

Update

Ministry

Environment and Protected Areas

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

SISD, Corporate Planning and Governance, PCAG, PALS

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Program Services 5

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-05-12

Responsibilities Added:

Updated position title and updates due to departmental reorganization.

Responsibilities Removed:

N/A

## Job Purpose and Organizational Context

Why the job exists:

The Corporate Planning and Governance (CPG) of Environment and Protected Areas is integral to ensuring Alberta's environment and resource management policies work together.

Within CPG, the Policy Alignment and Legislative Services (PALS) Team provides specialized expertise and leadership in the areas of:

- policy development;
- government decision-making processes; and
- legislative and regulatory planning and review.

Specifically the work of the Team involves:

- leading and coordinating the preparation of act and regulation amendment packages;
- preparing and reviewing Cabinet Reports and briefing packages;
- tracking and forward planning of policy and legislative items; and
- informing program areas of the department on processes, procedures, and timing related to policy and legislative amendments and approvals.

The Legislative Advisor position leads and participates in the development or revision of legislative initiatives related to EPA's mandate. When leading assigned legislative review or development projects, the Advisor builds and monitors project plans in line with the overarching framework and existing GOA priorities, and works collaboratively with subject matter experts in policy and program areas in multiple ministries, as well as the legal services experts in Alberta Justice. The Advisor assesses legislative options and provides recommendation on options and processes (e.g., risks, costs, benefits, implementation impacts). Impacts from other ministries' policy or legislation, or other jurisdictions are identified along with recommendations for resolution to reduce potential conflicts or gaps. Drafting instructions and supporting review and approval documents are also prepared by the Advisor. Advice and guidance on the legislation review and approval process, are also provided to streamline these efforts and to lead to timely decisions.

## Responsibilities

### **1. Lead ministry legislative initiatives and projects through the timely and effective provision of high quality strategic legislative support, analysis, advice, recommendations, and issues management.**

- Develop, implement and monitor project plans in alignment with the existing legislative framework and government process to foster thorough, consistent and timely reviews and revisions.
- Provide leadership to ensure legislative projects adhere to the project plans and proceed as required.
- Monitor the legislative and regulatory plans including tracking documents and determining the timeframes, steps and scheduling of documents and processes to ensure legislative deadlines are met in a constantly evolving political environment through discussions with senior management.
- Provide and maintain information within tracking tools used by the department for legislative and regulatory planning and coordination.

### **2. Apply legislative expertise in leading and participating in projects to inform the development of sound legislation.**

- Lead and participate on teams and working groups that complete the development or review of legislative items developed across the department including but not limited to climate change initiatives.
- Work with functional areas across government (e.g., policy units in other ministries, regulatory systems, other agencies) to identify and assess, issues requiring legislative change.
- Scan and maintain awareness of relevant legislation in other jurisdictions and raise awareness to issues that may have an impact on the division and its stakeholders.
- Provide timely, high-quality analysis and advice on legislative options and processes (e.g., risks, costs, benefits, implementation impacts).
- Lead complex discussions surrounding legislative packages including the ability to use resolution strategies where conflicts or gaps exist to inform go-forward plans.
- Collaborate with branches across the department to identify gaps in operational guidelines/policies/procedures in

relation to legislation in order to provide clarity for relevant stakeholders in application of legislation.

- Work with functional areas and legal service to develop drafting instructions for Legislative Counsel, ensuring the draft regulations and legislation reflect and are in alignment with approved policy directions.
- Establish and maintain relationships with other program areas, policy and regulatory units to build and sustain a networked approach to legislation.
- Develop and deliver presentations about legislative process, documentation and best practices.

### **3. Support legislation and regulations through the government decision-making process, and Bills in the Legislature, that meet Ministry policy objectives.**

- Prepare documentation for act and regulation amendments (e.g., Briefing Notes, Cabinet Reports, Ministerial Orders, Recommendations for Order-in-Council Decision Sheets, legislation charts, drafting instructions), in collaboration with program areas and the Environmental Law Team, the Policy Coordination Office, to inform and support review and approval decisions made by Executive, the Minister, Policy Committees, Cabinet, and Legislative Review Committee.
- Insofar as there are governance implications in relation to legislative files, provide assistance and advice on best practices for governance.
- Develop materials to provide information and advice to the government officials concerning legislative issues, including speaking notes, questions and answers etc.
- Ensure materials meet expectations for accuracy and quality.
- Provide guidance and advice to project teams on review and approval processes to foster efficiency and timely approvals.

## **Problem Solving**

Typical problems solved:

The Advisor leads projects as assigned (e.g., regulatory reviews, legislative drafting, legislative research and advice), and represents the team on working committees and projects when other ministries have the lead role. Coordination and leadership of legislation and regulatory reviews focus on having the right rules stated and implemented through appropriate mechanisms (legislation, regulation, policy) from a strategic perspective. Creativity is applied to determine how best to engage and lead internal to government teams and to develop options and recommendations. It is necessary for the position to take multiple factors into consideration (e.g., financial implications, research, societal issues, political sensitivities, environmental factors), and ensure alignment with Government priorities, established policies and legislation. The Advisor must also lead project teams to work toward set timelines.

The position routinely advises on complex legislative issues such as interpreting the intent of existing legislation or determining the ramifications of proposed legislation and policy. These factors add to the complexity of the position and the level of systemic and analytical thinking applied by the incumbent.

The Advisor is proactive in researching and analyzing topics related to legislation that could inform policy directions, and develops recommendations on these topics. Systems and critical thinking is applied to understand impacts and needs related to legislation from different perspectives. Judgement is applied to know the line between support to stakeholders and request for legal advice and to refer appropriately to other subject matter experts. Expertise in the legislative process is provided to internal and external stakeholders.

Effective relationship building skills are required to work with multiple groups, whose perspective can vary, so that there is a collaborative and integrated approach in place.

Types of guidance available for problem solving:

This position reports to the Senior Legislative Advisor who provides general guidance, reviewing work for quality of analysis and research provided and timeliness as determined by the legislative plan and agenda.

The Advisor works with a variety of staff, including their team and department colleagues (including the Environmental Law Team) to understand, analyze and propose solutions to complex and inter-related issues.

Direct or indirect impacts of decisions:

The work of this position directly impacts the department's implementation of the legislative agenda, the program area's understanding of the legislative development process, and the regular review to ensure currency and accuracy of legislation and regulations under the responsibility of the Minister of Environment and Protected Areas.

## Key Relationships

Major stakeholders and purpose of interactions:

- Director, Manager and Senior Legislative Advisor - provide updates on projects; prepare and present recommendations and reports/responses; participate in unit planning and reporting; contribute to the development of the overarching legislation framework, plan and agenda
- Unit staff - collaborate on projects; share information; provide back-up as needed
- Policy and program areas across multiple divisions - engage in regulatory and legislative projects or related initiatives; and respond to inquiries relative to legislation or related initiatives; provide guidance and expertise as needed; liaise regarding impacts from related legislation
- Legal Services experts in Alberta Justice and Legislative Counsel - draft instructions; collaborate on the completion of documents; seek opinions or legal interpretation
- External groups (e.g., other ministries and agencies) - engage in regulatory and legislative reviews; share information; give presentations to; respond to inquiries
- Other jurisdictions - Seek leading practice; share information on current practices

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	

If other, specify:

Natural, social or environment science; political science, public administration, business; law

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

### Knowledge:

- Thorough knowledge of the Government's legislative process, including role of Legislative Counsel, Executive Council, and Cabinet Committees, the timing of stages of the legislative process for both Statutes and Regulations, and related approval and decision making processes.
- Knowledge of principles and processes associated with legislative and regulatory planning and drafting.
  - Comprehensive knowledge of Environment and Protected Areas applicable legislation and regulations, including legislation and regulations pertaining to climate change.
  - Thorough knowledge of the policy development process, and a keen understanding of the relationship between strategy, policy, and legislation.
  - Awareness of the GOA political and legislative environment.
  - Broad understanding of relevant stakeholder groups and their perspectives, and existing legislative and regulatory systems.
  - Thorough knowledge of the legislation for which the department is responsible.
  - Knowledge of other relevant legislation such as the *Freedom of Information Act*, *Alberta Public Agencies Governance Act*, *Financial Administration Act* and *Government Organization Act*.

### Skills and Abilities:

- Strong analytical and critical thinking skills to consider specific legislation and related policies from a broad perspective of the Government's priorities, impact on other legislation, emerging issues etc.
- Project management and coordination skills.
- Strong research skills using different methods and approaches.
- Strong consultation and interpersonal skills to work with different stakeholder groups.
- Well-developed negotiation skills to resolve potential conflicts and foster common direction in relation to legislation.
- Ability to provide coaching and training to influence behaviour.
- Organizational skills, including the ability to multi-task and prioritize multiple responsibilities to meet deadlines.
- Articulate oral and written communication skills to communicate effectively with diverse audiences and to prepare different types of documents.
- Ability to translate technically complex legislation terms to language for lay-audiences and to explain impacts and

**Behavioral Competencies**

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>Consider possible legislative actions and contribute to the drafting of legislation based on an understanding of the ministry's strategic policy and legislative goals, the framework of laws in Alberta and the approval process for legislation.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Analyze, evaluate and synthesize policy direction and legislative options to provide advice when developing draft legislation for approval. Generate debate and ideas on how to solve problems and bring together the right people to solve issues.</p>
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Establish and maintain positive working relationships within the ministry and across government to support the development of sound legislation.</p>
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> </ul>	<p>Set goals and prioritize work for self and project working groups. Proactively address challenges, seek advice when lacking information or dealing with multiple priorities, in order to advance legislative</p>

• Aims to exceed expectations

projects in a timely manner.

**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

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Director / Executive Director Signature