting process.

#### **Complex Drafting**

- Exercises superior drafting skills to draft the most complex, politically sensitive, controversial or financially significant bills and regulations, often under extreme time pressures with minimal policy direction in different and potentially unfamiliar areas of law.
- Responds to changes in policy direction and timelines with professionalism and tact.
- Drafts effective and understandable bills, regulations and Orders in Council by assisting client ministries with the legal aspects of policy development, deciding on a structural framework for legislation, ensuring legislation is worded consistently with other Alberta laws, and advising client ministries on potential problem areas and transitional and enforcement issues.

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- Provides legal and legislative advice and opinions on legislative proposals made by ministries.
- Advises ministry officials on their legislative proposals and assists them in achieving their policy goals through legislation where appropriate.
- Advises ministries of the need for consultation with other ministries, governments, public bodies and agencies.
- Identifies legal, administrative, enforcement, coming into force and legislative issues and assists in resolving legal and legislative issues, either before drafting commences or during the drafting process.
- Addresses legal and legislative matters of significant financial, social and political importance to the Province.
- Acts independently to direct the provision of legal advice in relation to legislation.
- Ensures Cabinet directives regarding the preparation of legislation are followed.
- Ensures government policy is enacted in a form consistent with other provincial legislation and ensures that an orderly statute book is maintained.
- Maintains the drafting standards set by Chief Legislative Counsel to promote the legal effectiveness, clarity and intelligibility of legislation.
- Attends Cabinet Committees to provide legal and legislative advice.
- Advises government on all matters relating to the preparation or interpretation of legislation, including its publication.
- Advises government on statutory authority for proposed executive legislation.
- Provides expert legal and legislative advice to the Chief Legislative Counsel, the Deputy Chief Legislative Counsel and Registrar of Regulations, legislative counsel, Cabinet staff and senior legal and non-legal staff of ministries.
- Drafts regulations in a timely and effective manner in accordance with drafting standards.
- Responds to client ministries' concerns and questions regarding the making, drafting and filing of regulations.
- Ensures that client ministries' policy objectives are being met.

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

This position requires:

- a law degree supplemented by extensive experience in drafting legislation in all areas of the law,
- coaching and mentorship,
- membership in good standing with the Law Society of Alberta,
- effective communication and interpersonal skills to provide legal and drafting advice to Ministers and senior government officials and ministry officials,
- effective client relationship management skills, and
- leadership skills and the ability to coordinate the work of diverse stakeholder groups.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

Client ministries look to the position to provide drafting and related legal advice on matters related to Bills and regulations. The position has authority to act and make decisions independently and on the incumbent's own initiative. This individual has leadership skills relating to mentoring legislative counsel. This position is responsible for overseeing and training new legislative counsel.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

The challenge for the position is to assist the legislative counsel team in working with client ministry officials to find solutions to complex issues that arise in the course of developing draft Bills and regulations and to ensure that the drafts achieve the client ministries' policy objectives while adhering to Legislative Counsel Office drafting standards and meeting deadlines.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
<b>Internal</b> Chief Legislative Counsel Deputy Chief Legislative Counsel Other Legislative Counsel	Daily Daily Daily	Consultation/Recommendations Consultation/Recommendations Consultation/Recommendations
<b>External</b> Legislative planners, senior officials in client ministries Legislative Review Committee (Cabinet Committee)	Daily Weekly when Legislative Assembly sitting	Advice/ recommendations/drafting instructions Advising Committee on proposed Bills before Introduction

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

The position provides effective legislative drafting services to assist Government and ministries to achieve their legislative objectives, and is responsible to client ministries for ensuring that assigned Bills and regulations are correctly drafted, achieve the client ministries' policy objectives, are in accordance with legislative requirements and are completed on schedule. This position advises the Legislative Review Committee (a Cabinet committee) on proposed Government Public Bills before the Bills are introduced in the Legislative Assembly. The position will support legislative counsel in the drafting of legislation and preparation prior to appearing before the Legislative Review Committee.

**CHANGES SINCE LAST REVIEW:** Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

New position created to address the increase in workload and to provide coaching and mentoring to the legislative counsel team.