Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Legislative Advisor

Current 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

Municipal Services/Policy & Eng/Policy & Legislation

☑ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Legislative Advisor is responsible for contributing to outcomes for work on legislative processes and projects. The Advisor is also involved in policy development activities and providing advice on issues that affect Alberta municipalities and their residents. Many of these issues are highly sensitive and complex.

The outcomes supported by the Legislative Advisor contribute to the strategic direction of the Division and Ministry by informing the development of priorities, policies, corporate goals and business initiatives. This position leads legislative projects that support an effective legislative framework for municipalities, ensuring that the legislation is current and consistent with modern principles of legislation and Government direction for statutes and regulations.

Reporting to the Manager, Municipal Legislation, the Legislative Advisor works in the context of the Government's goals, guidelines and policies, the Ministry's policies, business plan, and related provincial legislation. Within this framework, the Legislative Advisor monitors and reviews municipal legislation, and where appropriate, helps develop proposals for amendments to ensure their relevancy and currency for local governments so that they can operate successfully and maintain healthy communities. Throughout this work, the Legislative Advisor is a key legislative resource for other units in the division, and a leader in the processes involved in the management of complex legislative projects.   Contact with other ministries, municipal governments as well as other provinces may also be required.

Responsibilities

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

1**. General Ongoing Statutory Review**

The Municipal Government Act and other legislation including the Local Authorities Election Act, the Special Areas Act, the Parks Towns Act, the Lloydminster Charter, the Safety Codes Act and the New Home Buyer Protection Act, among others, are reviewed for ongoing relevancy and currency.

This outcome is achieved by:

- Working with Divisional teams in carrying out consultation processes with the appropriate stakeholders, which usually includes individual municipalities and municipal associations, and which may include ratepayers, business and industry groups, law firms, MLAs, and other Government Ministries to obtain feedback. Interpreting, clarifying and weighing the feedback from the affected stakeholders in resolving policy issues.

- Conducting research and developing briefing materials, options and recommendations on proposed changes to legislation for review by senior management and the Minister, and participating in policy discussions and the development of policy proposals for the consideration of the Minister and other decision makers.

- Maintaining currency in municipal issues and trends by monitoring issues that involve pressures to change municipal legislation, and advising the Manager about any significant problems (actual or perceived), any major increase in stakeholders concerns, or any major shift in stakeholder positions related to these issues on a timely basis.

- Providing feedback on other legislative initiatives, including Cross-Ministry and private members' bills where the bill affects municipalities and/or the Ministry.

- Preparation of materials such as drafting instructions to Legislative Counsel Office, Cabinet Reports, Legislation Charts, Briefing Notes and other decision documents.

2. Regulation Maintenance and Development:

Regulations are reviewed for ongoing relevancy and currency. New regulations or amending regulations are developed ensuring that the regulation framework for municipalities continues to be clear, fair, consistent, and appropriate to current circumstances.

This outcome is achieved by:

- Monitoring and anticipating expiry dates and review timelines for regulations, including working collaboratively with Divisional teams to ensure that the regulations continue to meet program and stakeholder needs.

- As with statutory reviews, collaborating with Divisional teams to carry out meaningful stakeholder engagement on potential amendments to existing regulations or the development of new regulations.

- As with statutory reviews, conducting research and developing briefing materials, options and recommendations on proposed changes to regulations for review by senior management and the Minister, and participating in policy discussions and the development of policy proposals for the consideration of the Minister and other decision makers.

- As with statutory reviews, maintaining currency in municipal issues and trends by monitoring issues that involve pressures to change municipal legislation, and advising the Manager about any significant problems (actual or perceived), any major increase in stakeholders concerns, or any major shift in stakeholder positions related to these issues on a timely basis.

- Preparation of materials such as drafting instructions to Legislative Counsel Office, Ministerial Orders, Recommendation for Order in Councils, Legislation Charts, Briefing Notes and other decision documents.

- Identifying the necessary preconditions (such as stakeholder input) that are needed before certain regulations can be approved, to be fulfilled on a timely basis. This may include helping prepare new regulations to address critical and sensitive issues on an urgent basis.

3. Communication and Stakeholder Outreach:

Ministry colleagues and internal/external stakeholders are well-informed about the rationale for and effect of changes to statutes and regulations. This results in stronger collaboration with stakeholders, and a more comprehensive understanding of legislation and legislative processes.

This outcome is achieved by:

- Providing verbal and/or written analysis and advice on issues regarding proposed changes to municipal legislation and regulations in consultation with affected parties. The responses may range from direct telephone replies, to drafting correspondence for the Minister, to helping prepare information packages on new legislative initiatives. This may also include presentations to and/or meetings with affected parties to explain the proposed changes and their potential impacts.

- Preparing correspondence and briefing notes to respond to questions on statutes or regulations for senior management or the Minister, or less frequently for other Ministers or MLA's. Preparing this material may require consulting with stakeholders to ensure that all the necessary information is provided and the message is clear and consistent.

- Assisting with presentations regarding proposed changes to municipal legislation and regulations. This includes presentations for audiences such as the municipal associations, other Ministries, or other stakeholders.

- Representing the Branch or Unit on various Ministry, interdepartmental, or intergovernmental committees and/ or various multi-disciplinary project teams that address issues with provincial or municipal implications, and contributing to the activities of other units, municipal associations, professional groups, and/or other organizations where this participation contributes to the achievement of Ministry objectives and/or to the improvement of relations with municipalities.

- Reviewing and preparing comments on other Ministry's legislative, regulatory, program and policy initiatives and their impacts on municipalities and/or Municipal Affairs to senior management for a Ministry response.

4. Policy Analysis and Advice:

Legislative projects are informed by a comprehensive understanding of current policy trends and recent policy decisions. This results in projects that are consistent with the strategic direction of the Ministry.

This outcome is achieved by:

- Maintaining currency in Government of Alberta policy processes and procedures as well as current trends in policy.
- Conducting background research and analysis, including clarifying stakeholder input.
- Identifying sensitive issues and proposals, including identifying non-legislative solutions for policy change.
- Preparing reports, recommendations and briefing materials, and presenting them to senior management and/or external stakeholders.
- Implementing approved recommendations or proposals with Ministry officials, affected local governments and/or other affected stakeholders.
- Developing or reviewing policies where statutory or regulation changes have been proposed but are inadvisable or unfeasible, or where statutory or regulation changes only address part of the issue.
- Ensuring a full understanding of the policy proposals, asking questions as needed, and being able to clearly and thoroughly convey the proposals to others.

Problem Solving

Typical problems solved:

Legislative problems often arise during the drafting of new or amending legislation and requires collaboration with program areas, policy team, legal services, legislative counsel office, and management to successfully resolve the problem in alignment with the policy direction from decision makers. Issues and questions are also raised by stakeholders and other staff when interpreting legislation. It is crucial to the success of the team that the intersecting goals, mandates and priorities of Municipal Affairs and the Government of Alberta are recognized and balanced when problems arise, many of which can be politically sensitive.

Types of guidance available for problem solving:

Guidance is available from the manager as well as colleagues and other leaders. Professional Development courses/training may also be relevant and beneficial.

Direct or indirect impacts of decisions:

Alignment of legislation with the policy intent to achieve the approved policy of the government, while ensuring legislative certainty; potential for broad impact on stakeholders including all Albertans if this is not achieved.

Key Relationships

Major stakeholders and purpose of interactions:

Daily contact and the need for relationship building with other units and Divisions in the Ministry to support their legislative and policy initiatives. Regular contact with senior management and colleagues from other departments. Occasional contact with municipal associations, municipal officials or the public.

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:

Law, Public Policy, Social Science, Political Science, or related field

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

- Extensive knowledge of and experience with the legislative process and policy development steps.
- Knowledge of provincial and municipal issues, trends and priorities.
- Knowledge of, or the ability to quickly become familiar with, municipal governance, operations and legislation.
- Demonstrated ability to effectively lead, facilitate and coordinate working groups.

- Excellent analytical, strategic thinking, and communication skills, including the ability to resolve complex problems, formulate strategies and identify impacts. - Detail oriented with excellent writing skills.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Agility	○ ○ ○ ◉ ○	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	- Priorities, deadlines and legislative/policy direction can change often and repeatedly. - Skills in adapting and proactively preparing for such shifts is vital. - Ensuring that all documents are updated with each shift is crucial. - Must demonstrate flexibility, nimbleness and objectivity. - Must maintain resiliency in times of uncertainty.
Creative Problem Solving	○ ○ ○ ◉ ○	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	- Complex issues and legislative challenges regularly arise and must be clarified, analyzed through multiple perspectives, and solutions explored with an eye to innovation, possible unintended consequences and including various resources to explore options and outcomes. - Utilize creative and collaborative team approaches to manage multiple and often competing priorities.
Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex	- It is essential that management of long term and complex projects includes ensuring milestones and deliverables are met while maintaining momentum during periods of delay or uncertainty. - Legislative projects and policy initiatives require a focus on forward

		factors and aligns solutions with broader organization mission	planning, achieving outcomes and solving problems while balancing risks and removing barriers to success.
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	- Completion of work must be done through the lens of a broad strategic view, collaborating with other teams/Ministries, and looking to short and long term impacts, connections and integration with other policy and legislation. - Legislative projects require awareness of societal trends, legal issues, political factors and operational considerations, many of which arise through cross-ministry work and review of stakeholder positions. - Analyzing a variety of considerations, some of which may at first seem unrelated, and being able to determine the appropriate level of detail for complex topics that may shift in an ever changing environment, is key to success.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

024PS10 - Policy Advisor, Seniors and Housing