Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Issues Integration Advisor

Current Class

Program Services 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

10000000602311

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Technical and Corporate Services, CTS

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-12-04

Responsibilities Added:

-Process and policy development supports for projects within the policy team.
-In addition to coordinating the collection of information across the branch and holistic responses to ARs, also coordinate the development of policy and legislative materials.
-Support policy and regulatory development within Community and Technical Support (CTS) Branch. Collect and consolidate CTS information to track the status and forward-looking trajectory of key initiatives such as policy proposals, legislation, regulations, code updates, and code releases.
-Coordinate regulatory processes for review, assist with Ministerial Order and Cabinet Packages, and support the writing of policy and legislative documents that are well-considered and written clearly/ acurately.

Responsibilities Removed:

-This role no longer divides support between the Technical and Corporate Services Division and CTS Branch, and supports focus on the CTS Branch and the Policy Team instead.
-Removal of liaising with issues management processes and coordinating responses to the Assistant Deputy Minister's Office, and instead provide updates and information or briefings and discussions. This function

Job Purpose and Organizational Context

Why the job exists:

This position is responsible for several functions that facilitate and enhance Community and Technical Support (CTS) plans, operations, reports, and policy development in alignment with business goals and priorities including coordination and development of integrated responses and projects to issues that support the branch in achieving successful outcomes.

Reporting to the Manager, Policy, Stakeholder and Planning Services, the Issues Integration Advisor provides research, writing, coordination, advice, analysis, and processes and policy development supports for projects within the policy team and the broader CTS branch, directly contributing to the division's goals and initiatives as indicated in the Municipal Affairs Business Plan.

Functioning as part of a highly collaborative team, the Issues Integration Advisor contributes to ensuring that decision-making for programs and policies are high-quality and support the development of safety codes and standards within Municipal Affairs. The individual coordinates legislative and strategic projects and related processes, supports and branch operational planning and engagement with the Safety Codes Council and supports project teams on sensitive legislative and policy issues, and pursues opportunities to innovate and enhance the division's business. In this role, the Issues Integration Advisor works with department staff and other government departments.

This position implements and monitors effective communications processes, information management systems, and policy coordination needs to ensure the Manager, Directors, and ED are briefed on all relevant developments and emerging issues, and that issues and policy developments are communicated to affected program areas to inform more integrated branch operations.

Responsibilities

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

1. Effectively collaborate within a team-environment to ensure information sharing and decision-making processes are implemented to support enhanced integration between branch units, and other internal and external stakeholders.
   - Facilitate regular meetings with Administrators to discuss emerging issues specific to each safety discipline to ensure that emerging issues are captured.
   - Liaise with branch heads and consolidate materials for the branch's management team, identifying topics that require attention at the branch management level.
   - Maintain strong internal and external stakeholder relationships across units to help facilitate policy collaboration, branch integration into operational planning, information sharing, and engagement in initiatives aligned to branch and division priorities.
   - Develop agendas, maintain policy coordination trackers, and consolidate materials for the team to facilitate effective planning and decision-making.
   - Coordinate the collection of information across the branch to develop integrated and holistic responses to Action Requests, briefings, and policy and legislative materials.

2. Support policy and regulatory development within CTS.
   - Collect and consolidate CTS information to track the status and forward-looking trajectory of key initiatives such as policy proposals, legislation, regulations, code updates, and code releases.

3. Coordinate regulatory review and amending processes and advise subject matter experts on proposed amendments, ensuring that the process affords sufficient time for review and approval;
   - Develop a working knowledge of the subject area and participate in the identification and assessment of issues/ opportunities that may require legislative amendments;
   - Assist in the development of strategic and well-considered Ministerial Order and Cabinet packages for approval;
   - Ensure that government policy and legislative documents are strategic, comprehensive, well-considered, and written clearly and accurately.

4. Coordinate, and participate in strategic multi-stakeholder projects.
   - Assist with projects to ensure purpose, deliverables, timelines, and accountabilities are well-defined and respected;
   - Provide input to research and discussion to ensure it is comprehensive and on topic;

- Determine need for and coordinate stakeholder involvement;
- Remain current with government legislative and decision-making (i.e., committee) processes and organizational structures;
- Provide input to policy research and development; and
- Produce required deliverables and be accountable to team members and executive sponsor.

5. Assist in the development of policy recommendations and solutions to address policy issues identified within the Branch.
   - Consult with subject matter experts and stakeholders to explore issues and opportunities;
   - Participate in policy discussions and development of effective and innovative possibilities;
   - Strategize, evaluate, and develop policy options and recommendations for senior management consideration;
   - Prepare and review policy documents and briefing materials for the Assistant Deputy Minister, Deputy Minister, Minister, government policy and legislative committee members and Cabinet; and
   - Ensure documents prepared for senior management are focused, brief, and easy to understand.

6. Provide information and advice regarding legislation, policy interpretations and application, and ongoing projects or issues to divisional staff, senior management and stakeholders.
   - Acquire, maintain, and apply knowledge of core business, issues, opportunities, government priorities, and E-scan information;
   - Guide and advise internal clients to ensure the scope of initiatives is strategic and comprehensive;
   - Influence the development of strategic options and proposals; and
   - As an integral part of interactions with stakeholders, promote their understanding of government priorities and legislative frameworks.

Problem Solving

Typical problems solved:

The role of the policy unit is to:
- Coordinate legislative and regulatory development for the division, including the *Safety Codes Act*, the *Government Organization Act* (Schedule 10), as well as the relevant regulations under each act.
- Provide strategic project management and associated processes for the branch
- Provide strategic direction and input to projects, initiatives and issues involving and impacting the branch
- Help promote and implement innovation, and advance the safety codes system;
- Promote best practices in governance and accountability through agreements with partners;
- Coordinate administrative processes and deliverables under agreements with partners; and
- Develop and maintain relationships with safety codes system partners.

The position participates on cross-ministry initiatives and is required to work with staff from other departments and provinces. The objective is policy and legislative proposals that align with strategic priorities, are well-defined, well-considered, and reflect good public policy that achieves government and organizational goals. Innovating and seeking to validate practices, positions and options helps to ensure new initiatives deliver desired results and business benefits.

Types of guidance available for problem solving:

The incumbent coordinates and provides guidance and advice to individuals and teams working on policy, legislation and strategic projects and initiatives.

Direct or indirect impacts of decisions:

The Issues Integration Advisor directly impacts decision-makers with how policy material is developed and presented. While the final policy or program decision is made by others, the Issues Integration Advisor must present the information in a way that is meaningful and helpful to other drafters and decision-makers.

The Issues Integration Advisor directly impacts other public service staff and system stakeholders through direct interaction and communication with them.

Key Relationships

Major stakeholders and purpose of interactions:

1. Assistant Deputy Minister, TCS
   - Support the team and management in providing updates and information on a variety of issues and projects relating

to the division;
- Assist in ADM briefing materials or discussion on an issue, as requested.

2. Executive Director, Community and Technical Support
- Provide updates and information on a variety of issues and projects relating to the branch
- ED briefing or discussion on an issue, as requested.

3. Policy Manager
- Receive assignments and direction;
- Refer complex issues for consultation and advice; and
- Provide regular, proactive briefings and status updates on work activities.

4. Management and Technical Staff
- Participate and contribute to project teams;
- Coordinate strategic advice and consulting services on projects and initiatives to explore and scope needs and issues;
- One-on-one meetings to gain understanding of business or issues.

5. Support Services Management
- Assist with consultations with Legal Services, Legislative Counsel, Legislative Services and Communications for advice and expert opinion;
- Coordinate divisional legislative submissions are consistent with government and department expectations and standards, and are processed in a timely and efficient manner; and
- Request comment on issues, documents or packages under development.

6. Management and Staff in Other Divisions or Ministries
- Legislative Counsel to ensure the division's legislative amendments are comprehensive, well-considered and achieve the desired results;
- Regulatory Review Secretariat to ensure the division's regulatory amendments meet government requirements;

7. Stakeholders
- Work with internal and external stakeholders to assist with amendment regulations involving the Safety Codes Council Sub-Councils to explain how their recommendations have been incorporated into proposed amendments.
- Advise and consult with municipal, industry and other stakeholders (i.e., associations); and
- Assist with presentations to stakeholders at meetings and conferences, as requested.

8. Management and Staff in Other Jurisdictions
- Assist in work with representatives from other provinces or territories to address issues arising from internal trade, investment and labour mobility agreements; and
- Coordinate with representatives from other jurisdictions and other levels of government to explore opportunities, issues and best practices.

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, Economics, Business, or a related field

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

The position requires:
- An understanding of of:
  - What is needed for sound public policy;
  - Corporate policy and legislative development processes;
  - Legislative and regulatory frameworks;
  - Leadership practices;
  - Project management;

- Knowledge of:
  o Core business of CTS division, government and department priorities and initiatives;
  o Legislative drafting principles;
  o Political awareness and sensitivity; and
  o Strategic perspective.

The incumbent must be:
- A critical and strategic thinker; and
- Diplomatic and articulate.

The incumbent must be able to:
- Anticipate issues and political considerations arising from stakeholder interests;
- Acquire and build working knowledge of the subject area;
- Establish credibility and build effective relationships to produce results;
- Identify and assess the political impact of various issues, initiatives, and policies;
- Advise and work with a variety of clients and stakeholders;
- Facilitate discussions, and anticipate and assess the impact of outcomes;
- Identify, mitigate, and resolve issues; and
- Effectively communicate diverse and complex technical issues to non-technical decision-makers and others.

The incumbent must possess:
- Post-secondary education, such as a Bachelor or Master's degree in Political Science, Economics, Business or Public Administration, or a related field;

The incumbent will use in this role:
- Strategic and political acumen;
- Knowledge of government priorities, initiatives, and strategies that could impact the division;
- Comprehensive understanding of the department's business plan and objectives;
- Strong project management skills;
- Strong interpersonal skills;
- Exceptional writing, research and analytical skills; and
- Knowledge of computer applications, both repositories of business information and business tools.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ◉ ○ ○ ○	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	The Issues Integration Advisor must be aware of and how policy options and recommendations align with long-term outcomes and seeks insight on how these recommendations are incorporated into legislation and regulations.
Creative Problem Solving	○ ◉ ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem	The safety codes system is complex with key delivery partners and high profile stakeholders. The individual should explore solutions that are

		• Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	considerate of the complex environment and reflective of this context.
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	The Issues Integration Advisor supports the government-decision making process and must ensure decision documents are clear and concise. As well, there are numerous deadlines beyond their control and they must ensure high-quality products are delivered on time.
Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	The Individual works with subject matter experts in other units, divisions and areas to gather their input and influence them to complete tasks under tight timelines.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Program Coordinator, Infrastructure (Job Requisition ID: 77587)
Project and Services Coordinator, Public Service Commission (Job Requisition ID: 77466)
Priority Issues Coordinator, Arts, Culture, and Status of Women (Job Requisition ID: 77062)