

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Issues Coordinator

Requested Class

Program Services 2

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA17

Cost Centre

Program Code: (enter if required)

Employee

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:

Reporting to the Director, Policy Coordination, this position assists planning and development of policies and programs across the department and performs key functions in policy, legislative, and regulatory work being undertaken by the Ministry. It has a lead role in providing coordination services to the Policy Coordination Unit and to Municipal Affairs, particularly in the realm of Ministerial Orders and Orders in Council. The Policy Issues Coordinator works collaboratively with the Director and Manager to review policy, legislative, and regulatory packages to ensure documentation is prepared in accordance with government policy and procedures and for accuracy and completeness.

The Policy Issues Coordinator must operate effectively within a complex framework that includes ministry practices, legislative protocols, and administrative processes established by various level of government, including Executive Council, Legislative Counsel's Office, King's Printer, and the Alberta Gazette. They will be expected to display creative problem solving within the confines of these policies and procedures.

Responsibilities include a wide range of duties including:

- Research and analysis on multiple policy and operational initiatives, providing recommendations on content, legislative authority and alignment with Ministry priorities.
- Annual review of the Ministerial Order Framework and Delegations of Authority.
- Review, coordination, tracking, and filing and publication of Ministerial Orders and Orders in Council,

including records management.

- Complete Action Requests, update tracking and reporting documents for the Ministry, maintain knowledge of government processes and templates, disseminate information across the department in a professional and timely manner.

Responsibilities

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

1. Provide information, analysis, and advice that will assist in the planning and development of priorities, policies, and programs supporting departmental and ministry goals.

- Analyze and evaluate information on municipal issues drawn from a diverse range of sources, including legislation, regulations, policy documents, mandate letters, technical reports, and priority trackers.
- Develop and maintain a framework for Municipal Affairs and Policy Coordination Office review of Ministerial Orders and regulatory changes to determine routing for decision making in the Government of Alberta.
- Interpret and apply findings of research by developing recommendations and their implications related to municipal issues that are managed by Ministerial Orders.
- Participate in department-wide projects to ensure thorough analysis of issues and how to implement solutions.
- Prepare action requests and briefings in response to DM/ADM requests as well as in response to Orders in Council and Ministerial Orders made by the Minister or their delegate.
- Develop and maintain policy, legislative, and regulatory information for the department and provide updates on the status of key department and ministry policy initiatives.
- Support the development and reporting of department Ministerial Orders and Orders in Council.
- Develop and maintain list of all Ministry legislation (Acts and Regulations), including descriptions of each piece of legislation, related regulations and expiry dates, and the authorities provided by each to support policy and legislative initiatives, strategic planning, and tracking.

2. Ensure readability, consistency, and accuracy of all Ministerial Order packages (est. 100-150 per calendar year) developed by the department.

- Assign Ministerial Order numbers for the department and manage and track approval, signing, and filing of each Ministerial Order.
- Identify inconsistencies, inaccuracies, errors in grammar, spelling format, etc., and correct them.
- Communicate errors and potential editorial changes to lead analysts or divisions.
- Advise on changes or additions to ensure clarity of content and to build capacity outside of the Unit and ensure accountability rests with the correct area.
- Adapt to department and government style guides while maintaining regulatory and legislative nomenclature and expectations for regulatory and legislative documents.
- Determine approval pathway for Ministerial Orders, ensure correct authorities and delegations are used, and determine if publishing in the Alberta Gazette is required.

3. Engage in environmental scanning to help inform planning and development of department policies and programs.

- Identify shifts in Government of Alberta policy and procedures and identify those that may have an impact on the department.
- Identify emerging issues and trends in the Orders in Council and Ministerial Orders made by the Minister (or their delegates) to help identify efficiencies or growing concerns.
- Research policies and practices of other departments and jurisdictions related to good governance and transparency.
- Monitor Hansard, Assembly Online, and Policy InSite to maintain knowledge and support analysis of policies, programs, and practices.
- Monitor the List of Required tablings and works across the department to ensure that required documentation has been provided and tabled following submission to the Clerk of the Legislative Assembly.

4. Liaise with other branches, divisions, Legal Services, Deputy Minister's Office, Service Alberta, Legislative Counsel's Office, Policy Coordination Office, and King's Printer to support the framework for policy, legislation, regulation, and Ministerial Order/Order in Council development.

- Coordinates timely publication of Ministerial Orders and Orders in Council in the Alberta Gazette and on King's Printer and ensures electronic and paper files are managed correctly.
- Collaborate with key government stakeholders in conducting research and analysis to ensure consistency in the development of regulatory instruments and policy options.
- Coordinate and respond to requests for information about Municipal Affairs' policies and programs related to legislative authorities from other divisions and ministries.
- Attend and represent the Unit and department on various committees, teams, and working groups.

5. Branch, Division, and Department Support

- Coordinate effective quality assurance related to Ministerial Order and Order in Council development, reporting, and tracking to ensure compliance and consistency and the implementation of best practices.
- Produce high quality written materials or feedback on existing materials to drive for improvement and results for department policies and procedures related to policy, legislation, and regulations.
- Coordinate timely dissemination of information related to Ministerial Orders, Orders in Council, and legislated requirements.
- Develops and maintains Delegations of Authority document for the department, including providing recommendations on updating current or introducing new delegations.
- Develop and maintain reference manual for department's approach to review, assignment, and filing of legislative documents (mainly Ministerial Orders).
- Provides occasional assistance or cover-off duties for other unit and branch staff, as assigned by the Director.

Problem Solving

Typical problems solved:

This position will be relied on to provide advice and recommendations on legislative authorities, delegations of authority, and policy and operational policies, relying on research and analyzing of government policies, legislation, and regulations to do so. Common problems will include identifying and correcting authorities being referenced in policy, legislative, and regulatory documents, ambiguous requests from program areas, and short and critical timelines for work. Uncommon, but expected problems to be faced by this position include interpreting conflicting advice from program areas and legal services and challenging ingrained processes and approaches across the Government of Alberta.

This position will also be expected to rely on their knowledge of Ministry legislation and regulations, government decision-making, and departmental priorities to address problems and recommend solutions or plans of action.

This position is a key conduit to department leaders and program areas regarding Ministerial Orders and regulation filing, as well as a key contact for areas outside the department, like King's Printer and Legislative Counsel's Office. It is a highly collaborative position that requires coordination across the department, including occasionally with Executive Team and the Deputy Minister's office. The Policy Issues Coordinator will often interact with senior leaders and provide advice across the department on legislative and regulatory packages.

Types of guidance available for problem solving:

The Policy Issues Coordinator should be able to work independently on core files and tasks, but work will be supported as necessary by senior analysts and leaders. The Policy Issues Coordinator will have access to a variety of sources to solve problems independently, including training guides and notes from previous staff and government policies and procedures. That said, the Policy Issues Coordinator will also have access to the Director, Manager, other branch and department staff, and contacts in other departments to support their work as necessary. This would include King's Printer, Alberta Gazette, and Legislative Counsel's Office.

Direct or indirect impacts of decisions:

The information and advice provided by the Policy Issues Coordinator will influence direction and implementation of various government priorities and ongoing business. The position directly supports implementation of the ministry's objectives, playing a key role in the analysis, filing, tracking, and review of Ministerial Orders, Orders in Council, regulations, and various policy packages. The Policy Issues

Coordinator will help ensure alignment of priorities within the department and is responsible for coordination of legislative and regulatory requirements.

Key Relationships

Major stakeholders and purpose of interactions:

- Director, Policy Coordination (Supervisor), on a daily basis.
- Manager, Policy and Coordination, regularly.
- The Deputy Minister's Office, occasionally to disseminate information.
- Branch and department staff on a regular basis for review and filing of Ministerial Orders and Orders in Council, tracking approvals, and to support research and package development.
- Legal Services and Legislative Counsel's Office occasionally for filing and related queries.
- King's Printer and the Alberta Gazette regularly for filing.
- Other government departments infrequently as required by the Director.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, Law, Public Policy/Administration

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

- The Policy Issues Coordinator requires strong knowledge of:
- The Ministry, its divisions, associated agencies, boards, and commissions, and the programs delivered by the Ministry.
 - Ministry and government guidelines and decision-making processes and knowledge of government legislative procedures and requirements.
 - Ability to interpret Ministry legislation, such as the *Municipal Government Act*, the *Safety Codes Act*, and the *Local Authorities Election Act*, and government-wide legislation such as the *Government Organization Act*, and the Designation and Transfer of Responsibility Regulation.
 - An understanding of decision-making processes in the Government of Alberta and how policies, legislation and regulations are approved through Ministries, Cabinet, and its Committees.
 - An understanding of the processes of the Legislative Assembly, how Bills become law, and the ability to locate and interpret Standing Orders of the Legislative Assembly of Alberta.
 - Proficiency in the use of software programs (such as Microsoft 365, Adobe Acrobat, SharePoint Online, Action Request Tracking System (ARTS)).
- The Policy Issues Coordinator must be able to:
- Work in a high volume environment.
 - Demonstrate meticulous attention to detail, editing and proofreading skills.
 - Ability to multitask and change priorities as needed to meet tight deadlines.
 - Possess excellent communication skills (both written and verbal), and strong interpersonal skills.
 - Work quickly, accurately, and with a high degree of independence.
 - Prioritize and coordinate information flow and heavy workload while meeting strict deadlines.
 - Work independently as well as contribute within a team environment.
 - Have a strong commitment to confidentiality and diplomacy.
 - Function with minor direct supervision, and as such, have the ability to remain focused, self-motivated, and organized.
 - Have a good understanding of records management best practices.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives:	

		<ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
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 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	

