

New

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Requested Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Utilities, Rural Utilities Section

☐ 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:

Reporting to the Manager of Rural Utilities Policy and working closely with the Chief Officer under the *Gas Distribution Act*, this position works as part of a professional team that leads, coordinates, and supports the Ministry and Senior Management Team on policy matters related primarily to Alberta's natural gas distribution systems, as well as supporting policy development for Alberta's rural electrification and water associations, when required. The position will also facilitate and lead integrated, cross-ministry policy files and may be required to represent Rural Utilities on cross-ministry working groups/task teams related to rural utilities. In this role, the position contributes to the development and advancement of Ministry initiatives that are supportive of both a competitive business environment and public safety. Success will involve:

- Working closely and collaboratively with a wide range of Affordability and Utilities (AU) staff and other Government of Alberta departments, mainly Alberta Energy and Alberta Indigenous Relations.
- Building and maintaining strong strategic relationships with key contacts to encourage, enhance, and promote AU policy and policy positions related to rural utilities.
- Reviewing, creating and maintaining agreements for the rural grant programs administered by the Federation of Alberta Gas Co-ops Ltd. and Alberta Federation of Rural Electrification Associations Ltd.
- Acting as an available resource on legislative interpretation, and policy analysis/option development that supports the advancement of rural utility associations, and in particular that address an aging

Responsibilities

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

With a focus on natural gas distribution and rural gas utility policy:

1. **Provide leadership, support and coordination of rural utility policy development that is supportive of a competitive business environment:**
 - a) Participates in the ongoing planning, development and improvement of the Rural Utilities Section, including the development of processes and systems to ensure section efficiency and advancement.
 - b) Collaborates with other AU staff and government departments to develop and/or identify rural utility association needs so as to improve their operational and strategic policy, governance and leadership capacity. Identify needs, develop options for their consideration and work with the associations to implement those options. Conducts assessments of their overall effectiveness.
 - c) Conducts research and supports/prepares presentations on research findings on the impact that Alberta's rural utilities have on sustaining and advancing rural economic development.
 - d) Responds to action requests, writes and/or contributes to Briefing Notes and Ministerial Advice, and drafts departmental positions and policy reports.
 - e) Supports other Branch initiatives and Ministry policy capacity through research and the development of formalized discussions/communities of practice.
 - f) Reviews and assesses existing rural utilities policy; develops options on how the Ministry can respond to natural gas (and electricity or water) related issues that benefit members of Alberta's rural utility associations.
2. **Support and provide regulatory oversight by Rural Utilities of the business affairs and governance of rural gas (and electric/water as needed) co-ops by:**
 - a) Reviewing incorporation/dissolution documents of the associations, and monitoring the filing of annual returns to ensure timely submissions, as prescribed in legislation.
 - b) Reviewing association-proposed supplemental bylaws and bylaw amendments for legislative compliance; preparation of documents for Director review and approval.
 - c) Examining/analyzing financial statements to identify changes in the financial position of an association's deposit reserve fund. Ensure funds were used in accordance with the regulations or by-laws appropriately approved by the membership.
 - d) Reviewing association meeting minutes to ensure that the annual and/or special general meeting was conducted properly, that proper notice was given, elections of directors and appointment of auditor were duly held, and that any by-laws approved by the membership are appropriate of sound business practices, are legislatively compliant, and are in the interests of the membership.
 - e) Developing and delivering presentations on Rural Utility Section processes to stakeholders; communicate recommendations to the utility association's board of directors.
 - f) Directing utility co-op officers and directors on legislative requirements, funding sources, roles and responsibilities and consumer relations.
3. **Provide the Chief Officer advice and relevant documentation for the administration of the Rural Gas Program and rural franchise areas in accordance with the *Gas Distribution Act* and other relevant legislation. Supports the Rural Gas Government Guarantee Program to ensure timely collection of loans to protect the Crown's interests:**
 - a) Research the impact that franchise area amendments may have on other gas distributors, municipal franchises and the Remote Area Heating Allowance Program .
 - b) Provide advice to natural gas distributors regarding rural gas franchises, including the process and requirements for amendments.
 - c) Considering FOIP requirements, respond to inquiries respecting individual loans guaranteed under the *Rural Utilities Act*.
 - d) As per the legislation, ensure that established procedures are in place and executed to safeguard the interests of the Crown and that collection criteria in the agreement.
 - e) As per the legislation, initiate contact with the consumer to encourage payment of the loan and advise

of consequences of non-payment. Respond to client and stakeholder inquiries relevant to outsourced loans.

- f) Ensure procedural guidelines have been met (i.e., termination of energy supply) before gas loan account files are submitted for referral to Crown Debt Collection.

Problem Solving

Typical problems solved:

- This position involves direct interaction between other government departments, utility co-ops, investor-owned utility companies, lawyers, accountants, financial institutions, rural municipalities/communities, and the Federations for gas, electricity, and water co-ops.
- Support the Manager/Director in keeping regular contact with clients, partners and stakeholders to discuss specific concerns, resolve problems, exchange information and create initiatives to address and promote rural utility issues in the Province of Alberta.
- Act as a branch representative at district/zone meetings and conduct training/information sessions with rural utility associations in respect of business administration/governance and application processes.
- This position is a front line contact on problematic issues involving rural utilities that do not fall into a defined policy standard. Decisions often need to be made with an absence of all the desired data, because the data does not exist, is too expensive to obtain, or is dissipated to a point at which it cannot easily be consolidated. The policy analyst needs to be able to use deductive and inference skills to make the best decision with the information available.
- Must be able to maintain the department's standards and stay within both departmental and legislative guidelines. Discretionary issues pertaining to funding or policy requests must be dealt with through firmly grounded sound principles so that uncertainty and misunderstandings are removed.
- Facilitation and negotiation skills are required to balance divergent opinions, attitudes and approaches. Motivating stakeholders to become involved or continue involvement despite differing perspectives is a common challenge.
- Leadership/innovation is important to promote a high level of understanding of the key safety issues in regard to utilities throughout rural Alberta. Innovation and creativity is required in the promotion of standards unique to each distribution system; it is also key in the development, maintenance and management of quality assurance, safety/certification programs for our Alberta client groups.
- Involves some provincial travel to attend zone/district meetings, and to inspect gas distribution systems.

Types of guidance available for problem solving:

- Rural Utilities' Policies and Procedures documents.
- Direct access to rural gas distributors and the Federation of Alberta Gas Co-ops Ltd. for gas-specific issues.
- Direct access to rural electrification/water associations and respective Federations as needed.
- Ability to connect with staff resources: Manager, Director, Executive Director, RUS section staff, and other government department contacts as required (e.g., Energy/Indigenous Relations).

Direct or indirect impacts of decisions:

The Senior Policy Analyst is primarily responsible for day-to-day interactions with the rural utility associations regarding their governance and business administration, the development of government policy and policy positions impacting those associations, and the review of legislatively required documentation (e.g., supplemental bylaws, annual returns) submitted to Rural Utilities to assess for legislative compliance prior to registering with Corporate Registries. Delays in documentation review, approval and filing may result in delays for the associations in obtaining the necessary legal signing authority for their officers.

Key Relationships

Major stakeholders and purpose of interactions:

Daily interactions with:

- Manager/Director (RUS) - Performing tasks as required, maintaining information flow, and sharing potential areas of concern and solutions identified during policy development.

Weekly interactions with:

- Executive Director (IGRU) - Performing tasks as required, maintaining information flow, and sharing potential areas of concern and solutions identified during policy development.
- AU/Cross-ministry staff - Interactions with key AU staff and active participation on standing cross-ministry

project teams (with Alberta Energy) for the purposes of sharing information and/or policy development.

Weekly to Monthly interactions with:

- Alberta Justice - Active participation in the legal analysis of on-going/new rural utility initiatives (such as supplemental bylaw reviews).
- Individual rural gas, electricity, and water co-ops/investor-owned utilities - Providing responses to inquiries.
- Federation's for gas, electricity and water - Point of Ministry contact, providing responses to Federation inquiries as requested/needed.

As-required interactions with:

- Outside legal and/or accounting firms representing the rural utility associations/Federations regarding any changes being proposed by the utilities and/or government.
- General public, in response to inquiries received.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Knowledge

- Degree from a recognized post-secondary institution in a relevant policy/regulatory field; significant experience in the workplace.
- Strong understanding of and experience in policy development principles and processes, ability to demonstrate effective policy analysis, appreciation and knowledge of the political landscape and sensitivities.
- Strong knowledge of governance theory and approaches, preferably with the public or not-for-profit sector.
- Knowledge of the land ownership systems in Alberta, regulations and applicable legislation in Alberta.
- Understanding of rural utility legislation and its implementation.
- General knowledge/awareness of OH&S Safety Plans and legislation.
- Understanding of the rural agriculture industry and experience working with utilities.
- General understanding of financial accounting and principal of law.

Skills:

- Excellent organizational and planning skills associated with project planning for both large and small projects, including legislation, policy, and process development.
- Ability to make presentations to a wide range of audiences with varied backgrounds (e.g., AU Executive Team, Associations, etc.).
- Successfully participate independently and/or as part of a team.
- Work independently to make decisions regarding operational matters.
- Tact, diplomacy, caring and mediation skills to work with individuals to manage their diverse needs.
- Strong analytical thinking skills.
- Ability to identify potential problem areas and discrepancies and to raise them with the appropriate parties.
- Ability to synthesize large amounts of detail without compromising details.
- Strong communication (oral, written and computer literacy) and project management skills.
- Ability to multitask, manage resources, time, stress and work under pressure and under high demands.
- Ability to manage and respond to change, anticipate impact of decisions and exercise sound judgment in decision making.
- Effective time management skills to ensure that activities are completed within specified timelines and that deliverables are of high quality.
- Ability to prioritize work that is being requested by multiple individuals.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	Working with Alberta Energy and other GOA departments, takes initiative to identify well-thought-out policy options, opportunities, challenges, and recommendations to complex rural utility problems (e.g., addressing an aging infrastructure) that involves multiple stakeholders and/or positions.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	With the on-going development and formalization of Rural Utilities Section policy and procedures dealing with rural utility associations, seeks opportunities to streamline and remove unnecessary red tape impacting rural utility co-ops and the efficiency of the Rural Utilities Section. Challenges past processes and seeks continual improvement.
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 others Anticipates obstacles and stays focused on goals Makes decisions and takes action in uncertain situations and creates a backup plan 	During the development of recommendation briefings, cabinet packages and/or key decision documents, recognizes multiple sources of input and conflicting opinion while upholding critical paths and processes to ensure the timely completion of documents. Maintains strength to quickly adapt all documents to reflect changing directions, and is able to make educated decisions based on available information. Retains agility to work

			collaboratively between the manager and Chief Officer.
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 	<p>Contributes to the team development of the Rural Utilities Section, Identifies ways to support and encourage Cross ministry team members in accomplishing tasks related to rural utility programs, often on tight timelines.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Given the nature of rural utilities, the position is expected to build and maintain relationships with the Federation of Alberta Gas Co-ops Ltd. and its 80 member organizations. Further, many files (such as natural gas for grain drying) involve multiple AU departments and programs. The position is expected to build and maintain relationships with department staff to understand these programs.</p>

Benchmarks

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

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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

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature