

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

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 Manager(s) Codes and Standards Development involves twin manager positions with the same purpose, scope and duties in the Community and Technical Support Branch (CTS), with one manager for the Building/Fire/Energy/Accessibility Codes unit; and another manager for the Mechanical Codes unit. The Manager of Codes and Standards Development manages the Provincial Technical Administrators and code technical advisors within each unit. This area is responsible for representing Alberta's interest in the development of national, provincial and international codes and standards for adoption in Alberta.

The Manager of Codes and Standards Development identifies issues and provides advice on a wide range of policy and technical matters impacting Alberta's development, adoption, implementation and administration of Alberta's safety code system and specific safety codes. To achieve these goals, staff represent Alberta on a number of national and provincial policy and technical code committees, liaise with members of the Alberta Safety Codes Council, the Alberta Boilers Safety Associations and the Alberta Elevating Devices & Amusement Rides Safety Association which makes recommendations on safety and the *Safety Codes Act* to the Minister of Municipal Affairs, and many other key provincial and Canadian stakeholders.

The incumbent Manager of Codes and Standards Development for Building/Fire/Energy/Accessibility reports to the Director of Building/Fire/Energy and Accessibility and the incumbent Manager of Codes and Standards Development for Mechanical Codes reports to the Director for Mechanical Codes with each having direct reports.

The incumbent provides leadership and direction to a team of technical staff responsible for overseeing the *Safety Codes Act*. As a member of the management team, the incumbent provides expert input into the establishment of department and branch priorities, goals, and program initiatives including the allocation of resources. At the work site level, this position plans and implements operational programs and improvements in the provision of technical services for the area, encouraging and coordinating innovative input from staff. The incumbent is a key position in linking the mission, vision and objectives of the department to the delivery of technical services. The position is required to meet branch business plan goals and objectives and develops and oversees implementation of unit plans and programs.

The incumbent manages the team environment and is accountable for human resources. The incumbent builds relationships with other departments and clients to facilitate understanding and compliance to legislation and operational policy. Collaborates with other compliance managers and division management to ensure consistent application of legislation; its interpretation and enforcement.

The incumbent makes decisions on issues or situations not addressed by established procedure. The incumbent responds to issues within a frequently politically charged environment and must exercise discretion and balanced judgment in choosing an approach to resolving and managing these issues effectively.

Responsibilities

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

1. Managing policy and technical issues which affect the safety codes.

- Manage and allocate appropriate technical reviews to improve codes and standards.
- Coordinate and/or lead policy analysis ensuring Alberta's interests are represented and proactive briefing materials are available to inform decision making including engaging with other ministries as needed.
- Provide issues management, and support research and development to improve codes and standards.
- Harmonize codes and standards used in Alberta with national and international models including participation on national/provincial policy committees.
- Coordinating and supporting technical staff activities in the development of province wide interpretations, information bulletins, traditional and e-communications dealing with safety code issues.
- Coordinating technical staff activities in the development, review and publication process leading to new editions of the safety codes.

2. Providing support and/or lead on issues or initiatives which affect other units within CTS, the division or the department.

- Participating in the development and review of legislation, regulations, policies, and programs.
- Support the legislative and policy strategies to identify amendments to the *Safety Codes Act* and the establishment of effective programs and policies.
- Develop project teams to survey or investigate issues affecting the branch, division or the *Safety Codes Act*.
- Contribute to the Safety Services Communication Strategy for all safety services units.
- Support resources for staff to conduct public seminars and technical supportive functions.

3. Providing leadership, direction, and staff development to a team of professional architects, engineers, technologists and administrative support staff;

- Responsible for balancing resources to achieve operational and organizational priorities.
- Utilizes political acumen to assess situations, potential risk of political exposure, makes decision on next actions required, and takes appropriate action.
- Develops, with staff, personal goals/objectives that are aligned with branch and division operational plans.
- Coordinates the coaching of staff for optimal performance on a daily basis; using information gathering skills, influencing skills and leadership skills.
- Addresses complex and difficult technical issues with staff, technical advisors, and stakeholders.
- Assesses staff/client interaction, offers developmental feedback, and provides recognition for efforts in educating and presenting information to various groups.
- Conducts quarterly performance reviews with staff. Assists in providing resources to achieve goals set out in the

Performance Agreements/Learning Plans.

- Monitors staff work and activities through use of the activity tracking tool.
- Completes formal yearly overall performance review. Consults on performance assessments with Director.
- Identifies and documents staff performance deficits and strength areas.
- Keeps Director fully informed concerning significant performance issues.
- Provides recognition for positive performance efforts and encouragement to those in developmental learning curves.
- Works with PSC to recruit candidates for positions. Screens candidates, conduct interviews, and assesses personal fit and compatibility to the team and position.
- Manages teamwork environment and human resource issues (authorizes absence, deals with illness/ leaves, authorizes overtime, identifies staff stress issues & makes services available to staff, ensures code of ethics and conduct policies are implemented in daily activity, disciplines staff).

4. Enhancing relationships with stakeholder organizations;

- Builds proactive relationships with safety system partners, municipalities, and industry groups.
- Providing technical advice and support to other accredited safety partners.
- Developing and maintaining a strong stakeholder focus and emphasis on efficient service delivery.
- Clarify the roles of municipalities and other safety system partners.
- Addresses client concerns, often requiring capability to shift approaches and use a non-confrontational strategy.
- Works to de-escalate situations and determines required level of response by the department to the concern.
- Communicates department decision & related legislation to clients on specific concerns and on broader legislative issues.
- Interprets client reaction/intent and initiates appropriate response.
- Mediates and facilitates conflict issues with clients, staff, and other internal/external stakeholders.
- Collaborates with branch managers and the division management to ensure consistent application of legislation, its interpretation and enforcement.

Problem Solving

Typical problems solved:

- Responsible for managing complex technical problems with Provincial Administrators.
- Decisions on complex legislative issues related to the drafting of legislative statutes and policies.
- Prioritizes work based on urgency and importance.
- Responsible for developing and reviewing briefing materials and correspondence for technical and style, tone and alignment with priorities.
- Participates on safety code oversight committees.
- Meets with stakeholders including Safety Codes Council, Delegated Administrative Organizations, municipalities, accredited agencies, and a wide range of both internal and external stakeholders and the public.

Types of guidance available for problem solving:

The Manager, Codes and Standards Development co-ordinates and provides leadership for the effective and efficient delivery of safety code development and review, technical support and regulated programs. The incumbent promotes appropriate codes while working with clients, employer and worker associations. The incumbent is responsible for achieving the program planning, training, mentoring, coaching and evaluation of staff within their team.

Direct or indirect impacts of decisions:

The Manager, Codes and Standards Development directs the provision of incorporating Alberta's positions during code development. The scope for the incumbent is to plan and implement programs and initiatives and to provide leadership/direction/advice to a staff of technical professionals. This position supports government, employers, employees/union and industry to improve the safety codes system. Failure to identify key issues could result in inconsistent code adoption or delays in adoption.

Key Relationships

Major stakeholders and purpose of interactions:

Internal: Director, Other Senior Managers, Policy and Program Specialists, Executive Director, ADM/DM

Discusses and provides advice on any contentious issues with current or future codes; program initiatives and potential operational changes

Discusses information pertaining to ministerial requests, operational policies and staff priorities.

Discusses branch/division programs or strategic and targeted initiatives.

Discusses legislative requirements and interpretation of legislation, codes, and standards.

Provides current information on contentious high profile safety issues or code development issues.

Update/present current issues, investigations or initiatives that have a provincial departmental impact.

External: Safety Codes Council, delegated administrative organizations, stakeholders associated with the safety disciplines, municipalities and municipal associations, professional associations, national regulatory and advocacy bodies.

Discusses the requirements under the *Safety Codes Act*.

Collaborate on projects and initiatives and foster positive working relationship.

Resolve issues or concerns that may have a significant impact on the safety codes system.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related degree plus a minimum of four years of related experience

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

- Good knowledge of the policy, legislation and application of the safety system and the codes and standards under the Safety Codes Act.

- Thorough knowledge of the Government of Alberta and ministry legislative and policy decision making process.

- Good knowledge of how the safety code system functions in Alberta.

- Knowledge of governance models, methods of continual improvement, risk management concepts, coaching, leadership and business processes to enhance the quality of service provided delegated administrative organizations.

- Combination of post-secondary education and experience.

- Sound knowledge and experience to oversee and integrate multiple projects at one time

- Stakeholder consultation experience and knowledge of different approaches to use to gain stakeholder input.

- The ability to conduct, independently or through others, research and fact gathering.

- Strong written and oral skills that demonstrate the ability to communicate in a clear and effective manner.

- Well developed presentation skills with different type and scale of audiences.

- Discusses and provides advice on any contentious external client issues; program initiatives and potential operational changes

- Discusses information pertaining to ministerial requests, operational policies and field officers needs and budgetary requirements.

Discusses branch/division programs or strategic and targeted initiatives.

- Specific knowledge of Alberta's safety code system being implemented in their area of responsibility.

- Sound working knowledge and understanding of the Alberta's *Safety Codes Act*.

- Has program-planning expertise. Understands impact of program plan to operational and branch success.

- Sound knowledge and expertise of inspection and investigation techniques.

- Requires a working knowledge of administrative procedures including budgeting and expenditure monitoring and control.

- Understands how to strategically prioritize and manage issues.

- Progressively responsible assignments concerning co-ordination of programs or an equivalent combination of education and experience.

- Requires experience in leading, mentoring and coaching individuals.

Skills:

- Possesses exemplary interpersonal skills and high emotional intelligence.

- Possesses information-gathering skills, influencing skills and leadership skills.
- Utilizes conflict resolution strategies concerning internal/external complaints and issues.
- Ability to prioritize work based on input from staff and senior management.
- Ability to address client concerns, often requiring capability to shift approaches and use a non-confrontational strategy.
- Interpret client reaction/intent and initiates appropriate response.
- Strong negotiation and conflict resolution skills.
- Ability to develop and organize a team of professionals who are focused and motivated to provide health and safety services.
- Able to recruit, orientate, train, mentor and evaluate staff.
- Ability to develop and maintain excellent working relationship and partnerships with internal and external stakeholders within their assigned program areas.
- Ability to deal with clients, the general public, other government agencies and elected, or appointed officials with a high degree of diplomacy, tact objectivity and good judgement.
- Demonstrate ability to strategically plan, efficiently organize and implement projects and programs within deadlines.
- Has the proven ability to anticipate issues; use problem solving techniques and makes timely and reasoned decisions to meet service delivery targets.
- Has above average writing and oral communication skills.
- Proficient in use of computer software including work processing and database management.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<p>Guides staff with an understanding of the safety codes system and the team’s role as technical experts as well as how it relates to other compliance roles and government priorities. Includes focus on emerging issues and how it may affect work planning and implementation.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of 	<p>Work with staff to identify current key issues and to demonstrate an awareness of changes to priorities. Support development of staff problem solving skills.</p>

		<p>others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	○ ○ ● ○ ○	<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 direction 	<p>Develop, implement, and review ways to assess the performance of the safety codes system. Use information available from a variety of stakeholders to achieve Alberta's priorities.</p>
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Supports staff by aligning resources with priority work across functional areas. Sets expectations around clear communication to ensure success of the team. Works with key stakeholders to gain input into the performance. of the safety codes system.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)