

Update

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, OHS & WCB Pol and Leg

Current Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

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

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-03-17

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The position reports to the Director of OHS and WCB Policy and Legislation. The Manager is responsible for providing direction to a team of policy analysts responsible for maintenance of the occupational health and safety (OHS) and Workers' Compensation legislation, including the research, development and communication of policy changes. The incumbent is responsible for the provision of strategic advice and analysis, technical analysis and interpretation and issues management related to Alberta's OHS and workers' compensation policy and legislation.

The incumbent will utilize team resources effectively to research, analyze and provide strategic advice and policy alternatives to issues related to OHS and Workers' Compensation Board (WCB). The incumbent is also expected to be the "lead expert" with respect to policy and interpretative issues and requests regarding Alberta's OHS and WCB legislation.

Responsibilities

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

1. Policy, Legislation and Program

- Working with the Director, the position is responsible for the formulation and implementation of effective, appropriate and client-responsive policies and legislation pertaining to provincial OHS and WCB formulated through appropriate consultation (as appropriate) and research.
- The position is responsible for the direct development and clarification of policy such that it can be expressed in Cabinet Policy Committee, Cabinet and Legislative Review Committee packages.
- The position works with the Director, Executive Director and Legislative Counsel to help steer proposed legislation through the legislative process.
- The position is responsible for supporting and leading consultations activities including developing stakeholder consultation plans, managing and coordinating various elements of the plan (i.e. coordinating stakeholder meetings, developing surveys, developing discussion papers and ministerial briefing package etc.).
- The position may be expected to serve as a policy expert on complex OHS and WCB issues and accompany the Director to meetings with the Executive Director, ADM and DM.

2. Long-term Policy Development

- The position is expected to manage teams with respect to the development of policy, legislative and regulatory proposals for the Ministry in the OHS and WCB area where appropriate.
- The position is responsible for the implementation of those processes put in place to engage internal and external clients in the policy development process.
 - The position implements the Director's direction with respect to communication with the broader OHS program.
 - The position is responsible for supporting the director in prioritizing and planning of policy objectives including the three-year cyclical review plan for the OHS Code.
 - The position fulfills a significant communication coordination function between the various elements of the OHS and WCB programs.

3. Strategic Policy Advice and Issues Management

- The position is expected to provide accurate, timely and relevant key intelligence, strategic options, technical and background information on key issues through written and in person briefings, options papers, discussion papers and policy papers.
- The position helps to implement proactive strategies to address current and emerging issues, and is expected to proactively provide relevant key intelligence, briefings, strategic options, proposed action plans, background, critical path and key messages as required.
 - The position is expected to monitor media, publications and internet sites for relevant policy issues and best practices to proactively gather intelligence, insights and inform potential policy work.
 - The position is expected to support in maintaining strong lines of communication both with program/

operational level clients within the Ministry and other government departments.

- The position may represent the Department's interest on internal cross-government and external committees to promote health and safety at workplaces and/or to provide advice and information on OHS and workers' compensation.
- The position may lead project and "crisis" issues management teams as required.
- The position acts as a resource to other branches, divisions and ministries on policy matters, in particular those with a complex policy/legislative or technical component.

4. Communication

The position is responsible for the implementation of those processes put in place to engage internal and external clients in the policy development process.

- The position coordinates policy development with technical experts (e.g. occupational hygienist, engineers, occupational health nurses, etc.) in the branch and department.
- The position works collaboratively with OHS delivery and WCB to develop and implement policies and establish ongoing communications on OHS and WCB policies and program.
- The position develops or oversees communication between analysts and technical working groups (who inform proposed changes to OHS legislation) including preparing agendas or other meeting materials, correspondence, work plans and meeting minutes while addressing logistics for meetings.
- The position fulfills a significant communication coordination function between the various elements of the OHS program and WCB.

5. Leadership

Through work and daily action, this position ensures the OHS and WCB Policy and Legislation team is a high performing, high functioning team that is motivated, supported and mentored.

- Ensures the health and safety of staff and ensures issues are addressed and that Division/Department/GoA health and safety programs are implemented and followed.
- Responsible for demonstrating effective leadership while cultivating an environment conducive to promoting staff morale.
- Develops, coordinates and/or delivers onboarding and training for staff as well as supports ongoing professional development strategies.
- Manages staff performance in accordance with established policies and Human Resources directives and guidelines. Identifies and documents staff performance strengths and deficit areas. Works with staff to develop work plans to enhance skill level/competency to meet standards and monitor progress towards goals.
- Promotes and provides recognition for positive performance efforts of staff through formal and informal means.
- Creates and supports a positive and respectful workplace and an environment that motivates staff.
- Develops and implements competency profiles for staff; ensures consistency with government, department, and program expectations for staff.
- Conducts performance reviews with staff through regular conversations and review. Shares progress with the Director and assists in providing supports to achieve goals set out in the personal performance agreements/teaming plans.
- Participates in the recruitment process as required, for vacant positions within the program area. This may include screening candidates, participating in interviews and candidate selection.

Problem Solving

Typical problems solved:

Policy and Legislative Development

- The incumbent is required to offer strategic support for the development of legislative proposals with respect to the regulation of OHS and WCB in the province. The incumbent will research and develop policy, create discussion papers, strategy documents, consultation tools and an implementation strategy. Position is

required to take that knowledge and develop and produce pre-legislative documents, including policy proposals (legislative templates, Cabinet Reports, Regulatory Impact Reports, Drafting Instructions, Briefing Notes), often under extreme timelines.

-The incumbent may be required to act as a policy and technical support for senior OHS officials and may be required to attend high level meetings. Position will often be put into the position of having to provide technically accurate information that will need to be effectively translated and understood in a strategic and political environment.

Issues Management

-The incumbent is required to independently and proactively assess current and potential OHS and WCB issues within Alberta and Canada with respect to their implications for government. For example, the position may be required to assess the significance of court cases, policy positions of stakeholder groups and lobbying activities, and events in other jurisdictions. The incumbent must exercise considerable judgement and discretion in terms of determining the relevance of new information and events and how and when to bring them to senior management's attention.

-The incumbent is responsible for implementing and managing all requests with respect to all briefings, policy statements, research, risk assessments, strategic analysis, options development etc. Timelines can be extreme and outside of position's control. The incumbent must exercise considerable independent creativity and judgement making sure that technical information is accurate and all necessary information required for effective problem solving is brought to the table.

Project Management

-The incumbent creates and implements project templates, objectives, timelines and budgets, and directs projects from conception through to execution. The position may be required to assess resource requirements (and availability) and communicate all necessary resource requirements to the Director.

-The incumbent is responsible for development of terms of reference, logistics, reporting and accountability including meeting minutes, feedback review, action plans and implementation of projects.

-The incumbent may lead multi-ministry or multi-functional working groups or teams to achieve organizational outcomes. This will require the ability to manage diverse groups of stakeholders often times with differing viewpoints on issues.

-The incumbent must maintain exceptional organizational and facilitation skills to ensure project or working group objectives are met.

Examples of the more complex problems this role deals with include:

-The incumbent will regularly deal with stakeholders with competing public interests (e.g. employers, employees, health and safety associations, unions, industry associations, and social justice groups). Continuous networking is therefore required to identify issues, interests and positions. Within the OHS and workers' compensation system, continual communications is required to ensure that the two elements remain in proximity and are working as a team.

-The incumbent is required to provide advice and information to the Director and Executive Director. This requires extensive intelligence gathering and the provision of accurate, objective rationalized responses, including options and recommendations. Often, the incumbent will be placed in the middle as strategic and technical requirements do not always match up, and the position may be required to balance the expectations of each "side."

-OHS is a particularly technical and complex field to understand for practitioners and non-practitioners alike. The incumbent must work together with technical experts to understand the requirements in this complex legislation and industry practices, and able to translate this knowledge for an uninitiated audience.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- Advice and support from the Director of OHS & WCB Policy and Legislation
- Peer support for management colleagues in the branch
- Legal advice from the Alberta Justice and the assigned legal services team for the department.
- Support on legislative process, approvals and documents from the legislative services team.
- Resources from Policy Coordination Office, Legislative Council Office, and Communications and Public Engagement

Direct or indirect impacts of decisions:

The services provided by this position impact both internal and external clients. Advice is provided when dealing with clients, which may commit the division to strategic initiatives and directions. The incumbent plays a central role in ensuring coordination with the OHS Delivery branch and therefore ensuring the functional relationship is harmonized.

The decisions made and actions taken by the position have an impact on virtually every sphere of workplace health and safety in the province. Nearly every employer and employee is governed by OHS and WCB legislation. Changes impact the costs to business, employer responsibilities and worker protections.

As the work performed affects the workplace, parties impacted include employers, employer associations, workers, worker associations, unions, as well as the Executive Team and other departments and levels of government.

Key Relationships

Major stakeholders and purpose of interactions:

Internal contacts:

- Director: Assignments, reporting, advice, strategizing.
- Executive Director: Special assignments, technical expertise, briefings.
- Other Divisional Professional Staff: Information sharing, developing best practices, and collaborating on joint projects.
- Communications: Prepare content, review communications materials, sign-off on communications materials.
- Legislative Services: Coordinate legislative/regulatory changes.
- Alberta Justice: Communication on various legal challenges or legal opinions.

External contacts:

- Public: action requests such as information calls or public consultation.
- Industry stakeholders: networking; consultations, joint projects and partnerships (when appropriate).

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Law

Designation

If other, specify:

Social sciences

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

Knowledge:

- Post-secondary education in a field related to the position assignment supplemented by three years related experience.
- Strong knowledge of policy analysis frameworks necessary for the development of policy recommendations, actions plans, implementation strategies, etc.
- Knowledge of government decision-making and policy development process and procedures, including public consultation processes, legislative/committee processes.
- Familiarity and knowledge of the legislative development process including preparing approval documents and drafting instructions.
- Familiarity of operational processes and procedures within the OHS Program Delivery and Contact Centre business areas.
- An understanding of activities supporting compliance, enforcement and prevention within the Alberta OHS framework.
- Knowledge of relevant legislation, policies, programs, business and strategic planning processes.
- Knowledge and familiarity with the Alberta economy, such as key industries, key trends, developments, etc.
- Knowledge and familiarity of industry policies, practices, politics and personalities.

Skills:

- Ability to conduct strategic analysis of trends, events and developments in a proactive fashion within the Branch, Division, Department and Government. Perform integrative analysis making sense of large amounts of often confusing information (providing “bottom line analysis”) under tight deadlines.
- Must show potential enhance strategic and political acumen, including the ability to exercise independent judgment and develop and balance priorities among critical and “everyday” issues.

- Strong organizational and communications skills to provide leadership to project teams often dealing with sensitive policy issues.
- Strong relationship-building and networking skills. Must be capable of developing strong networks/relationships within government. Must be able to develop and maintain strong working relationships with all components of the OHS and WCB program.
- Ability to work and lead effectively in a team environment. Strong management skills, including leading teams that are functionally varied.
- Exceptional interpersonal and communications skills, including:
 - Excellent listening skills,
 - Superior writing ability,
 - Top-quality public speaking and presentation skills, including the ability to convey complex, technical information in an understandable and concise way to laypersons,
 - Strong conflict resolution skills,
 - Effective diplomatic skills including the ability to represent department/government interests in potentially hostile environments, and
 - Creative and innovative problem-solving skills (under pressure) in finding new solutions to operational or relationship issues.
- Ability to adapt quickly to rapidly changing environments.
- Ability to identify and mobilize resources (internal and external) to find innovative and realistic solutions to complex issues and problems in the workplace.
- Ability to simultaneously manage a wide variety of projects and processes in achieving the division's goals and strategies.
- Strong research skills, able to understand and use research methodologies when appropriate.

Essential Work Experience:

- Significant related experience in a strategic policy environment, issues management and resolution, policy, legislation and regulation development, strategic planning, facilitation and change management.
- Demonstrated leadership, management and/or supervisory experience; practical experience coordinating or leading teams.
- Knowledge of administrative procedures and processes related to financial expenditures, budgeting, and personnel issues.
- Successful completion of a progressive assignment of responsibilities and accountabilities.
- Excellent supervisory, leadership, interpersonal, coaching and mentoring skills.
- Understands how to strategically prioritize and manage issues.
- Demonstrated commitment to Alberta Public Service vision and values.
- Excellent client service focus and proven relationship builder.
- The ability to promote and work efficiently within a group environment.
- Competent project management skills and commitment to assigned timelines.
- Sound analytical and conceptual skills and abilities.
- Demonstrated time management and organizational skills.
- Excellent communication skills (written, verbal, presentation).

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility 	The position must be able to motivate a team to identify issues and drive for results through briefing and providing options and analysis within tight timelines

		<ul style="list-style-type: none"> • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • 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 	The position needs to understand how employment standards aligns within the labour legislative framework as well as communicate that to the team and build their systems thinking capacity. The position also needs to understand how OHS standards and worker compensation impact the programs and policies of other departments.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	This position must take an active role to build a high functioning and collaborative team through forming connections with individual staff members as well as creating strong team connections.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	The position must be able to monitor and clearly identify the needs of the OHS and WCB policy system. The position must also be able to encourage and foster the development of innovative policy solutions within the policy team that align with the department and government goals.