

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name ()

Senior Legislative Advisor

Current Class

Program Services 5

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

EPA

Cost Centre

00000000000000000000

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Policy and Climate Systems, Policy

☐ Current organizational chart attached?

Supervisor's Position ID

00000000000000000000

Supervisor's Position Name (30 characters)

Manager, Policy and Leg

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2023-08-09

Responsibilities Added:

Supporting other branch, department and government priorities, as needed.

Responsibilities Removed:

Removed leads and participate in projects and other duplicative items as the functions were covered in other responsibilities.

Job Purpose and Organizational Context

Why the job exists:

The Policy Alignment and Legislation team provides specialized expertise and leadership in the areas of:

- policy development;
- government decision-making processes; and
- legislative and regulatory planning and review.

Specifically the work of the team involves:

- leading and coordinating the preparation of act and regulation amendment packages;
- preparing and reviewing Cabinet Report and briefing packages;
- tracking and forward planning of policy and legislative items; and
- informing program areas of the department on processes, procedures, and timing related to policy and legislative amendments and approvals.

Reporting to the Manager, Policy Alignment and Legislation, the Senior Legislative Advisor works with a team of legislative and policy specialists responsible for ensuring policy and legislation (acts, regulations, and codes) are coordinated and aligned across the ministry.

The Senior Legislative Advisor plays a pivotal role in ensuring acts, regulations, and other legislative instruments administered by Environment and Protected Areas support its mandate and are aligned with the government's policy agenda. As a senior member of the team, this position will be responsible for managing the development of new or amending legislation and supporting decision documents to establish policies related to Alberta's environment and land use, including drafting and managing the process for ministerial orders and orders in council for the acts and regulations governing ministry programs.

The Senior Legislative Advisor acts as an internal consultant managing the ministry's analysis and advice in the development of policy and legislative options, requiring the need for influence without direct reporting authority. This involves strategic management of the policy development process, including issue identification, research and analysis, development of options, implementation, evaluation, and preparation of necessary documentation as the policy proceeds to executive management and the cabinet decision-making process. The position is responsible for building capacity by providing guidance to the team and ministry staff through the legislative and regulatory development process, ensuring that strategic policy considerations are clearly articulated, considered and coordinated and reflected in legislative drafting. The position has a significant project management role, coordinating resources and providing guidance and expertise to staff, ministry representatives and stakeholders during review, development, or revision of strategic policies and legislation.

Responsibilities

1. Provide senior level project planning and management services to support initiatives and projects through the timely and effective provision of high quality strategic policy research and legislative support, analysis, advice, recommendations, and issues management.

- Provide strategic advice and support on a broad range of policy and initiatives led by program areas throughout the ministry to support more consistent and comprehensive legislative and policy analysis and coordination.
- Conduct regular engagement with program areas, legislative counsel office, Environmental Law Team, and the Policy Coordination Office regarding policy development, program issues, and legal issues associated with policy options that may have legislative and/or regulatory implications.
- Ensure holistic consideration is undertaken prior to recommending a regulatory or legislative policy by identifying policy implementation options and implications.
- Identify and assess current and emerging trends and issues that have the potential to significantly influence the ministry's core business areas. This position will anticipate, evaluate, and provide recommendations on emerging policy issues and highly politically sensitive topics.
- Undertake relevant research to identify best practices and solutions applied in other jurisdictions, including liaising with other levels of government within Alberta and Canada to understand their approach and application.
- Lead staff training related to the development of legislation to support policy capacity across the

department.

- Support other branch, division, department, and government priorities by providing legislative and policy skills, as needed.

2. Plan and manage the legislative agenda for the ministry to ensure the legislative and regulatory environment meets the ministry's business needs and policy intent.

- Provide leadership, direction, and coordination in developing and managing the corporate strategic legislative and policy framework for the ministry.
- Coordinate the ministry's legislative and regulatory plans for submission to Executive Council by soliciting input from program areas and facilitating discussions with executive directors and executive team on the prioritization of legislative and policy projects for the ministry.
- Provide leadership and direction regarding the planning stages of legislative development and work with program areas to assess and address legislative and regulatory needs, and to identify capacity, resourcing, and expertise requirements.
- Provide recommendations and rationale as to which policy decisions should be set in legislation to strengthen the legal framework for the ministry's programs and services, as well as which should be in regulations, ministerial orders, or other policy instruments.
- Monitor the legislative and regulatory plans including tracking documents and determining the timeframes, steps and scheduling of documents and processes to ensure legislative deadlines are met in a constantly evolving political environment.
- Assist with providing and verifying information within tracking tools used by the department for legislative and regulatory planning and coordination.
- Proactively identify regulations and codes of practice that are expiring or are due for review and work with staff to ensure the reviews and regulatory amendments are carried out
- Manage systems and processes to support information sharing and dialogue, and monitor the status of key ministry policy and legislative initiatives.

3. Provide legislative advice to Executive, program areas, and team members with respect to the ministry's legislative, regulatory, and policy environment.

- Lead the development of briefings, advice and recommendations to the executive team, minister, and Executive Council on strategic legislative and policy issues which are led or coordinated by the position and supported by internal staff.
- Prepare materials for sound decision-making by senior civil servants and political decision-makers.
- Prepare required documentation for act and regulation amendments, including Cabinet Reports, briefing notes, legislation charts, ministerial orders, Recommendations for order in council, in collaboration with program areas and the Environmental Law Team, the Policy Coordination Office, and other departments as necessary.
- Ensure materials meet expectations for accuracy and quality.
- As necessary, provide supporting information for the director, executive director, assistant deputy minister, deputy minister, and/or minister for meetings of the Legislative Review Committee.
- Review and utilize legislative best practices from other departments and jurisdictions where applicable.
- Prepare and manage correspondence and briefings prepared for the ministry, ensuring timely, accurate, and appropriate preparation and content.
- Provide effective leadership and or participation on cross-ministry committees and initiatives to

ensure the ministry's interests are represented, as needed.

4. Support the timely passage of regulations and policies through the government decision-making process, and Bills in the Legislature, that meet ministry policy objectives.

- Lead the preparation of ministry legislation, regulation, and policy decisions through the government process (policy committees, Legislative Review Committee, cabinet, and the legislative assembly) which includes managing the development and approval of required materials (drafting instructions, legislation charts, recommendations for orders in council, ministerial orders) and the identification of briefing meetings with executive and minister.
- Prepare documents for relevant committee meetings (Policy Committees, Legislative Review Committee, and cabinet).
- Provide drafting instructions to, and work with, Legislative Counsel Office to develop legislation and regulations, clarify policy and program outcomes and objectives, and prepare the requisite legal documents that support the review, approval, and enactment of legislation.
- Provide direction to, and act as a liaison between, program area staff, Legislative Counsel Office, civil law, executive, and other ministries or government agencies.
- Develop briefings, correspondence, and Action Requests regarding policy or legislative issues or initiatives to ensure that information regarding the ministry's policies and rationale is available and understood.
- Monitor and facilitate the passage of Bills in the Legislature to ensure that the ministry is aware of, and prepared for, implementation.

5. Supervision of team staff.

- Oversee work and priorities of supervised staff and ensure work is done according to expected standards, and meets the objectives, policies, and procedures of the Government of Alberta.
- Provide challenging work to those supervised and mentor/coach as necessary to improve knowledge and competencies.
- Support learning opportunities for supervised staff.
- Manage resources in alignment with government human resource and fiscal goals.

Problem Solving

Typical problems solved:

Reporting to the Manager, Policy Alignment and Legislation, the Senior Legislative Advisor has a significant degree of independence in leading and managing legislative and regulatory projects impacting the ministry, government, stakeholders, and Albertans. Collaborative work is imperative to achieve results. Although legislative frameworks are in place, the position requires creativity to address atypical requests which are diverse, politically sensitive, and complex.

This position is responsible for preparing high quality and timely legislation packages to support government direction and mandate; the documents drafted by this position are of a legal nature, requiring a high degree of accuracy, attention to detail, and quality assurance to ensure they are legally sound.

The position supervises and coaches staff working with the program services and administration streams. The supervised staff may be permanent employees of the Government of Alberta, interns, and staff hired on a seasonal basis.

Types of guidance available for problem solving:

The Senior Legislative Advisor works with a variety of staff, including their manager and team, and department colleagues (including the Environmental Law Team) to understand, analyze and propose solutions to complex and inter-related issues.

The advise generally works with established legislation and regulation frames. However the Senior Legislative Advisor must be able to lead amendments and new legislation and regulations as needed.

Direct or indirect impacts of decisions:

Results of the position have a direct impact on:

- The program areas' understanding of the legislative development process and creation of legal instruments and briefing packages
- the department's ability to deliver on legislative priorities

Key Relationships

Major stakeholders and purpose of interactions:

- Team staff, to provide guidance, direction, and advice.
- Program area staff, to collaborate on initiatives and to provide legislation, regulatory and policy related analysis, advice and options.
- Senior and executive managers, to provide background information and rationale for advice and information regarding scheduling for regulatory review and timelines for processing packages.
- Communications and correspondence units, to support the development of communications materials required for legislative packages.
- Executive Council, to discuss legislative proposals, develop and revise documentation and scheduling based on discussions and follow-up on any questions to ensure the ministry's initiatives are well-understood and the appropriate detail is provided to enable discussion at Legislative Review Committee and cabinet meetings.
- Legislative Counsel Office, to discuss regulatory and legislative proposals, develop and revise clear drafting instructions based on discussions and drafts, and follow-up on any questions to ensure the ministry's intent is well-understood and the appropriate detail is provided to draft the legal instruments that enable the ministry to deliver its mandate and operations.
- Treasury Board and Finance, to discuss legislative and policy proposals and their financial implications, proposed tools for generating or collecting revenue, and approach for cost-recovery programs.
- Experts from other ministries and agencies (e.g. Forestry and Parks, Energy and Minerals, Alberta Energy Regulator, etc.), to collaborate and support to ensure document packages are holistic.
- Provide information regarding scheduling for regulatory review and timelines for processing packages.
- Represent ministry priorities and positions in legislative and regulatory initiatives that may impact the Ministry (e.g., regulatory amendments related to the *Forest Reserves Act*, *Responsible Energy Development Act*, etc.).

Required Education, Experience and Technical Competencies

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

If other, specify:

political science, social science, law, supplemented by four or more years of directly related experience.

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

This position requires a working knowledge of:

- Government of Alberta legislative development and policy approval processes and planning cycles, and government requirements for regulatory review.
- Knowledge of Alberta's parliamentary and legislative process, including its legal environment and legal principles necessary for the development of legislation.
- Roles of Legislative Counsel Office and Executive Council, including the sequencing and timing of the legislative process for amendments and new regulations and legislation.
- Preparation of routine documents such as ministerial orders, drafting instructions, legislation charts for policy discussions and decision-making, recommendations for order in council, etc.
- Acts, regulations, and major policies administered by Alberta Environment and Protected Areas as well as other legislation that is applicable to, and may impact, the Ministry.
- Other acts to which the ministry is subject, such as the *Freedom of Information and Protection of Privacy Act*, the *Alberta Public Agencies Governance Act*, etc.
- Intergovernmental agreements that must be considered and followed in the development and implementation of legislation, regulations, and policies, such as the New West Partnership Trade Agreement.

The Senior Legislative Advisor should have the following skills and abilities:

- Relationship, negotiation, conflict management, consensus building, and facilitation skills to manage and coordinate program area staff, other departments and governments, agencies, boards, committees, and other stakeholder groups in meeting project deliverables; ability to work collaboratively in multi-disciplinary, multi-level team settings.
- Strategic planning, analytic, conceptual, and project management skills are needed for managing the development of integrated policy and legislative proposals.
- Ability to exercise independent decision-making by exercising sound judgement and objectivity in dealing with program areas; able to assess and balance competing demands on confidential and sensitive matters.
- Flexibility to accommodate changing priorities, ability to function under pressure and use tact, diplomacy and good judgement; ability to assess political, social, and economic impacts of issues and information are needed to manage within a complex and ever-changing dynamic environment.
- Ability to encourage new approaches and question existing ones to ensure the most effective and efficient outcomes are achieved, along with demonstrated ability to take a strategic approach on opportunities for innovation and find creative solutions to issues is beneficial to the role.
- Well-developed analytical, research, and consultation skills and experience in analyzing and consolidating large and diverse amounts of information. Ability to assess complex problems and issues and prepare strategies and solutions in response.
- Superior written communication skills to effectively communicate with specialists and non-specialists, including members of the public; an aptitude for detail and accuracy and the ability to modify writing style for different target audiences.
- Independent and self-directed working style with strong time management, organizational, and multi-tasking skills for managing multiple projects and project teams in order to effectively and simultaneously manage a number of initiatives while meeting tight timelines.
- Good personal decision-making, and sound judgment and objectivity when working with program areas.

- Strong political acumen and ability to assess sensitivity and risk to specific legislative issues and take actions to manage or mitigate those risks.
- Well-developed oral and presentation skills for conveying information to peers and senior management.
- Competency in Microsoft Office software, (e.g. Word, PowerPoint, Excel, Microsoft Project) to organize and present information that promotes good decision-making

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Understand the ministry's strategic policy and legislative goals, current state and future direction of the organization, integrate issues with political environment and risks when considering possible legislative actions, and understand changing circumstances and priorities within ministry and the GOA.
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 	Analyze, evaluate and synthesize policy and legislative options to provide advice when developing legislation and presenting it for approval. Generate debate and ideas on how to solve problems while addressing risks, and bring together the right people to solve issues.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Establish and maintain strong collaborative partnerships within ministry and across government to develop sound legislation.

Drive for Results



Takes and delegates responsibility for outcomes:

- 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

Set goals and prioritize work for self and working groups. Proactively address challenges, seek advice when lacking information or dealing with multiple priorities, in order to deliver on legislative agenda for the department.

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature