

Ministry

Executive Council

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Legislative Analyst

Current Class

Program Services 4

Requested 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

Policy Coordination

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Legislative Review and Coordination, Policy Coordination Office (PCO), Executive Council, the Senior Legislative Analyst will provide research support, advice, and analysis relative to the GOA's policy and legislative agendas, while playing an integral role in the review of proposed legislative instruments to ensure effectiveness, relevancy and alignment with policy intent.

In addition, the Senior Legislative Analyst will support the coordination and alignment of Ministry activities with broader GOA priorities, PCO cross-ministry communications and other developments, providing a link between the PCO's review of scheduled initiatives and the more detailed forward agenda.

The position operates in a highly complex, politically sensitive environment that requires an ability to be self-directed and utilize sound judgement, and includes a broad scope of responsibilities ranging from research and analysis to coordination and other related projects and activities as determined by the Director and ADM. Success in this area will require a keen understanding of the crucial relationship between policy and legislative instruments, and the nature of the government decision-making process. Excellent relationship building skills are also essential to the position and a

key function is to work with ministries across government to bring forward high quality legislative packages in a coordinated manner.

Responsibilities

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

- Provide expert advice and consultative support to client departments in order to assist them with the application of relevant policies and legislation related to regulatory analysis and evaluation, including problem identification, regulatory alternatives, stakeholder consultation, financial impact assessment, and monitoring and evaluation.
- Work collaboratively to provide advice on analytical frameworks, processes and problem-solving methods to support client departments.
- Prepare draft advice and routing recommendations for the Director and ADM relative to proposed legislative and policy changes.
- Conduct research, considering environmental scanning issues and trends, as well as Government's strategic goals, when analyzing and preparing briefings on items coming forward from Ministries and as assigned by the Director, ADM or Deputy Chief.
- Develop written analyses of policy being considered through the government decision-making processes, such as Cabinet and Cabinet Committees.
- Develop briefing notes for Cabinet Committee Chairs on statutes, regulations and policy to be discussed by Cabinet Committees.
- Provide verbal briefings to the Deputy Chief and PCO ADMs on legislative, regulatory and policy issues.
- Function as a key contact to ministries in support of legislative and policy development (including expiry dates and compliance statements).
- Provide strategic planning, analysis, advice, support, direction, and consultation to Ministry staff related to the development of legislation, regulations and policy.
- Facilitate changes in policy direction by providing a strategic focus to ensure policies are aligned with Government's strategic direction and priorities. Support the Forward Planning process including preparation and development of materials to support Cabinet and other forward planning meetings.
- Participate with other members of PCO in comparative or best practices in policy development, coordination, or review. Working with the Director of Legislative Review and Coordination, develop and maintain Legislative Review Committee procedures.
- Working with the Director of Legislative Review and Coordination and the ADM, LRC, coordinate and prepare documentation to support legislative initiatives including Statutes Repeal, Miscellaneous Statutes Amendment Act, and budget implementation bills.
- Prepare and maintain legislation tracking documents.
- Manage the regulatory compliance certificates or similar processes as implemented; coordinating and developing processes and liaising with Legislative Counsel.
- Track regulatory expiry dates and unproclaimed legislative changes, working with PCO and external ministry contacts develop and maintain a plans for regulatory review and coming into force of legislation.
- Work collaboratively within interdisciplinary teams to support the objectives of PCO by providing advice and consultative support to clients, identifying policy implications within regulations and legislation, researching, and analyzing policy initiatives brought forward by departments and providing advice to Directors, ADMs and Deputy Chief in PCO, and supporting the review of legislation, regulations and related policy through the Cabinet Committee approval process.
- Provide secretariat support to the Legislative Review Committee and assist with, where required, providing secretariat support to other Cabinet Committees.
- Knowledge of legislative, regulatory and policy development in Alberta is essential, as is an understanding of the decision-making process and the nature and role of government agencies. The role also requires an ability to build professional working relationships with key contacts in government departments, and an ability to see the big picture while exercising high attention to detail.

Problem Solving

Typical problems solved:

- To ensure GOA strategies, priorities and policies are coordinated, a wide variety of skills are required including strong strategic problem solving, analytical and research skills, as well as a strong proficiency in negotiation,

consultation, collaboration, and consensus-building. The work often involves intense activity, with short timelines, to coordinate legislative and policy items going forward through the government decision-making process.

- The position operates in a complex, cross-ministry, and multi-jurisdictional environment, playing an integral part in the development of value-added outcomes for the benefit of those affected by regulations and policy.
- The Senior Legislative Analyst role works in a politically sensitive environment that requires a high degree of innovation and problem solving to respond to needs of diverse stakeholders, sometimes with competing interests.
- The operational unit deals with highly confidential, often sensitive, materials.
- The Senior Legislative Analyst is a high-level strategic thinker who has an excellent aptitude for identifying issues, and incorporates advanced research methodology and analysis in resolving issues that are complex and impact the overall goals of Government.
- Has an in-depth knowledge of Government policies and initiatives, incorporating both current trends and Government priorities in the collaborative development of regulations and policy and the recommendations put forward to Government decision-making.
- Has excellent organizational and time management skills resulting in the successful completion of multiple tasks concurrently on a diverse range of complex issues and topics.
- This position requires critical thinking in order to effectively identify, collect, analyze, summarize, and present complex information both in written and verbal form, to provide timely and useful advice to senior officials to support Government priority setting, planning and decision-making impacting the strategic direction of Government.
- The position requires the ability to identify the fundamental questions related to regulatory and policy initiatives, and how proposals may interact with other work and the broader strategic intent expressed by Government.
- Well-developed knowledge of Microsoft Word, PowerPoint, and Excel is essential.
- Experience preparing and/or reviewing policy analysis, options and recommendations.
- Strong understanding of the needs of Executive-level decision-makers.
- Ability to understand Government's strategic direction, incorporate it into the work, and effectively communicate the corporate and strategic direction of Government as it relates to regulation and policy.
- Ability to provide direction and decisions for complex and contentious issues.
- Ability to understand how to effectively integrate Ministry perspectives into a corporate perspective.

Types of guidance available for problem solving:

Reporting to the Director, Legislative Review and Coordination, this position provides research, analysis and recommendations to support the development, approval, and implementation of legislative changes.

Direct or indirect impacts of decisions:

Indirect. The planning and scheduling of items for committee dates. Changes to drafting based upon feedback from PCO.

Key Relationships

Major stakeholders and purpose of interactions:

Assistant Deputy Minister - provide analytics around the review of legislation, regulations and policy, conduct research, provide analysis and recommendations to support, improve and develop regulatory, policy and legislative policies and best practices, and assist on related initiatives and their implementation.

Client Ministries - liaise and build relationships with a variety of operational units (such as legislative planning, business planning, legal services, financial services, policy and program areas across all departments and regulatory agencies), to exchange information, assist with regulatory impact, and support the implementation of cross-Ministry regulatory, policy and legislative initiatives.

Government of Alberta Central Agencies - collaborate with other central agencies, such as Legislative Counsel Office and Executive Council branches regarding regulatory, policy and legislative review, the implementation of initiatives and the exchange of best practices.

Other Unit Staff - collaborate with various operational areas within PCO as necessary to achieve objectives and deliverables.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

If other, specify:

social sciences, law, economics, policy, public administration, business/commerce, or related

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

- A clear understanding of central agency functionality, including an ability to think strategically and critically on a broad scale to help fulfill corporate objectives.
- Excellent knowledge of Government's role, structure, decision-making processes, policies and initiatives, particularly those related to the development of regulation, policy, and legislation.
- Experience with research, policy and legislative analysis, and project management.
- Good understanding of the impact of regulation and its relationship to policy objectives.
- Excellent conceptual and analytical abilities, and an ability to summarize and synthesize complex materials, identify key issues and develop responses and solutions.
- Strong research, policy analysis and project management abilities.
- Excellent interpersonal skills, including an ability to build relationships with a mix of stakeholders and staff and lead cross-Ministry coordination.
- Excellent written and verbal communications skills, including the ability to convey complex ideas in understandable terms to a variety of audiences.
- Ability to multi-task with sometimes limited direction, while working in a dynamic political environment that requires adaptability and the ability to respond quickly to changing priorities.
- Knowledge and understanding of the political environment and its implications, and an ability to maintain objectivity.

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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <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 	This position proactively builds networks, connect, and build trust in relationships with clients, stakeholders and colleagues.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • 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 	This position requires the ability to anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty and effectively work in a changing environment.

		situations and creates a backup plan	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <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 	This position knows what outcomes are important and maximize resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders.

Benchmarks

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

024PS10 - Seniors and Housing- Policy Advisor
024PS63 - Health - Policy Analyst

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