



FILE
DATE: July 29/10
INITIALS: NS

P JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title
Compliance advisor

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
Present Classification		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see Section 2.3).

The staff of the policing Standards and Audits Section report to the Director of Law Enforcement Standards and Audits. This unit was created to work with policing stakeholders to ensure that Albertans are provided adequate and effective policing. The unit is responsible for the Alberta Policing Standards and is primarily tasked with conducting audits of agency compliance with the policing standards; reviewing and revising the Standards Manual including revising specific standards or developing new standards. The unit may also assume a variety of law enforcement related tasks to assist in the delivery of other Branch initiatives.

The Compliance Advisors work as a team to collectively manage the work of the unit. The Compliance Advisors are required to prepare audit plans and conduct audits; establish and maintain productive relationships with police agency contacts and executive as well as other stakeholders on police commissions or boards; work with a range of police, government and other stakeholders to identify and analyze policing issues, create temporary working groups to resolve policing issues; provide advice to government on a range of police agency specific and general policing issues.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see Sections 2.1 and 2.2).

Manage standards program:

Work with peers to manage the policing standards program in accordance with the Police Act and the Alberta Police Standards. The program provides police with a structure to develop policies and procedures that regulate organization action and individual behaviour:

- Establish and maintain productive relationships with police agency managers and executive.
- Advise and provide direction to police services on matters relating to application and interpretation of standards
- Review the policing standards and revise standards or elements of the standards program to meet evolving police practices and community demands
- Conduct research of varying complexity into police practices to support revision of existing standards or develop new standards
- Develop, implement and manage standards related projects—projects to bring police into compliance with new standards; support changes to police practices; conduct risk analysis and identify controls.
- Draft reports summarizing research efforts
- Represent the unit and Branch on standards related committees and working groups at the provincial level and national level

Manage standards audits:

Work with peers to manage the conduct of policing standards audits in accordance with direction provided by the Police Act and Alberta Policing Standards manual to measure the level of policing provided:

- Establish auditable working definitions for standards as required
- Establish auditable interpretations for standards as required
- Develop audit models for individual standards
- Act as team lead for audits when required
- Plan and conduct audits of agencies
- Draft and edit audit reports
- Conduct debriefs of agencies and monitor and facilitate agency efforts to correct identified deficiencies.
- Makes recommendations to the Director in the event of non-compliance by police agencies.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see Sections 2.1 and 2.2).

Support to other units and Ministries:

Work with peers and representatives of other units in Branch and other Ministries on standards related issues. Provide any support required for administrative or operational tasks as required.

- Monitor Branch, Ministry and GOA business to identify instances where standards could provide support.
- Coordinate standards efforts with those of other business units in instances where support could be provided
- Research and draft action requests as required
- Represent the Branch and Division on committees and working groups as required

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see Section 2.4).

- Standards program impacts operations of 12 independent police agencies (RCMP and municipal) serving all Albertans
- Responsible for supervision of police agency standards coordinators agency level work on standards. Responsible for supervision of stakeholders work on Standards related projects
- Stakeholders: police oversight bodies; police executive; individual police officers; local government and communities; provincial and federal government (predominantly Solicitors General and Justice ministries)
- Project variety:
 - Annual audit schedule and audit plans for police agency reviews.
 - Developing specialized detail audit plans for issues such as motor vehicle pursuits and conducted energy weapon issues;
 - Organizing and managing specific issue working groups to analyze and resolve concerns.
 - Participating in a variety of roles in specialized working groups to address legislative, government policy and organizational process issues.
 - Conducting a wide range of standards / police practice related research projects into laws and bylaws; court processes; police equipment / technology; human resource.
- Program variety:
 - Agency level policing standards audits.
 - Inter-government and inter-ministry working groups.
- Creativity: Unit staff is often called upon to analyze sensitive issues and develop unique solutions that will be presented to the Director for decision.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Experience: previous policing experience is an asset. Experience should be varied including: operational policing; police organization administration; and / or operational supervision / command; risk management; training.
- Education: University degree in social science or business or, post secondary diploma in business, or equivalent work experience.
- Cognitive skills: creative ability to analyze and resolve new and ill defined organizational problems; knowledge of policing issues including policing governance; knowledge of complex relationship between police, community and governance bodies; knowledge of organizational behaviour including regulating and managing employee, supervisor, manager behaviour. Very good organization skills and self motivated. Willingness and ability to broaden knowledge base.
- Interpersonal skills: Able to function well in a small team environment; possess good written and presentation communication skills; ability to mediate and coaching stakeholders. Sensitive to how your ideas fit in with others. Able to determine and understand the attitude of others toward problem and solution. Aware of role of full range of internal and external stakeholders in the policing standards program (and related projects) and how your role varies depending on the program and / or project. Able to change and adapt behaviour in light of the perspective of others perspectives depending on organization. Demonstrate ability to understand competing issues / positions and create conditions within a group (or groups) of stakeholders to identify solutions to complex problems and build consensus on solutions. Willingness and ability to broaden interpersonal skill base.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Clients	Frequency	Nature and Purpose of Contact
GOA internal to Solicitor General		
Communications Branch	Weekly	Discuss information needs related to policing issues, programs and projects
Ministry legal advisor	Monthly to semi-annual	Discuss legal issues related to programs and projects: planning, analysis, problem solving
Internal committee members	Monthly	Range of topics related to programs and projects: planning, analysis, problem solving
Director	Daily	Discuss programs and projects: planning, analysis, problem solving update status of activities;
Executive Director	Monthly	Discuss programs, projects and clarify technical issues
Assistant Deputy Minister	Semi-Annual	Discuss programs, projects and clarify technical issues
Deputy Minister	Annual	Clarify technical issues
Minister	Annual to less frequently	Clarify technical issues
GOA external to Solicitor General		
Clients	Frequency	Nature and Purpose of Contact
Justice Ministry	Monthly to semi annual	Discuss programs, projects, clarify technical issues
Other ministries	As required	
External to GOA		
Clients	Frequency	Nature and Purpose of Contact
Police representatives	Monthly to quarterly	Managing the policing standards program or in relation to programs or projects managed by unit
Police executive	Semi annual	Managing the policing standards program or in relation to programs or projects managed by unit
Police Commissions and Boards	Semi annual to annual	Policing standards issues: answer questions, provide presentation on standards program; discuss other programs or projects
Representatives of private security industry	Annual to less frequently	Discussions on general policing resources in Alberta; research into private industry practices
Academic Institutions	On occasion	Discuss issues arising from existing program (ie: CEW testing); discuss needs of police relating to technology or research; develop projects or support to programs
Representatives of other governments (Provincial and Federal)	Monthly to semi annual	Responding to questions relating to policing issues; specific to Alberta's policing standards programs; Alberta's approach to specific policing issue
Representatives of other national governments	Annual to less frequently	Responding to questions relating to policing issues; specific to Alberta's policing standards programs; Alberta's approach to specific policing issue

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

Policing Standards staff do not have direct reports.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.