

Ministry

Community and Social Services

Describe: Basic Job Details

Position Name (30 characters)

Governance Analyst

Current Class

Program Services 2

Job Focus

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

Strategic Services/SPPCA Branch/PCLAG Unit

Supervisor's Position Name (30 characters)

Manager, Agency Oversight

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Priority Coordination, Legislation and Agency Governance (PCLAG) contains the Agency Oversight Unit (AOU) for ministry's public agencies:

- Citizen's Appeal Panel (adjudicative)
- Premier's Council on Status of Persons with Disabilities (advisory)
- Family Support for Children with Disabilities Provincial Parent Advisory Committee (advisory)
- Alberta Social Housing Corporation (service delivery) (Most responsibility for this agency falls out of the purview of the Governance Analyst)
- Assisted Living Alberta (service delivery)

AOU provides support and development and facilitation of orientation and training. AOU provides governance expertise and support for the Ministry and Ministry agency secretariats, oversees the Ministry agency recruitment and appointment process, develops and delivers governance orientation and training, facilitates agency assessments, and ensures compliance with the *Alberta Public Agencies Governance Act* (the Act) and the Public Agencies Governance Framework (the Policy), and acts as the primary contact for the Public Agency Secretariat (PAS).

Within the AOU, the Governance Analyst is responsible for coordinating and contributing to the agency recruitment and appointment process, as well as monitoring compliance with the Act and the Policy, and implementing and maintaining the ministry agency tracking and reporting system. The Governance Analyst provides research, analysis, briefings, liaison, training, advice and recommendations respecting Ministry agencies, coordinates agency governance and recruitment projects, ensures effective internal and public communication, and participates on Ministry and cross-ministry committees. The Governance Analyst is also a primary liaison with the PAS, working with the PAS to ensure the central coordination of agency appointment and government-wide governance obligations and policies are fulfilled.

Responsibilities

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

1. Ensures the process is open, transparent, non-partisan and competency-based, and that it complies with all relevant legislation (e.g., *Human Rights Act*, FOIP Act, APAGA), and recommends improvements to the process.
 - Trains, liaises with and provides guidance to ministry and agency staff and chairs on the process and procedures.
 - Reviews agency recruitment packages and recommendations to ensure they comply with the process and government requirements and that the required skills are recruited to enable agency boards to successfully govern their agencies.
 - Develops process documents, templates, checklists, procedures and other tools for use in the process.
 - Monitors and leads the ongoing assessment of current and future agency recruitment and appointments.
 - Develops and maintains a forward-looking agency recruitment action plan and related timelines for ministerial approval.
 - Identifies issues and provides recommendations or resolution.
 - Develops reports (annual and as required) on the status of recruitment, including expiry dates, vacancies and skills required for agency boards.
 - Provides advice and guidance on required documentation, including draft Ministerial Orders and Recommendations for Order in Council for appointments, remuneration and agency establishment and disestablishment.
2. Monitors agency compliance with the Act, the Policy and other legislation affecting & the governance of ministry agencies, in coordination with the PAS.
 - Liaises with the PAS to ensure they are aware of all changes and upcoming activities related to agency recruitment and appointment, and that the ministry obtains the required permissions for agency related actions.
 - Participates in the development of recruitment plans with agency secretariats and with the PAS.
 - Completes annual and regularly scheduled reporting on public agencies, such as the disclosure of remuneration paid to public bodies.
 - Monitors and reviews Mandate and Roles Document (MRDs) and Codes of Conduct to ensure they are relevant and up to date in accordance with the PAS direction.
 - Provides advice and guidance to improve the effectiveness of agency governance.
3. Leads the development of the Ministry agency tracking and reporting system
 - Leads the development of a database that meets current and future requirements for records and information management
 - Ensures the functionality of the database meets branch, ministry and agency needs.
 - Ensures types of reports meet minister and ministry reporting needs.
 - Provides guidance and direction to branch and agency staff for the gathering, inclusion and verifying of data/information in internal tracking databases as well as the central databases coordinated by PAS.
4. Conducts research and analysis of:
 - Ministry and agency compliance with the Act, the Policy and other related legislation (annually and as required);
 - Ministry and agency compliance with the recruitment and appointment process and other Ministry governance-related policies and processes;
 - Recruitment and agency assessments data
 - Best practices in agency governance;
 - Relevant establishing or governing legislation of public agencies
 - Other governance issues that arise from time to time (or as required).
 - Conducts competency analyses of identified candidates for agency appointments against established competency

matrices for each agency.

- Prepares related briefings, recommendations and advice.

5. Develops and delivers common Ministry agency orientation and training programs

- Develops and delivers common agency governance orientation and training materials to new agency appointees on governance fundamentals, codes of conduct, and other common agency topics.
- Contributes to the development of agency orientation, recruitment, and training materials (e.g., information sheets, training course materials, presentations, etc.).
- Delivers training to the agency secretariats and provides support to them in developing and delivering additional training or resolving any questions or issues regarding training/orientation.

6. Participates on Ministry and cross-ministry committees

- Participates as a member of Ministry and cross-ministry committees as assigned.

Problem Solving

Typical problems solved:

The Governance Analyst receives assignments and manages programs and projects. There is discretion and freedom to be innovative in order to achieve the desired results. The incumbent is expected to exercise resourcefulness and adaptability to proactively identify, troubleshoot and resolve issues. Within the context of assignments, this position must determine the most appropriate approach and practice to use to achieve results. The incumbent must also demonstrate high degrees of political acumen due to the sensitive nature and personal information often involved in agency appointments and issues.

This position requires analytical and interpretative/evaluative thinking processes to effectively manage a broad range of situations both in and out of the Ministry and to perform analysis and draw inferences from gathered information. It relies on being able to extract from any number of a wide spectrum of professional principles and theoretical frameworks to best serve a given situation. Evaluative thinking is applied to research and to development of work plans and presentations. Creativity is applied in researching and dealing with a complex range of clients and issues.

Most projects require independent and focused attention, but also the ability to work effectively in a collaborative fashion as the unit serves agency secretariats all across the department.

Types of guidance available for problem solving:

Generally, the Manager provides broad instructions and the Governance Analyst is expected to work independently, or with specific internal stakeholders/program areas, to complete the work. The Director of PCLAG is also a key source of guidance and facilitator of higher level decision making, or strategic advice on projects and issues.

Direct or indirect impacts of decisions:

The Governance Analyst works with personal, confidential and sensitive information daily. The direct impact of their decisions are that public agency appointments are made in an effective, timely, and legally sound manner in accordance with required legislation and policies. The failure to exercise discretion, judgment, and political acumen would create significant negative impacts that would spill into the public realm in some cases (e.g., if information on candidates under consideration was improperly given out, if personal information was not properly safeguarded). It would damage the relationship between the department and the Minister (and staff) in a significant way, as the appointments and agency-related issues very frequently involve relatively close interaction with the Minister's Office through the Director of PCLAG. The Governance Analyst would be putting agencies and appointments at potential legal risk if legislation governing public agencies was not followed (e.g., an improper appointment, or an appeals decision being challenged because of an out of date or incorrectly interpreted Code of Conduct).

Key Relationships

Major stakeholders and purpose of interactions:

The Governance Analyst deals with a variety of people and needs, including:

- the Manager of Agency Oversight and the others in the Unit, Director of PCLAG, SPPCA Executive Director, and other managers in the SPPCA Branch for coordination (e.g., drafting of legal instruments) and reporting.
- the directors of each of the public agency secretariats in their respective divisions across the departments, as well as

their staff.

- Executive Search in the Public Service Commission, with respect to completing recruitments and performing required background checks.
- PAS, with respect to planning and obtaining permissions for recruitments and appointments, completing information requests and reporting obligations, ensuring public and internal databases and information on public agencies are up to date, and ensuring adherence to PAS policies and direction.

There is substantial variance in the nature and complexity of work handled, which is both politically and culturally sensitive. The work impacts all those previously listed.

Reporting to the Manager, Agency Oversight Unit, the Governance Analyst operates with independence to:

- Make decisions about what to take forward as pertinent information in reports, updates, briefing notes or correspondence;
- Make recommendations on strategies to deal with specific issues; and
- Respond to issues, strategies and the strategic direction of the Department.

Required Education, Experience and Technical Competencies

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

If other, specify:

Completion of a university degree (or equivalent)

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

Required Experience.

- Completion of a university degree (or equivalent)
- At least 1-2 years providing governance or board recruitment expertise.
- Experience working with stakeholders and the public sector.
- Experience with a wide variety of software and databases, in particular Microsoft Word, Outlook, PowerPoint, Excel, Teams, Sharepoint.
- Experience in jurisdictional research and review.

Required Knowledge. The position requires in-depth knowledge and understanding of the following areas:

- *Public Agencies Governance Act* and Public Agencies Governance Policy
- Legislation, regulations and mandates of Ministry agencies
- Other legislation that applies to ministry agencies, in particular the *Government Organization Act*, the *Financial Administration Act*, the *Freedom of Information and Protection of Privacy Act*, and the *Public Sector Compensation Disclosure Act*.
- Ministry agency recruitment and appointment process and other ministry governance policies and processes
- Best practices relating to board recruitment and governance
- Ministry Business planning, change management and project management processes
- Records management principles and data/information storage systems
- GoA and ministry decision-making processes
- Ministerial and Cabinet approval processes and documentation

Required skills and abilities. The position requires the following skills and abilities:

- Analytical and critical thinking
- Political acumen
- Discretion and sensitivity in the handling of personal and sensitive information.
- Highly developed interpersonal skills and ability to develop positive and effective working relationships
- Ability to successfully manage multiple projects, meeting timelines and working under pressure
- Strong organization, planning and prioritization skills
- Effective communication, time management, negotiation and facilitation skills
- Database development skills
- Ability to think comprehensively, understand specific details and implications and to work effectively with complex issues, systems and relationships, combining a high level of creativity

- and initiative with strong analytical skills
- Exceptional presentation and communication skills to exchange information
- Ability to anticipate problems and to work proactively to resolve them
- Ability to work effectively in both team settings and independently

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 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 	
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
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 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for	

		<p>outcomes:</p> <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 	
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