

Update

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Agency Governance, Outreach and Policy

Current Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Policy, Planning and Agency Governance

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Policy and Ag. Gov.

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-20

Responsibilities Added:

Outreach and Engagement

Responsibilities Removed:

Corporate Planning and Reporting
Red Tape Reduction
Legislative Planning

Job Purpose and Organizational Context

Why the job exists:

The Manager, Agency Governance, Outreach and Policy is responsible for the department's policy coordination, agency governance, and outreach/engagement functions. The team is responsible for the strategic coordination of the department's policy, outreach and engagement, and agency governance files.

Position Summary

Reporting to the Director, this position is responsible for the integration of priority files across the department. This includes leading the policy agenda, liaising with department stakeholders on agency governance issues, and leading outreach/engagement particularly with regard to mission planning. To be effective in the role, the position must collaborate across the department and with other ministries in order to ensure the development and implementation of multi-faceted policy agenda for the department.

Responsibilities

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

Agency Governance

- Provide strategic oversight of ministry public agencies to ensure compliance with the Alberta Public Agencies Governance Act (APAGA) and government governance frameworks.
- Lead formal agency reviews, mandate assessments, and governance evaluations to ensure alignment with ministry objectives and cross-government priorities.
- Oversee the development, renewal, and approval of Mandate and Roles Documents, Codes of Conduct, bylaws, business plans, and annual reporting.
- Monitor compliance with accountability requirements, including compensation disclosure, legislative timelines, reporting obligations, and other statutory or policy requirements.
- Lead or coordinate processes related to agency creation, amalgamation, extension, or dissolution.
- Lead or oversee competency-based board recruitment and appointment processes in accordance with PAS requirements.
- Track board vacancies, term expirations, and required competencies to ensure effective board composition and succession planning.
- Prepare appointment rationales, briefing materials, and decision-support documentation for senior leadership, the Minister, and PAS.
- Provide guidance to program areas and agency boards regarding recruitment processes and governance expectations.

Policy Coordination

Lead the planning and execution of the policy agenda for the Ministry and manage the policy coordination function in the department

- Provide direction and coordination in developing and managing the strategic policy framework for the Ministry.
- Implement policy, appointment, and engagement processes that meet the needs of key groups (Legal Services, Finance, DMO, MO, ABCs) and subject matter areas in the department.
- Meet regularly with Deputy Minister's Office, Policy Coordination Office and other relevant areas to confirm policy priorities and ensure alignment of policy timelines and agendas.
- Conduct ongoing reviews of the Ministry's business plan objectives, supporting strategies, and provincial and federal legislation to ensure policy implementation alignment.
- Provide advice on a broad range of policy and initiatives led by program areas throughout the Ministry to support more consistent and comprehensive policy development.
- Provide advice and support on a broad range of issues related to policy coordination, policy alignment, and agency governance throughout the Ministry to support more consistent and comprehensive approach to AU's policy development and relationship with its ABCs.
- Review documents from the department that are moving through the decision making process to ensure alignment with the strategic intent of the department and provide advice on key connections between pieces moving forward.

Outreach and Engagement

- Maintain a strong working knowledge of the issues facing Alberta and its domestic and international advocacy goals.
 - Coordinate ministerial and senior leader support and participation in national and international events and meetings.
 - Work with departmental and other colleagues to implement AU's objectives as they relate to national and international engagement.
 - Remain apprised of AU priorities and its advocacy strategies while working with experts across the GOA to design engagement plans for Minister, DM, and others as required.
- Manage program services staff, including supervising staff and managing all business administration for the unit.
- Supervise, coach, and mentor professional staff, ensuring employees are motivated, engaged, and supported in all ways.
 - Create and maintain a high performing work unit and a respectful workplace.
 - Manage unit administrative functions such as budget, human resources, and workload balance.

Problem Solving

Typical problems solved:

- Managing staff and collaborating with internal stakeholders to ensure resources are available to meet policy agenda timelines.
- Negotiating, building consensus and working with business areas including boards, agencies and commissions to resolve problems within the development timelines.
- Proactively identifying/anticipating and resolving scheduling/timing problems.
- Developing effective processes for setting priorities and identifying existing problems or potential issues and providing mitigating solutions before they manifest into barriers to success.
- Integrated thinking to identify and assess risks, impacts and problems, and develop a range of possible solutions to ensure project success.

Types of guidance available for problem solving:

The position requires the ability to identify the fundamental questions related to various policy initiatives and how they relate to similar questions in related initiatives and to the broader strategic intent expressed by government. The position must have the ability to draw on and analyze information from a variety of sources and perspectives. The incumbent ensures staff have the resources and training to do their job.

Direct or indirect impacts of decisions:

The position requires the ability to think strategically, including considering diverse information and perspectives to anticipate how future developments and trends could impact the department. This position is often expected to influence and must be able to function effectively in a complex, fast paced and evolving business environment. The Manager is relied upon to understand complex relationships and recognize the occasional conflicting perspectives and interests when identifying emerging issues. This position requires professional judgment and the ability to balance conflicting priorities representing varied programs and interests while ensuring alignment of responses and messages with relevant strategic direction.

Key Relationships

Major stakeholders and purpose of interactions:

Staff across the department to provide advice and recommendations, coordinate and plan timing of decisions and track and report on key work.
 Contacts at agencies in various capacities for governance, red tape reduction, and policy issues.
 Contacts in other Ministries including TBF, PCO, CCO, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Education and Knowledge

- Knowledge of the structure, operation and decision-making processes in the department and government.
- **Strong understanding of:**
 - o linkages between policy, planning, regulatory decision-making, monitoring, evaluation, reporting and policy evaluation;
 - o the political environment within which the Ministry operates; and
 - o government business plan goals, policy directions, structure and ABCs.
- Knowledge of public administration practices.
- Familiarity with applicable policy, legislation and regulations, both provincial and federal, and other relevant GOA legislation.
- Understanding of governance and ABC mandates and purpose, as well as related legislation and guidelines.

Organizational and Analytical Skills

- Strong organizational, time and project management skills to effectively balance multiple priorities and demands.
- Strategic thinking, the ability to anticipate potential issues and how they could impact the department, government and stakeholders.
- Ability to analyze complex issues, consider, and synthesize information from multiple sources and perspectives, and develop options.
- Ability to analyze system issues and components and identify performance improvements.

Communication Skills

- Excellent written and oral communication skills - the ability to present significant amounts of complex information in a clear and concise format.
- Ability to effectively communicate and translate the bigger picture - roles, goals, policy, departmental, and government direction to staff and client areas.
- Strong ability to effectively communicate with specialists and non-specialists, and representatives from other jurisdictions.
- Ability to develop partnerships, motivate, build consensus and establish a common vision.

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	☐	☐	☒	☐	☐	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	

Develop Networks	☐ ☐ ☒ ☐ ☐	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	
Agility	☐ ☐ ☒ ☐ ☐	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	
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	
Build Collaborative Environments	☐ ☐ ☒ ☐ ☐	Collaborates across functional areas and proactively addresses conflict: • 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	
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Benchmarks

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

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

DM Name

Date yyyy-mm-dd

DM Signature