

Working Title Executive Counsel		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Court of King's Bench	Ministry Justice
Present Class LO5		Requested Class	Levels to Deputy Minister (Not including incumbent level)
Cost Centre	Profit Centre	Project Code (if applicable)	

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

The Court of King's Bench (KB) the Superior Trial Court for the Province of Alberta. KB sits in thirteen locations in the province and generally only tries the most serious criminal offences and civil proceedings. KB is continually striving to improve the justice system and better serve the needs of Albertans through its Executive Board (EB) which sets organizational policy, strategic and operational plans and programs to fulfill its vision of being a proactive and innovative leader in the administration of justice in Alberta.

The Executive Counsel is responsible for a very diverse and high-profile portfolio of legal services as well as providing advice and recommendations on a variety of strategic and operational functions. Through membership on the Strategic Planning Committee and ad hoc membership on all other Court Committees, the position supports the Executive Board in developing the Court's strategic plan, goals/initiatives, resource allocation and communication plan. The position is accountable for working with internal and external partners and stakeholders to identify strategic and business initiatives that will enable the KB to become more agile and adaptive in addressing the changing delivery of Court Services to Albertans. The position provides advice and recommendations to the Communications Steering Committee, Diversity, Inclusion and Access Steering Committee, and French Language and Interpretation Steering Committee and other substantive law Court committees as well as through the supervision of the Court's Communications Officer, Bilingual Counsel and Equity Counsel. The position is responsible for operationalizing the strategic direction regarding communications, inclusion, diversity and access to justice.

The position provides leadership and direction to Court Services that includes Legal Counsel, Law Students, Review Officers, Resolution Counsel and Criminal Pre-Trial Counsel.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

1. Providing leadership and direction to the Strategic Planning Committee for the business planning process to ensure consistency and inclusion of all components and considerations for integrated strategic and business plans. This includes:
 - Providing direction and leadership to the development of the KB's strategic business plan through a collaborative process that engages all program areas and key Ministry partners (e.g.: Provincial Courts, IT, Ministry Communications, etc.)
 - Ensuring that the KB short- and long-term planning cycles align with the Ministry and GoA planning cycles, where appropriate.

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- Providing leadership, guidance and direction to program areas in the development of co-ordinated operational plans that support KB's strategic plan.
 - Leading the development of annual/quarterly reports on the business plan and operational plans to provide effective monitoring for informed and evidence-based decision-making.
2. Providing the Courts' Executive Board (EB) with information, analysis and recommendations to ensure alignment with the KB vision and mission, and goal's direction, intent and priorities. This involves:
 - Bringing to the EB recommendations, scenarios, and visioning to enable informed decision-making regarding the development of relevant strategic business plans and initiatives.
 - Providing advice and recommendations to refresh, reposition and maintain the relevance of the KB's strategic direction and intent.
 - Providing advice and recommendations on the development of meaningful measures and key performance indicators for the ongoing monitoring and evaluation of outcomes to drive continuous improvement.
 - Identifying and recommending a corporate evaluation process, tools and methodologies to continually review the business goals and priorities and to capitalize on opportunities for improvements in process, initiatives, programs and policies.
 3. Responsible for providing advice and awareness of issues and challenges that can affect the successful execution and achievement of strategic outcomes related to Communication, Diversity, Inclusion and Access, and French Language and Interpretation other substantive law and operational Court committees' business goals. This involves:
 - Leading the operationalizing of the strategic goals related to the areas.
 - Providing strategic leadership and expert advice in implementing change and delivering on program objectives.
 - Leading the identification of disconnects and gaps that prevent achievement of the desired outcomes and KB's vision and mission.
 - Leading the identification of roadblocks and issues preventing change and recommending the optimal support or solutions required.
 - Understanding and anticipating shifts in societal, legal and policy direction and issues and provide the Steering Committees with forward thinking analysis, recommendations and options.
 4. Responsible for providing leadership and oversight to the Edmonton Court Legal Counsel and Law Students to ensure accessibility to justice by Albertans. This involves:
 - Providing strategic leadership and advice in the application and interpretation of complex matters of law.
 - Ensuring complex matters of law including providing advice and recommendations on policy changes and the short-term and long-term impact are addressed.
 - Creating an agile and adaptive environment to improve operational effectiveness in delivering services to the justice system.
 - Identifying opportunities for improvements and implementing changes to address the ever increasing and changing demands of delivering Court services to Albertans.
 - Overseeing the assignment of staff and other resources in order to achieve objectives within timeline.
 5. Providing leadership and direction to a diverse group of legal counsel providing specialized services in the areas of complex family breakdown (Resolution Counsel), Reviews and Assessments and Criminal Pre-trial Counsel to improve the operational effectiveness of the justice system and public access to justice. This includes:
 - Providing strategic leadership and expert advice in the application and interpretation of legal matters.
 - Advising on policy and changes to jurisprudence as it applies to emerging case law and

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identifying short-term and long-term impact

- Ensuring that work flows through the Court in a timely and efficient manner, allocating resources appropriately.
- Providing expert advice and interpretation of merging and inter-related applications of law to complex matters under review.
- Proactively identifying opportunities to improve the operational effectiveness of the Court system.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

The position requires a law degree from a Canadian jurisdiction and 11+ years of directly related post bar legal experience.

The position requires extensive and broad knowledge and understanding of:

- Ministry business plan, goals, strategic priorities, accountability processes, issues management and regulatory framework
- The strategic business plan, goals and direction of the Court of King's Bench
- Decision-making processes of the Ministry and GoA
- The functions and responsibilities of the Court and provincial statutes, regulations, policies and applicable legislation
- Internal and external stakeholder community, organizations, committees, advisory groups, senior representatives that are affected by the judicial system
- Strategic business and operational planning theories, methodologies, principles and techniques
- Performance measurement and reporting theories, methodologies, principles and techniques
- Program/project evaluation and accountability frameworks
- Issues management and change management practices, processes and methodologies

The position requires the following skills and abilities:

- Ability to anticipate future issues and the related impact
- Ability to build productive relationships within the Ministry, GoA and with agencies, and key stakeholders
- Ability to lead and manage a variety of complex issues/files and processes and deliver high quality results within timelines
- Ability to analyze complex and varying issues and synthesize findings to identify actions and solutions, both short and long-term
- Strategic thinking skills to assess legal impacts short & long-term
- Excellent communication and interpersonal skills to develop and deliver precise and specific findings, recommendations, and options to a variety of audiences in a variety of formats and venues
- Ability to manage diverse multi-disciplinary teams and to develop and maintain productive working relationships with internal and external stakeholders
- Strong negotiating, mediation, facilitation and consulting skills to manage competing perspectives from diverse stakeholders

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The position is accountable for ensuring that the KB has a well-developed and comprehensive Strategic Business Plan that effectively incorporates input from all levels of the organization. There is a high expectation that results are achieved usually under short timeframes and results satisfy a broad range of client interests.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

Through working with other strategic Steering Committees, the position is responsible for advancing briefings and strategies to the Court's Executive Board on a regular basis using systematic processes. The position is accountable for developing strategies; leading the implementation of strategies as required; and, reporting progress on these strategies against operational plans. This requires:

- Strong leadership and management ability to lead teams, gain their commitment, set the vision and goals and achieve results.
- Strong interpersonal relations ability to make and maintain relationships and to support and motivate staff.
- Ability to effectively communicate and translate the big-picture role, policy and vision to staff.
- Ability to analyze issues, identify solutions, make decisions and develop processes to implement solutions.
- Ability to negotiate, mediate and build consensus to achieve results when working with multi-disciplinary teams and steering committees.
- Ability to anticipate, identify and analyze trends and issues, and develop strategic response options in consultation with KB staff and strategic Steering Committees.
- Ability to coordinate the work of diverse stakeholder groups and supervise/manage staff.

This position must combine facilitation skills with the ability to develop and communicate a broader approach with respect to the KB Strategic Business Plan while enlisting the support of others, understanding their perspectives and incorporate their suggestions.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

Situations facing the position are varied and affect many stakeholders within the Courts, Ministry, across the GoA and with external partners/stakeholders. The position uses problem solving tools such as negotiating, consulting, collaborating and consensus-building to create an understanding and acceptance of a business planning approach that is integrated, outcomes focused and results-based.

Problem solving requires a strategic approach in drawing on network of relationships and partnerships to provide value added input into the work of the position.

Key challenges of the position are:

- Developing strategies utilizing multiple processes to achieve desired results.
- Continually responding to and incorporating emerging issues and trends from a dynamic environment.
- Ensuring issues are addressed in a coordinated and consistent manner through awareness of ministry objectives and priorities.
- Take abstract concepts and convert them into understandable, valuable, and concrete concepts and deliverables.
- Fostering positive working relationships within the KB and with partners.
- To instil a culture of continuous improvement through ongoing program evaluation and prioritization.
- Reconciling input and information from a wide range of sources balancing different expectations and viewpoints.
- Providing guidance to staff involved in different program areas.
- Balancing and managing the longer-term strategic and short-term perspectives associated with the strategic plan and operational plans.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal Court's Executive Board	As required	Engaging executive in setting overall direction for the Strategic and Business Plans. Review and approval of

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Strategic Steering Committees	As required, ongoing	final plan. Work with executive to establish performance measurement and evaluation processes. Integration of planning, reviewing issues and providing recommendations to Executive Board.
Program Leaders	As required, on-going	Engage for the development of business plan. Provide advise on business/operation planning and linking internal plans with KB vision mission and strategic plan. Reporting on program and initiative progress.
Judges and staff	Ongoing	To provide expertise and strategic analysis of issues affecting the operations of the KB
External Stakeholders	As required, on-going	Consultation on integration, alignment, & collaboration on common issues, planning and program evaluation.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

Within the KB's business plan, the position has wide latitude to plan, organize and carry out the work in the way that seems most effective and efficient. The position is expected to take initiative within the situation of few constraints or precedents for many of the issues that will be addressed and much of the work that will be undertaken through the Strategic Steering Committees and Court's Executive Board.

The position is accountable for the development of issues management strategies at the strategic and business planning level as well as the delivery of Court Services focusing on the research, analysis and development of recommendations, options and resolutions related to business objectives and legal issues with consideration for the short-term and long-term impact on processes, precedent, practices. The position anticipates trends and changes in legislation, regulations, and policies to provide the judiciary and stakeholders expert advice and support in providing a judicial system that better serves Albertans.

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

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COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

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ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide **Page 15**).

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.