

JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Governance Specialist		Name 	
Position Number 	Reports to Position No., Class & Level 	Division, Branch/Unit Strategy and Policy Division Evidence, Policy and Governance Branch, Governance Unit	Ministry Labour and Immigration
Present Class Program Service 4		Requested Class 	
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 Governance Unit is comprised of Land Agent Licensing (LAL), and Professional Governance (PG).

The Governance Specialist reports to the Manager, Land Agent Licensing and provides a variety of specialist, advisory and operational services to the ministry and to the Land Agent Advisory Committee (LAAC) as well as the professional regulatory organizations boards, committees, and tribunals which have Minister appointed public members. These services ensure that the Ministry's obligations are fulfilled with respect to application of the *Alberta Public Agency Governance Act* (APAGA) and GOA policy and processes applicable to all Alberta public agencies, and that the Minister, senior officials, ministry staff, and agencies are provided with timely and comprehensive information and advice on agency governance matters. The Governance Specialist is assigned multiple files with a focus on promoting and supporting understanding of and compliance with APAGA and non-APAGA legislation.

LAL has oversight of the *Alberta Public Agency Governance Act* (APAGA) requirements for the Land Agent Advisory Committee (LAAC) which includes salary and severance disclosure, Mandate and Role Documents, agency seven-year reviews, providing governance advice and troubleshooting. LAAC is a department-supported entity while the others operate as arm's length from the government.

The team is responsible for the recruitment and appointment of LAAC and public members, as well as the administration of public member appointments to Professional Regulatory Organizations (PROs) governing bodies, committees and tribunals, this also includes the orientation of LAAC and public members as well as the payment of honorarium and expenses.

LAL is also responsible for the administration of the *Land Agents Licensing Act* and its Regulation. It oversees licensing of land agents in Alberta and is responsible for investigating complaints of unprofessional conduct, or contraventions of the Act related to land agents. The team provides secretariat support for the Land Agent Advisory Committee (LAAC) as the Registrar serves as Secretary on the Committee.

Responsibilities include leading and managing department responsibilities of LAAC and PM recruitment and appointments; leading agency reviews; mandate and roles document development, review and approval; development and delivery of department supported agency governance orientation and training and related resource material. This position is a subject matter expert for good governance principles. This position is also the operational focal point and liaison with the Public Agency Secretariat (PAS) supporting cross-ministry governance work.

The Specialist provides interpretation and advice to guide the actions of ministry staff and senior officials in accordance with applicable legislation and policy. Through research in leading practice and process improvement, the Specialist

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recommends improvements to enhance ministry and agency processes and capacity for governance. Specific projects are also led by this position (e.g., agency compensation reviews; research governance issues and opportunities, capacity-building strategies and cross-jurisdiction research initiatives).

Sound working relationships are sustained with agency staff involved in recruitments and appointments, program areas across the ministry, peers in other ministries and staff within the Public Agency Secretariat and Executive Search. The Governance Specialist relies on APAGA, *Public Sector Compensation Transparency Act* (PSCTA), *Freedom of Information and Protection of Privacy* (FOIP), other related legislation (i.e. PRO legislation,), *Public Agencies Governance Framework*, as well as other ministry and GOA frameworks and policy related to decision-making, accountability, system governance etc. to guide ongoing work.

The Governance Specialist is also responsible for assisting with other unit work as needed within Land Agent Licensing and Professional Governance.

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](#)).

1. Lead department responsibilities for LAAC and PRO PM recruitments and appointments.

- Liaise with PAS, Executive Search and the agency in the development of recruitment plan, advertisement, job description, and competency matrix and act as Ministry contact for related questions throughout process.
- As needed participate in the screening and interview process.
- Create briefing notes and associated documentation as needed throughout recruitment and appointment process.
- Lead creation of appointment packages, designation and thank you letters once recruitment complete.
- Composition and delivery of associated communications to PROs and PMs.

2. Agency Compensation Administration.

- Lead the biannual PSCTA severance and salary disclosure for department's APAGA agencies
- Develop and implement compensation reviews as required.
- Develop briefings and associated material to seek appropriate approvals for things such as personal vehicle usage.
- Composition and delivery of written communications to advise LAAC and PMs about changes to honoraria and expense claims or related guidelines and directives.

3. PM and LAAC Orientation

- Creation and development of orientation briefings, plans, PowerPoints, speaking notes and other associated documentation to be used during orientation.
- Assistance to Governance Advisor in developing material required to book meeting rooms, plan coffee and teas, budget, and required logistics.
- Creation of invitations.
- Delivery of presentations associated with orientation.

3. Comprehensive Governance Frameworks

Creation and management of public agency governance frameworks to promote a consistent approach to governance across LAAC and PROs with appointed PMs.

- Advise and collaborate with LAAC and PROs with appointed PMs in strategic activities to address government priorities and promote a consistent approach to public agency governance.
- Provide strategic leadership and direction to encourage and support implementation of good governance practices while being responsive to the needs of Ministers/Deputy Ministers, departments and LAAC/PROs with appointed PMs in relation to agency governance policy and legislation.

4. Accountability Framework

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Enhance transparency through developing collaborative relationships with LAAC/PROs with appointed PMs to provide strategic guidance on governance requirements related to reporting on the work and achievements of the agency.

- Build and lead the collaborative relationship with public agencies and other stakeholders to ensure alignment with government priorities and promote consistent reporting, effective accountability mechanisms and rigorous evaluation activities to ensure the agencies are delivering on their mandate on behalf of government.
- Lead and coordinate, as appropriate, the process for reviewing agencies every seven years as required by APAGA.

5. Contribute to overall relationship management of the related agencies.

- Provide leadership, direction and advice on strategic issues related to agency governance.
- Manage communication and issues resolution between the agency and Advanced Education to ensure a collaborative and constructive partnership that supports the agency.
- Ensure that agency policies, programs and services are developed, implemented, and aligned with broader Government of Alberta (GoA) policies and strategies.
- Lead the internal coordination of ministry initiatives and evaluation and reporting of agency activities, and overall progress to create continuous improvement to enhance agency accountability.
- Manage the completion of key deliverables, based on a thorough understanding of stakeholder perspectives and the policy and regulatory environment for public agencies.
- Inform and advise the Manager/Director about sensitive issues and associated risks to ensure the success of processes, frameworks and recommend needed changes.

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](#)).

This position provides a range of specialized services for agency governance. The work impacts the level of governance capacity across program areas; the ministry's compliance with APAGA; the ministry's ability to identify and leverage leading governance practices; and, to contribute to broader GOA governance and/or accountability framework enhancements. This position is the primary operational liaison with the PAS and often represents the ministry on cross-ministry initiatives.

Complexity is increased by the evolving nature of governance compliance and the need to be able to introduce new elements of governance supports across the ministry. Changes may run counter to long-standing practice in some agencies or program areas, making the degree of change management support variable. The specific needs of individual agencies or program areas within the ministry can also fluctuate, requiring the incumbent to prioritize and balance individual and collective needs regarding advice and support tools etc.

The work of the position is rooted in legislation, including ministry specific and government wide legislation and related policy such as APAGA, FOIP the Alberta Public Agencies Governance Framework, PSCTA and other associated legislation. Within these parameters the incumbent determines how best to proceed and approach queries and challenges; and how to adapt precedents and consider their impact on future decisions. Although the Specialist's work is subject to approval by the Manager and Director, the Specialist works independently, managing clients and workloads and making decisions and recommendations on a regular basis within areas of specific expertise and authority. The expectation is that the content of documents, correspondence, and advice provided by the Advisor is sound, well thought out and prepared, consistent with relevant legislation and policies, and meets program area requirements in terms of addressing and resolving issues. The Specialist must also take into consideration ministry priorities and political sensitivities that may have an impact on the advice and recommendations provided. While the Manager is available for more complex issue resolution, the Specialist is expected to provide options and recommendations to solve problems.

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.

- Knowledge of government's role, structure, policies and processes, particularly those related to the Public Agencies Governance Framework Policy, APAGA, PSCTA, etc.
- Strong understanding of the workings of government, including the decision-making process, agency governance, and the appointment process.
- Analysis, research, project management and investigational skills
- Ability to synthesize and analyze information obtained from broad and varied sources and develop solutions and recommendations for consideration of decision-makers.
- Excellent conceptual, analytical and problem-solving skills; ability to summarize and synthesize complex materials, including jurisdictional scans, and identify key issues and develop responses and solutions.
- Excellent written and verbal communications skills, including the ability to clearly convey complex ideas in understandable terms to a variety of audiences.
- Excellent interpersonal skills, including an ability to build relationships with a mix of stakeholders including ministry and agency

Competencies:

- **Adaptability:** Able to shift strategic focus and activities quickly in response to changing organizational priorities.
- **Problem Solving and Judgement:** Uses several analytical techniques to “break apart” complex situations or problems in order to reach a solution; demonstrates significant evaluative judgment that goes beyond drawing conclusions.
- **Results Orientation:** Analyzes all options and initiates actions to optimize resources for the achievement of results; sets priorities and takes calculated risks in order to improve the delivery of services and operations.
- **Teamwork:** Acts to promote a welcoming, productive climate, high morale and cooperation; protects and promotes the group reputation with outsiders.
- **Impact and Influence:** Tailors a presentation or discussion to the interest and perspectives of others; presents otherwise unpopular ideas or concepts in a manner that outlines and emphasizes the benefit to the audience.
- **Leadership:** Communicates the goals, vision and values of government in an understandable manner to clients.
- **Relationship Building:** Actively seeks opportunities to contribute to positive outcomes for clients, stakeholders, staff and colleagues; approaches issues or disagreements with the objective of reaching win/win solutions.
- **Strategic Thinking:** Consistently takes a broad-scale, long-term view of challenges and opportunities; understands the big picture, beyond one’s department or ministry and the needs of constituents and stakeholders.
- **Client Focus:** Acts a trusted advisor while looking for long-term benefits to the client; consults with clients and ensures their needs are represented in the organization’s decision-making.
- **Organizational Awareness:** Develops and uses informal and formal relationships beyond own work group.

Essential Experience:

A University degree in a related field (e.g. business/social science/human resources) plus 4 years progressively responsible related experience; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education

Experience with the following is preferred:

- Experience leading initiatives, and a portfolio of services or programs that are complex and involve a diverse range of stakeholders often with competing views
- Experience in project and change management, research, and evaluation, developing and delivering policy and programs

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<ul style="list-style-type: none"> • Experience in issues management, including the decision-making process, agency governance, and/or the recruitment and appointment process • Experience developing and implementing policy, and interpreting legislation and regulations • Experience within the Government of Alberta or public sector <p>Experience with recruitment and selection selection are also considered assets.</p>

CONTACTS: The main contacts of this position and the purpose of those contacts.		
Internal Minister's Office Deputy Minister Assistant Deputy Minister Other Executive Team Members Internal Branches Professional Governance Staff	Occasional Occasional Occasional Occasional Regular Daily	Provide advice/recommendations and respond to issues / briefings that require attention. Provide advice/recommendations and respond to issues / briefings that require attention. Provide advice/recommendations and respond to issues requiring attention. Provide advice/recommendations and respond to issues requiring attention. Provide advice/recommendations and respond to issues requiring attention. As required to work together on assignments
External Other Alberta Ministries Agencies Public Agency Secretariat Executive Search Other Governments	Frequent Frequent Frequent Frequent Occasional	Provide advice, direction and consultation Provide advice, direction and consultation Provide advice, direction and consultation Provide advice, direction and consultation

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

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 job evaluation requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached.

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.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent	<hr/>	<hr/>	<hr/>
	Name	Signature	Date
Manager	<hr/>	<hr/>	<hr/>
	Name	Signature	Date
Division Director/ADM	<hr/>	<hr/>	<hr/>
	Name	Signature	Date