

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

As part of the Administrative Law Programs Division (ALP), the Divisional Support Services Branch provides policy, strategic and other supports to the division's tribunals and other branches as they promote fairness and efficiency in public safety and the justice system. By addressing a wide array of legal issues outside of the courts, ALP focuses on fast-tracking justice, reducing strain on resources, and improving the accessibility of the justice system generally.

ALP division is responsible for overseeing programs that provide alternatives to traditional court processes, including Alberta Human Rights Commission, Family Support Order Services, and SafeRoads Alberta. ALP strives to ensure a fair and equitable justice system, while improving accessibility, efficiency and affordability of justice services for Albertans. The division operations in a complex legal environment operating a broad range of programs across multiple areas of law and with different statutory frameworks. The division works to support procedural fairness and provide opportunities for diversion of matters outside of traditional court processes. This broad scope includes oversight of independent and/or impartial tribunals as well as more traditional government programs.

Reporting to the ED of the Divisional Support Services or the ADMO Legal Counsel Issues, this position will be responsible for policy development, consultation and liaising with various stakeholders regarding the legislation that the Administrative Law Programs various branches and tribunals operate within. The emphasis will be on the development, maintenance and monitoring of tribunals, their legislative framework and regulations that Administrative Law Programs is responsible for as well as general policy work related to innovation and modernization in the Justice System.

The role also involves investigating client issues, responding to inquiries from stakeholders, special projects and external communications to enhance program efficiency and stakeholder satisfaction.

The Policy and Divisional Support Coordinator will manage projects and provide quality policy advice to the Branch, Division, Ministry staff, the Minister and Cabinet. 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. This position requires an ability to interpret legislation and government directive, as well as a strong understanding of the policy process, political acumen, project coordination, communications and excellent writing skills.

Responsibilities

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

1. Provide leadership and support of new policy and project initiatives and programs and maintain oversight of policies and directives in accordance with the existing legislation.

- Takes a lead role in carrying out policy and legislative projects through to the implementation stage. This includes issue identification, research and analysis, options development and recommendations. Work may involve the development of comprehensive program policy frameworks including consideration of program evaluation.
- Prepares reports, recommendations, and briefing materials, and makes presentations to divisional staff, management and/or internal and external stakeholders to provide information and support evidence-based decision making.
- Coordinates the input of internal and external stakeholders on issues related to the relevant initiatives, current legislation and policies and programs. This may include the identification and engagement of key stakeholders, determination of the most appropriate engagement approach, and the development of a stakeholder engagement proposal for consideration by executive management.
- Leads day-to-day policy issues including obtaining relevant information for the preparation of briefing materials and correspondence with external stakeholders.
- Acts as a liaison with law enforcement agencies to facilitate information sharing, respond to file-specific inquiries and provide program related guidance.

2. Provide policy and project implementation support for Administrative Law Programs Division staff internal stakeholders, and external stakeholders.

- Utilize program expertise to support operations staff through legislation and program policy interpretation advice, including seeking and synthesizing legal opinions where required.
- Research and consult on policy and procedural changes for Administrative Law Programs related to its work with independent or arm's length administrative tribunals.
- Work with the branches to ensure consistency of process and administrative fairness.
- Monitor and improve Administrative Law Program's website and external communications materials to ensure accuracy and relevance.
- Serve as a training resource for internal staff, providing guidance on new initiatives and ongoing procedures.

3. Conduct ongoing reviews of the legislation Administrative Law Programs Division is responsible for

enforcing to ensure it remains responsive, is aligned with government strategic priorities, and facilitate the achievement of program outcomes.

- Monitor, review and analyze the legislative framework to support ongoing legislative renewal and response to government direction and strategic priorities, and best practices from other jurisdictions.
- Develop proposals for reviewing, creating, and amending relevant projects and programs.
- Support the development of briefing materials and other legislative and policy documents (e.g. cabinet reports, legislation charts, etc.).

4. Participate in cross-ministry, government and external policy initiatives to ensure Administrative Law Programs needs and interests are represented and stakeholder requirements are considered.

- Represent the Branches and/or Division as required.
- Provide information and input to meet committee objectives.

Problem Solving

Typical problems solved:

The Policy and Project Coordinator provides consultation, recommendations and advice to the Executive Directors, which will inform recommendations made to senior ministry officials, and to external stakeholders that can influence decisions having significant and widespread implications.

The position requires a high level of critical thinking, problem solving, creativity and innovation to identify implications, define issues and develop appropriate solutions. Projects are diverse and deal with sensitive and complex issues. The interpretation of legislation affects policy and program implementation for the Division and has the potential for political, fiscal and social consequences for Alberta. As such, evidence-based recommendations and advice are required.

Types of guidance available for problem solving:

The Policy and Project Coordinator will have the support of the Assistant Deputy Minister and Issues Manager for the Administrative Law Programs and Executive Directors within SafeRoads and FSOS, in addition to the subject matter experts on the various programs.

Direct or indirect impacts of decisions:

Other stakeholders affected by the actions and recommendations of this position include staff responsible for program delivery and impacted by policy decisions, staff in Public Safety and Emergency Services, Justice, Transportation and Economic Corridors, law enforcement agencies operating in Alberta, and the public.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL

Internally, this position is a point of contact for staff across the Administrative Law Programs division for guidance on legislative and policy interpretation. This position also liaises with staff across Justice and

Public Safety and Emergency Services and Transportation and Economic Corridors to support Ministry priority projects, and to gain insight into how policy options and decisions may impact diverse groups of stakeholders. This position also requires engagement with GoA staff in other ministries for research, engagement and issues identification.

EXTERNAL

Regular communication and consultation with clients and external stakeholders including law enforcement agencies and other affected stakeholder groups.

Public

Leading and participating in industry and stakeholder committees, as appropriate .

Counterparts in other jurisdictions

Exchanging best practices, benchmarks, challenges, solutions and opportunities related to the administrative penalty adjudication process.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political science, public policy, economics, law enforcement, law

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

1. University graduation in a related field plus four years progressively responsible related experience.
2. Familiarity with research methods, project management approaches and information/ data management.
3. Knowledge and experience with policy development, program evaluation, legislation development, interpretation and review, including public consultation and implementation.
4. Broad knowledge of the government decision-making processes, objectives, goals and strategies.
5. Self-directed with the ability to work independently and collaboratively with others to achieve timely and quality outputs.
6. Excellent written and oral communication and relationship building skills to communicate complex issues in plain language for senior officials.
7. Ability to interpret and synthesize complex information in order to create concise, accurate briefings, reports and/or advice.
8. Excellent interpersonal and team skills with the ability to lead/coordinate activities of a team to achieve the desired result, and participate effectively as a team member.
9. Strong project and resource management skills, with the ability to manage multiple and diverse projects at one time.
10. Ability to understand operational applications and match practical solutions to an overarching conceptual policy framework.
11. Flexibility and the ability to work in an environment with changing priorities, short timelines and limited resources.
12. Ability to seek innovative and creative approaches to complex issues and problems.
13. Strategic thinking, conceptual and analytical skills.

14. Experience with applicable business productivity tools and information management systems (e.g. Microsoft Office Suite, ARTS).

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> 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 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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 	
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 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks:	

		<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 others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	

Benchmarks

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