

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Mgr, Policy, Leg. & Governance

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Legislative Projects Unit in Treasury Board and Finance (TBF) manages and supports the delivery of the ministry's legislative, policy, regulatory and agency governance agenda. The unit provides corporate legislative services to the ministry, including legislative planning and managing the preparation of legislative instruments; e.g. bills, regulations, Orders in Council, Ministerial Orders and Delegation Orders. The unit is also responsible for providing strategic advice on TBF policies under development or review, and for overseeing governance of the ministry's public agencies. The ministry is responsible for 42 Acts, in addition to related regulations, and has responsibility for 19 public agencies, boards and commissions (ABCs)The framework within which this job operates includes:

- Alberta TBF Business Plan;
- Government of Alberta Business Plan;
- Federal and provincial policies, legislation, and regulation related to TBF; and
- Government of Alberta operational policies and procedures.

Responsibilities

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

The Manager, Policy, Legislation and Governance is responsible for providing legislative and policy planning, development and review services to the ministry in relation to TBF legislation, policies and agency governance.

The position manages and coordinates, 1) the legislative agenda for the Ministry 2) the Unit's function of reviewing TBF policies and related policy documents under development or review (e.g. Cabinet reports); and 3) the Unit's role in overseeing governance of public agencies, including the development and implementation of governance best practices, governance frameworks, and review of mandate and roles documents for TBF agencies.

The Manager, Policy, Legislation and Governance reports to the Director, Policy, Legislation and Governance, and is an integral team member for the fulfillment of the accountabilities of the Unit.

This position works collaboratively with internal department and ministry partners, other GOA partners, and other stakeholders to plan, coordinate, develop, and implement legislation, regulations, and policies. The position provides strategic advice on legislative, regulatory, policy and governance work that supports the Ministry's strategic direction. The results of this work support the Director, the Executive Director, and other TBF divisions.

The role collaborates extensively with Executive Council, including the Cabinet Coordination Office, and the Policy Coordination Office to ensure appropriate review and routing of wide-ranging issues and to facilitate timely decision-making. This position also provides advice and information to other areas within TBF regarding decision item routing to committees, including documentation requirements and timelines. The role must anticipate potential barriers that may interfere with the smooth functioning of legislative and policy planning, such as communication, operational processes, shifting priorities, compressed timelines and political sensitivities, and to pre-emptively design, direct and implement solutions.

The position must be committed to continuous improvement and must seek opportunities for outreach and education across the department. The role must continuously assess fluctuating systems and processes to ensure that effective coordination is maintained to support government's fiscal priorities.

Specific accountabilities:

-provide advice, direction and coordination in the development & implementation of the ministry's legislative, policy and governance agenda.

-implement policy, legislative and appointment processes that meet the needs of key GoA and other stakeholders (MO, DMO, PCO, LCO, TBF Legal, ABCs and TBF divisions).

- foster a partnering culture with Executive Council and other areas of TBF to confirm document and routing requirements and to help ensure that any issues are raised early in the policy development process;

-provide advice on a broad range of policy initiatives led by TBF divisions to support more consistent and comprehensive legislative and policy development.

-provide advice and direction on issues related to agency governance throughout the ministry to support a consistent and comprehensive approach to TBF's relationship with its ABC.

-review documents from the ministry that are moving through the decision making process to ensure alignment with the strategic objectives of the ministry and provide advice on key connections (or potential inconsistencies) between pieces being advanced for decision.

- coordinate the formal relationships with ABCs, specifically related to matters such as appointments/reappointments, required regulatory changes and compliance with the Alberta Public Agency Governance Act (APAGA); e.g. Mandate and Roles Documents, etc.

-conduct regular consultations with TBF divisions, TBF Legal, and the DMO regarding agency governance issues that may have implications for ministry policy and/or agency mandates.

-lead regular review of requirements under APAGA, including:

- Reviewing Mandate and Roles documents;
- Ensuring the obligations of the Minister under APAGA are being met;
- Tracking other relevant legislative and governance requirements for the Ministry's ABCs.

Problem Solving

Typical problems solved:

This position will require the leadership to identify and address issues that vary considerably and are unprecedented. Finding solutions requires a very high degree of analytical, interpretive, evaluative and/or strategic thinking. In many situations, there are few established solutions or processes and the position must provide leadership and space to develop new approaches to address the emerging issues.

The challenge is often in knowing who to talk to and the sequencing of conversations to produce effective and efficient action. Problems may also involve bringing clarity around processes that continue to change and evolve. In this case, the challenge is in determining enough clarity in the ambiguity so that matters can move and issues can be resolved.

- Negotiating, building consensus and working with TBF divisions, as well as with ABCs to resolve issues within the legislative and policy development timelines.

- Proactively identifying/anticipating and resolving scheduling/timing problems

- Developing effective processes for setting priorities and identifying existing problems and potential issues, and providing solutions.

Types of guidance available for problem solving:

The position requires the ability identify fundamental questions related to various legislative, policy and governance initiatives/issues, and how they related to similar questions in related initiatives as well as to the broader strategic intent of the government and the ministry. The position must have the ability to draw upon and analyze information from a variety of sources and perspectives, and have the capacity to do so with minimal guidance.

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 others 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 to recognize conflicting perspectives and interests when identifying emerging issues. The position requires professional judgment and the ability to balance conflicting priorities or others while ensuring alignment of responses with the relevant strategic (GoA/TBF) direction.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Director to provide updates and recommendations, and to act for the Director as required.

Interact regularly with directors, managers and senior representatives throughout the Ministry for the purposes of exchanging information, providing recommendations and advice on legislative **and policy** matters.

Interact as required with Deputy Minister and Executive Team for the purposes of providing updates on legislative projects and providing recommendations and advice.

Interact regularly with TBF Legal Counsel to:

- discuss issues and share information regarding legislative, legal and/or policy matters.

- seek legal advice, opinions and legislative interpretation

Interact with Legislative Counsel as required for the purposes of providing drafting instructions, discussing issues, and sharing information regarding legislative legal and/or policy matters.

Interact as required with Executive Council (PCO, CCO) as required for the purposes of discussing implementation strategies, and to provide and obtain direction and advice.

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:

Social Sciences, business law or a related discipline. A Master's degree is considered an asset.

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

- General knowledge of legislation impacting the Ministry, and related regulations.
 - Knowledge of the structure, operations and decision-making processes in the ministry and government.
 - Thorough knowledge of GOA's legislative process, including roles of Legislative Counsel, Executive Council, and Cabinet Committees, the timing of stages of the legislative process for both Bills and regulations, and related approval and decision-making processes.
 - Understanding of governance and ABC mandates, as well as related legislation and guidelines.
 - Thorough knowledge of and experience in government, political and legislative environments.
- The Manager, Policy, Legislation and Governance also requires excellent:
- Strategic thinking and planning skills, including ability to develop, synthesize, articulate, and interpret a broad range of legislative and policy principles and relevant information and data obtained from varied sources.
 - Interpersonal skills, including demonstrated ability to establish and maintain effective working relationships with broad range of senior Government and Ministry representatives, and members, and Ministry staff.
 - Professional judgment and decision-making skills along with conceptual and critical / creative forward-thinking skills
 - Research and analytical skills, including keen attention to detail, to find innovative solutions in unusual or difficult circumstances.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through 	Creating brand new legislation or drafting substantive amendments to existing legislation requires the Manager, Legislative Services to consider linkages, anticipate impacts and to ask questions regarding the underlying policy rationale and objectives.

		<p>strategy</p> <ul style="list-style-type: none"> • Addresses behaviours that challenge progress 	<p>In order to shepherd legislative projects through the approval process(es), the incumbent is required to anticipate questions and to explain the nuance and rationale of the legislative mechanism that has been selected.</p> <p>Where there are linkages to other GOA ministries, the Manager, Policy, Legislation and Governance connects with staff from those ministries to understand their perspectives, and to factor those perspectives into the legislative approach.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • 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 	<p>Asks deep, probing questions in order to understand policy intent, and ensure that the legislative mechanism aligns with the policy and implementation.</p> <p>Works directly with different programs areas and teams across Ministries to address legislative issues.</p> <p>Researches and analyzes the approaches used in other jurisdictions to identify and adopt best practices.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for 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 	<p>There is a significant degree of independent decision-making required of the Manager, Policy, Legislation and Governance. The Drive for Results competency is crucial for this role in order to achieve results and be responsible and responsive to senior officials.</p>

		direction	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Developing and maintaining relationships with staff from across GOA is imperative for success in this role, including relationships with Legislative Counsel, Policy Coordination Office, and legislative and program area staff in other line departments.</p>