

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (200 character maximum)

Policy and Program Advisor

Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Supervisor's Position Name (30 characters)

Executive Director

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Policy and Strategic Initiatives (PSI) Branch focuses on addressing major strategic policy issues including those involving federal-provincial relations, gathering and analyzing infrastructure data, coordinating legislative, regulatory, and policy development for the Ministry and supporting effective engagement with key stakeholders to build strong partnerships and inform strategic direction.

This area includes:

- Policy and Legislation Team;
- Strategic Coordination and Insight Team;
- Continuous Improvement Team; and
- Project Management Centre of Excellence.

Reporting to the Executive Director of the Policy and Strategic Initiatives Branch, the Program and Policy Advisor

provides strategic advice, assistance, and support to the Branch's programs and policies. This position provides support to the Executive Director in the development, implementation and interpretation of strategic directions for the Branch through its assessment of emerging issues and the subsequent development of strategic responses for internal and external stakeholders. The Program and Policy Advisor develops and implements initiatives and tasks related to the Branch's core policy and program areas, working to supplement existing resources in a variety of ways, including research, analysis and advice.

In this role, the Advisor:

- assists PSI by being informed of emerging issues and developing strategic policy responses to identified issues;
- provides policy support, including taking a lead in drafting policy and reporting documents related to each of the work units within PSI;
- provides oversight and quality control on materials that leave the branch, such as action requests, policy documents;
- supports the development of strong stakeholder relations by demonstrating responsiveness to client questions and needs, and ensuring external stakeholder committees are appropriately managed as required; and
- leads project management components related to the areas within branch, including developing tools and templates to ensure complex projects are on track.

Responsibilities

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

1. Issues Management - Emerging issues related to a number of infrastructure issues are identified through internal, cross ministry, and external partner interaction and addressed with policies that are responsive to Industry needs, flexible, and compatible with Government of Alberta policies and processes.

The Advisor provides effective, proactive issues management support within the PSI Branch by:

- building and maintaining positive relationships within SIO, the other divisions within Alberta Infrastructure, and external partners, in order to help identify and manage issues;
- supporting day-to-day policy and planning issues, as well as involvement in developing policy in each of the business units within PSI to support current and new directions for Government's role in building Alberta's vertical infrastructure;
- monitoring, identifying, researching and analysing trends and a wide variety of information to determine emerging issues related to the development and implementation of PSI programs, policies, and services and recommend options for actions and responses;
- identifying and evaluating complex and sensitive issues that impact infrastructure stakeholders, associations, other government departments, industry and non-governmental groups;
- researching assigned issues, creatively solving problems, and obtaining relevant information for preparing reports, briefing notes, or other materials for Alberta Infrastructure, and, as requested, to other government departments, to help them understand and manage issues relating to PSI;
- preparing the necessary internal and external documents and reports, including developing templates, briefing notes, letters, reports, funding requests, project progress and decision tracking templates, etc. to support good decision-making;
- developing meeting briefs and priority discussion area documents, flagging issues requiring resolution, and identifying possible and preferred outcomes;
- liaising with other Infrastructure divisions and staff from other Ministries to develop and implement effective and

timely responses to identified issues; and

- using problem solving skills to resolve inquiries from department staff, other ministries, and stakeholders as appropriate.

2. Strategic Policy - The PSI Branch provides comprehensive policy analysis on emerging issues, infrastructure legislation, infrastructure data, infrastructure planning and cross-ministry initiatives to Alberta Infrastructure executive management, the Minister, Deputy Minister Committees, and cross-ministry teams/committees.

The Advisor plays a key role in carrying out major policy and planning projects, including the review, evaluation, interpretation and/or implementation of programs and policies by:

- writing reports and briefing materials, with options and recommendations for next steps, to provide advice to Alberta Infrastructure's executive management, and the Minister, as required;
- policy documents related to PSI initiatives and projects;
- developing Cabinet Committee Decision Documents and presentations to Cabinet; and
- assisting on project teams and cross-ministry committees as required, including taking the lead policy roles for PSI, which may also involve direct interaction with infrastructure and other external stakeholders.
- assisting on project teams, interdepartmental committees, or stakeholder groups as required.

3. Stakeholder Relations - PSI is responsive to partner needs, issues, and concerns and provides strategic communications advice to support strong working relationships with our stakeholders and clients.

The Advisor promotes positive stakeholder relations support across the branch and facilitates strong relationships by:

- writing and coordinating key messages, presentations, and publications, as required;
- responding to inquiries from external and internal stakeholders. Responses could range from drafting ministerial correspondence, such as letters and memos, to developing and presenting materials at meetings, stakeholder association conventions and conferences, and preparing the Minister for anticipated questions arising at such meetings.

4. Project Management - Processes and protocols support informed and timely decision by the Minister or executive management and effective implementation of their decisions by the PSI.

The Advisor provides project management support to the decision-making and implementation roles of senior management by:

- assisting unit directors and the Executive Director with tracking project initiatives underway across the Branch by developing templates for meeting briefs, tracking priority discussions and policy decisions, issues requiring resolution, key decisions, etc.;
- developing and implementing project plans that map project milestones, deliverables, timelines, and resources across the PSI Branch; and
- developing responses for requests from the Assistant Deputy Minister's Office, the Deputy Minister's Office, Communications and Legal Services.

5. Corporate planning and reporting - With broad knowledge of the ministry's business plan, department and divisional priorities, and branch operations, the Advisor will also lead the coordination and preparation of branch input to divisional, ministry and cross-government reporting that is required by:

- concisely and accurately presenting the achievements of the branch's activities in the reporting and the perspectives of the branch are accurately conveyed in divisional input and activities associated with environmental scanning and enterprise risk management.
- providing input and assistance into corporate processes for the development of the ministry's annual report, business plan, environmental scan, and enterprise risk management;
- remaining current and informed on issues related to Ministry and branch activities, proactively evaluating and reviewing policies and programs;
- ensuring all key projects have critical paths/project plans to ensure the EDO can monitor key milestones and identify when decisions need to be brought forward to executive leadership of the department; and
- Coordinating the preparation of the branch's submission for the ministry's annual report and business plan.

6. Administration and Logistics - The Advisor will support the Executive Director and the branch through the completion of corporate processes and initiatives through:

- Coordinating and maintaining accurate tracking systems to collect and report on various data relating to the operation of the Executive Director's Office (e.g. human resources, finance, action requests, etc). Duties include extracting and presenting reports to meet user needs;
- Tracking branch human resource management, which includes updating branch organizational charts, reviewing staffing requests and maintaining an awareness of vacancies and branch human resources needs;
- Additional duties include coordinating meetings, developing agendas for the ED as needed and maintaining records of meetings as needed;
- coordinating the branch's response to FOIP requests and information requests; and
- coordinating branch presence at major events (e.g. conventions, conferences, etc.) by coordinating branch attendees, coordinating development of materials that will be distributed at each event, coordinating with other branches on divisional and/or ministry activities at the event.

7. Workplace Environment and Organizational Development - The branch maintains an environment in which staff are, and perceive themselves to be, valued, engaged, and supported in providing a high level of service and exploring innovative ideas and approaches. This outcome is achieved by:

- providing assistance and advice to the ED regarding organizational development activities, branch meetings, and human resources planning,
- supporting the ED in ensuring that staff are informed and, where possible, consulted regarding changes that affect them, and
- Coordinating branch team-building events and training sessions, which involves working closely with the ADM's office, and may involve:
 - a. Working with staff to develop themes, and seeking creative staff-inspired solutions to challenges identified through the annual employee satisfaction survey,
 - b. Leadership, planning, and project management activities to prepare larger events or retreats, and support the management event logistics,

- c. Evaluating events and follow-up, including writing and developing reports or briefings, with actionable items,
- d. Working with management to identify and develop training needs and develop training solutions that may involve the procurement of instructors and resources, development of training materials, and coordination of training activities.
- e. Coordinating the development of onboarding activities to engage new staff in the division and build organizational awareness. This may involve project management activity and leadership of an advisory committee of staff representatives.

Problem Solving

Typical problems solved:

Urgent materials, including cabinet and AR packages, media requests, meeting documents, engagement packages and reports will occasionally require immediate review often on short timelines. The Program and Policy Advisor will be responsible for delegating or providing these edits themselves while ensuring accuracy of the information.

Types of guidance available for problem solving:

The Program and Policy Advisor and Executive Director, along with subject matter experts are available to provide guidance and assistance.

Direct or indirect impacts of decisions:

Minister, Deputy Minister and senior executives are supported by this position and the quality and consistency of materials contribute to sound decision making.

Key Relationships

Major stakeholders and purpose of interactions:

The offices of the Minister, Deputy Minister, Assistant Deputy Minister and other executive offices are provided requested information on a timely and accurate bases, and are advised of potential concerns in a timely manner. Branch staff will receive specific feedback and clear direction on assignments, deliverables, and ARs. The outcomes of these interactions directly impact the credibility of the Minister, Deputy Minister, the ADM, the ED, and the Ministry as a whole through the presentation of messages and communications generated by the branch. Branch staff will be kept up to date on Minister's, DM's ADM's, and ED's preferences with regard to correspondence.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Post-secondary education and relevant work experience or a combination thereof to demonstrate the ability to analyze issues critically when preparing briefing material, and to perform necessary research. Excellent analytical and problem solving skills.
- Demonstrated ability to summarize and synthesize complex materials. Ability to identify key issues and develop communications responses and solutions on own initiative.
- Solid interpersonal and communications skills, especially written as well as oral presentation skills suited for a variety of audiences. Demonstrated ability to build relationships with internal and external stakeholders and appropriately deal with sensitive and confidential issues. Must have the ability to actively listen to others.

- Considerable knowledge and experience in project management.
- Knowledge of government processes and procedures, such as policy cycle and legislative processes.
- Knowledge of communications planning and issues management techniques.
- Knowledge and understanding of political environments and their implications. Understanding of good governance protocols and best practices.
- Excellent understanding of the social, political and organizational processes for managing change, especially in a multi-stakeholder environment. Ability to negotiate and obtain commitment from others.
- Excellent creativity and the ability to think strategically and critically on a broad scale in the development of innovative and feasible options and strategic solutions to issues and trends.
- Ability to work in a high pressure environment and multi-task with vague direction with a demonstrated ability to organize and coordinate a variety of projects simultaneously, function under pressure and meet deadlines within a multiple deadline driven environment.
- High level of self-management with strong results orientation. Demonstrated high level of competence, motivation, creativity and initiative.
- Experience in SharePoint work flow development and maintenance.
- Must be proficient in the use of Microsoft 365 Office Suite, in particular Word, Excel, Powerpoint, Outlook, Teams and Sharepoint.
- Experience using the Government of Alberta's Action Request Tracking System (ARTS).

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	Understand strategic issues and short, medium, and long term implications and provide advice and recommendations to senior leaders and decision makers. <ul style="list-style-type: none"> • Appropriately manage internal and/or external relationships, ensuring business priorities and goals are met.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems 	<ul style="list-style-type: none"> • Review material and address gaps, errors, and questions through applicable and appropriate means. • Lead and support long

		<ul style="list-style-type: none"> • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	term and/or complex projects. <ul style="list-style-type: none"> • Anticipates any issues that may emerge and proactively address issues. • Manage project time lines and meet all objectives and outcomes.
Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	Respond quickly to changes in direction, request for information, or new priorities. <ul style="list-style-type: none"> • Maintains multiple project timelines to ensure compliance with legislative requirements, or approval deadlines. • Anticipates potential factors that could impact projects or policies and proactively address these concerns.
Build Collaborative Environments	○ ○ ○ ● ○	Involves a wide group of stakeholders when working on outcomes: <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 	Work with staff across the Ministry and cross-government to support Ministry priorities, policy, legislation, projects and initiatives. <ul style="list-style-type: none"> • Participates in stakeholder engagement sessions. • Synthesizes what we heard. • Works with contacts in other ministries to collect input and incorporate it into strategic policies. • Work with colleagues and staff across the Ministry to brainstorm solutions to issues in processes and to address requests. • Seek appropriate subject matter experts for both procedures and research requirements.
Systems Thinking	○ ○ ○ ● ○	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, 	<ul style="list-style-type: none"> • Develop innovative solutions to ongoing or new policies, issues, or projects. • Ensures applicable stakeholders are

		political environment and risks when considering possible actions <ul style="list-style-type: none">• Supports organization vision and goals through strategy• Addresses behaviours that challenge progress	identified and engaged early to solve issues and provide input for existing projects or policies.
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