

Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Advisor

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

MSD, Municipal Policy and Engagement

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Municipal Policy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

No responsibilities added.

Responsibilities Removed:

No responsibilities are removed.

Job Purpose and Organizational Context

Why the job exists:

The Policy team is responsible for providing proactive, comprehensive, and sound policy advice to support the objectives of the Municipal Services Division.

The team provides strategic advice to senior managers and the Minister related to the development and implementation of changes necessary to address key municipal governance, elections, and planning issues facing Alberta municipalities. This includes providing strategic policy development and advice on ministry priorities and legislation including the *Municipal Government Act* and the *Local Authorities Election Act*. The team also captures and analyzes information related to municipal challenges and trends.

The Policy team is responsible for providing proactive, comprehensive, and sound policy advice to support the objectives of the Municipal Services Division.

Responsibilities

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

1. Proactive, strategic policy development

The unit is responsible for the development of proactive policy options that address key municipal governance, elections, and planning issues. Analysis of historical context, other jurisdictions, and political direction are assessed to develop the most effective and efficient policy options, which are used to inform decisions by senior managers and the Minister. This is achieved by:

- Research and review of current and emerging issues, approaches taken by other jurisdictions, and applicability to the Alberta context.
- Sound knowledge of planning policy in the Alberta context, including topics such as floodway development, municipal reserves, and off-site levies.
- Consultation both within Municipal Affairs and the Government of Alberta as well as key stakeholders on policy options and their feasibility, affordability, and applicable risks.
- Develop and present policy options in a clear, concise and readable way that outline possible approaches, implications and opportunities.

2. Support for Major Projects

Support for the unit's major provincial initiatives related to municipalities, such as changes to the *Municipal Government Act* and the *Local Authorities Election Act*. This is achieved by:

- Supporting efforts to study and clarify provincial and municipal roles through research and analysis, obtaining stakeholders input, and identifying options.
- Collaborating with colleagues, municipal stakeholders, and other government departments to identify options and analyze implications.
- Developing the supporting rationale for the preferred approach in clarifying provincial and municipal roles and responsibilities.
- Preparing briefing materials, research summaries, and analysis of information.

3. Support for enhancing relationships with stakeholders and their associations

Key stakeholders are municipal associations such as Alberta Municipalities and Rural Municipalities of Alberta, as well as administrative associations such as the Local Government Administration Association, Alberta Rural Municipal Administrators Association, and Alberta Municipal Clerks Association. This is accomplished by:

- Participating in the development of branch initiatives to plan and design stakeholder engagement.
- Analyzing feedback from stakeholder meetings to identify emerging issues and trends that may impact the ministry.
- Improving awareness of municipal priorities and perspectives, and communicating ministry information and perspectives to stakeholders.

4. Tracking and analyzing key municipal issues

Enhancing the branch's awareness and understanding of provincial and municipal priorities and

perspectives. This is accomplished by:

- Participating in ongoing information tracking documents and processes.
- Monitoring media reports and communications from municipalities and municipal associations, and liaise with key stakeholders and staff from other provincial ministries related to key issues.
- Documenting, analyzing, and advising senior management of potential challenges and opportunities to maintain and strengthen the relationship between the government of Alberta and municipalities.
- Sharing information and perspectives with municipal and provincial officials. This may on occasion involve representing the unit on interdepartmental working groups.

5. Providing information and advice

Support the branch by drafting or reviewing briefings and responses for Ministry executive and the Minister as well as for other Ministers, MLAs and the Premier. This work requires specialized knowledge and research. This is accomplished by:

- Collecting, reconciling, and updating information based on a solid understanding of the issues in question.
- In depth research on municipal topics related to planning policy.
- Preparing and editing correspondence, briefing notes, and presentations for senior management or the Minister.

Problem Solving

Typical problems solved:

The position requires substantial judgment and discretion to include relevant information in a succinct written format in various types of documents. Typical problems to solve include selecting the information and level of detail to include for a briefing note, letter, or cabinet memo as well as determining messaging for each target audience (ex. public, stakeholders, Minister).

Types of guidance available for problem solving:

Guidance is available from the supervising manager to ensure that projects remain on track and policy documents are complete and accurate.

Direct or indirect impacts of decisions:

Options and analysis provided in policy documents ultimately guide the decisions of the Minister. Furthermore, the messages included in correspondence to members of the public convey the desired direction and tone of the Minister.

Key Relationships

Major stakeholders and purpose of interactions:

The main stakeholders are municipal associations and other Government of Alberta ministries. The purpose of the interactions is to exchange information and seek advice.

Required Education, Experience and Technical Competencies

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

If other, specify:

Various university degrees would be considered.

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

Research, analysis and writing skills are required.
Experience in policy analysis is required.
Knowledge of municipal governance, elections, and/or planning is an asset.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>This position will require an individual who can work proactively and initiate their own research to gather and monitor information on key issues.</p> <p>The position requires strict adherence to stated deadlines.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>The political and social environment is continuously changing, and there is a need to adapt and respond quickly.</p>
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 	<p>This position will require creative thinking to identify multiple options and potential solutions to complex issues.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends 	<p>The municipal political landscape is variable and ever changing. This position will be tasked with cross-jurisdictional</p>

		<ul style="list-style-type: none">• Integrates issues, political environment and risks when considering possible actions• Supports organization vision and goals through strategy• Addresses behaviours that challenge progress	research to compare and contrast trends related to municipal governance, planning, and local elections.
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Benchmarks

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

002 024 PS10 Seniors & Housing Policy Advisor E+ I 2 230 38 87 B 87 404
002 024PS65 Econ. Dev. & Trade Trade & Investment Development Officer E+ I 2 230 38 87 B 87 404

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
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature