

**New**

Ministry

**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 iGaming team supports the Red Tape Reduction, Audit and Investigations (RTRAI) Division in Service Alberta and Red Tape Reduction through the design and development of legislative and strategic policy frameworks supporting Alberta's online gambling model. The team ensures legislation and policy align with ministry and government priorities. This policy development work is complex, and impacts multiple ministries, stakeholders and Albertans, with broad social and economic outcomes.

The position uses significant political acumen and seeks to balance conflicting perspectives, inclusive of politically sensitive issues from both an advocacy perspective as well as political mandates, government functions and revenue generation requirements, to establish an appropriate policy position without a designated authority over the parties. The information and analysis needs for the iGaming policy files are substantial due to extensive internal/external stakeholders and file complexity. Briefing materials and presentations for senior government and elected officials are required on an ongoing basis, and oftentimes under very tight timelines as stakeholder contexts and positions can change. The position is responsible for ensuring these policies and supporting materials are developed by providing clear direction to supporting staff based on initial and ongoing analysis of stakeholder policy positions and workable solutions.

The position performs a critical liaison with external stakeholders to ensure senior officials in the GoA are well informed and provided with the necessary research and analysis to support informed decision-making across all policy files. Success depends on establishing trusted working relationships and the ability to negotiate in a collaborative and

professional manner to achieve mutual objectives and outcomes for the parties.

Leadership of a team responsible for significantly complex policy development, revenue modeling and analysis, and subsequent legislative and regulatory frameworks. The position operates in the context of ensuring the policy framework for Alberta's iGaming model, and its stakeholders, are aligned with government vision and specifically across multiple cross ministry programs and interaction with their respective policies, legislation and regulations.

The policy field encompassed in the role is significant for its impact on the lives of Albertans and its impact on the economy of the province and fiscal realities of government. The regulatory environment must rapidly adjust with Government revenue requirements, developments in technology, social responsibility, and the expectations of Albertans, to ensure an effective regulatory environment that does not hinder potential benefits to the province.

Projects involved are usually diverse in dealing with strategically sensitive and complex issues. Issues involved are often unique in nature, with limited precedence to be found within the ministry or government.

This position works collaboratively and develops good working relationships at all levels, both internal and external to the ministry, developing a meaningful network that enables them to meet deadlines, goals, facilitate collaborative processes and ultimately to do their job efficiently and effectively. Building and maintaining relationships with internal and external stakeholders plays a key role in achieving success.

The position requires the ability to prioritize work on multiple projects with multiple deadlines, to multi-task and use strong organizational skills to meet changing priorities and timelines; and to facilitate, collaborate, and mediate among various groups with competing priorities to draft common briefing materials and reach consensus.

## Responsibilities

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

### **Provide expert policy advice to senior and executive leadership, the Deputy Minister, and Minister on matters related to the legislative and policy frameworks for online gambling (iGaming) in Alberta;**

#### Activities include:

- Maintain awareness of shifting industry and government priorities and objectives and ensure these are considered in the development of all policy work and advice;
- Provide timely, accurate, and well-informed advice to senior and executive leadership, the Deputy Minister, and Minister (as needed) on dynamic and emerging issues related to online gambling in Alberta;
- Maintain awareness of changes in the broader regulatory environment and provide advice on potential legislative and regulatory amendments to Alberta's statutory framework for online gaming .

### **Independently lead a team to deliver legislative and policy materials in support of the department's strategic objectives, which are well-informed, accurate, clear, and are delivered on time.**

#### Activities include:

- Working with the Executive Director, identify, develop, and guide strategic policy objectives for the branch.
- Lead a team to carry out major policy and planning projects. This includes the review, evaluation and /or implementation of policies and any appointments related to online gambling, as well as policies and appointments pertaining to other agencies, boards, and commissions, as required, and corporate policy priorities in support of the ministry's strategic planning goals and objectives;
- Lead a team to implement each stage of the policy development cycle - issue identification; research and analysis; options development; decision making; implementation; evaluation/performance management; and consultation.
- Plan, design and schedule the work and priorities of the policy team to meet requirements of internal and external stakeholders, the department, and the ministry's strategic plan.
- Oversee the preparation, and ensure the accuracy and appropriate strategic positioning of, reports, recommendations, briefing materials, correspondence, and materials to support the legislative and policy approval process.

- Make presentations to senior and executive leadership, the Deputy Minister, Minister, and/or external stakeholders for information and/or decisions. Oversee the implementation or coordinate the implementation of approved policy and programs, as required.
- Review divisional input and ministry-wide responses to requests from other Alberta departments, or Albertans submitting Action Requests for accuracy and strategic positioning.
- Provide coaching/mentoring to direct reports to support the effective development of the branch's key deliverables, as well as their individual professional development.

**Ensure industry priorities and policy outcomes are aligned with government priorities and legislative frameworks, and that all applicable policy objectives in these areas are implemented.**

Activities include:

- Effectively manage stakeholder and agency relationships to coordinate strategic objectives and ensure alignment with government priorities and approved policy direction.
- Work closely with key stakeholders, including those in other jurisdictions, to ensure senior officials in the GoA are well-informed and provided with the necessary research and analysis to support informed decision-making across all policy files.
- Build positive working relationships with stakeholders through effective communication to ensure responses are coordinated and solutions are negotiated in a collaborative and professional manner to achieve mutual objectives.

**Ensure that all policy development factors in revenue implications for government, is based on effective and accurate forecasting/modeling, and also considers how revenue generation impacts Albertans, businesses, and other government priorities (e.g., economic development).**

Activities include:

- Lead a team to carry out revenue forecasting, modeling, and economic market analysis, as needed, to support key Ministry objectives (e.g., the Business Plan) and policy analysis/priorities.
- Provide knowledgeable insights into online gaming market trends to leadership and advise leadership on policies and key market insights to optimize Alberta's iGaming policies and statutory framework.
- Lead a team to prepare clear and accurate quantitative and data-driven reports, recommendations, briefing materials, and make presentations to management and/or external stakeholders for information and/or decisions. Implement or coordinate the implementation of approved policy and programs, as required.
- Oversee and guide the development of clear modeling/forecasting techniques to identify and illustrate the impacts of proposed policy and/or legislative or regulatory amendments (e.g., on revenue generation).

**Work collaboratively and liaise regularly with relevant GoA Ministries and other stakeholders as needed to ensure Ministry, Cross-Ministry, GoA, and Federal-Provincial-Territorial (FPT) planning/reporting/policy/special-project requirements are met in a timely and effective manner.**

Activities include:

- Effectively represent Service Alberta and Red Tape Reduction's interests and priorities in cross-ministry priorities and interdepartmental initiatives, FPT Working Groups, as well as in engagement with external partners, as needed.
- Effectively manage and represent Service Alberta and Red Tape Reduction's senior officials' (Minister, Deputy Minister, Assistant Deputy Ministers, and senior management) interests and priorities in policy discussions with

internal and external stakeholders.

- Advance the interests and priorities of the department and the Alberta government by effectively representing these interests in department discussions, projects and committees.
- Establish and maintain positive and effective working relationships with key stakeholders, for the purpose of gaining intelligence and advancing the department's interests.
- Coordinate ministry contact with agencies, boards, commissions, as required, including the timely exchange of information; report back to management on matters of significance.
- Chair committees or meetings and/or presentations, as required.
- Take a leadership role in cross-divisional and cross-Ministerial policy problems, coordinating and leading multidisciplinary teams to generate solutions.

**Maintain awareness of government direction and anticipate how changes will impact stakeholders and relevant regulations and legislation;**

Activities include:

- Ensure accurate research and analysis is conducted on topics such as best practices, frameworks, performance measures, processes, policy, and planning models/templates (e.g. development of department/divisional performance measures).
- Lead a team to analyze and evaluate information drawn from a diverse range of sources, including legislation, policy documents, technical reports, jurisdictional scans, and administrative and academic journals.
- Lead a team to develop recommendations and identify options / implications through effective interpretation and application of research findings.
- Lead a team to develop clear modeling/forecasting documentation to identify and clearly illustrate/communicate the impacts of potential shifts in policy (e.g., on revenue), as required.

**Work with other department staff to ensure that online gambling policy considerations and relevant reporting are embedded within the strategic plan, annual report, business plan, and performance measure development.**

Activities:

- Lead a team to gather, collate and edit key information from multiple sources needed to support the planning and development of key Ministry and Departmental documentation (e.g., Strategic Plan, Enterprise Risk Management framework requirements, Business Plan, Annual Report, performance measure development, Business Continuity Plan, Disaster Recovery Plan, and various briefings, policies and procedures, or RTR reporting requirements), as required.
- Write, contribute, review and edit content of documents, as required, and help ensure key Ministry and Departmental documentation adheres to the Government of Alberta's relevant standards, guidelines and requirements.
- Initiate and lead implementation of processes to improve the overall performance of the work unit.
- Provide coaching and mentoring to branch staff, as required.

**Performing other duties, as assigned.**

**Problem Solving**

Typical problems solved:

Given a broad external stakeholder base and the diverse and complex nature of the work, creativity, new approaches,

political acumen, and strategic thinking are required to resolve issues. The position is challenged with the responsibility to negotiate solutions, build consensus and manage sensitivities considering a broad base of stakeholders, both internal and external. Decisions made by the position may not be universally popular and give rise to conflict. The position must balance the relationship of the ministry and government to stakeholders and demonstrate excellent judgment and diplomacy utilizing significant knowledge and indirect leadership skills given the politically sensitive issues dealt with on a regular basis. The ability to influence decisions, approaches, and directions at senior levels both internally and externally is essential.

Types of guidance available for problem solving:

Guidance can be sought by working with the Executive Director and cross-Ministry/agency contacts.

Direct or indirect impacts of decisions:

Direct impact on policy development and legislative drafting to support Alberta's regulated iGaming model.  
Direct impact on policy pertaining to revenue earned through iGaming.  
Indirect impact on iGaming stakeholders and Albertans who choose to gamble in the regulated iGaming market.

### Key Relationships

Major stakeholders and purpose of interactions:

- Industry stakeholders (e.g., iGaming operators) - to ensure policy is relevant, timely, implementable, and supports the success of the industry.
- Agencies mandated to oversee the operations or regulation of Alberta's iGaming market, to ensure policy is relevant, timely, implementable, and supports the success of the industry. Further, to ensure the implementation of policy aligns with Government priorities.
- Senior leadership within the department - to provide expert and timely social and economic policy advice related to online gambling.
- Cross-Ministry partners (e.g., Mental Health and Addiction, Indigenous Relations, etc.)

### Required Education, Experience and Technical Competencies

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

If other, specify:

Law

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

- University graduation in Public Policy, Economics, Law, or a related field, supplemented by a minimum of seven years progressively responsible related experience in policy analysis and development. Master's degree is preferred. Equivalencies may be considered (one year of related experience for one year of related education).
- Several years of progressively responsible experience in a senior leadership role inclusive of experience working with agencies, boards, and political and senior leaders in a public service setting is preferred.
- In order to analyze policy impacts, the incumbent must demonstrate strong knowledge of econometric and modeling/forecasting techniques and exercise sound judgement in analyzing the impact of new events and policies on modelling outcomes.
- Significant understanding of government decision making and legislative processes, as well as relevant acts and regulations.
- Strong understanding of stakeholder implications and stakeholder management techniques, as this policy impacts a broad range of stakeholders with competing priorities.
- Expertise in coordinating cross-government initiatives that include both policy/program development and stakeholder engagement.
- Understanding the broad range of issues and complexities impacting the government as a whole, and specific ministries involved in developing policy, including awareness of the interplay between legal, economic, social and other factors.
- Strong knowledge of Alberta government business planning, reporting and decision-making processes and structures.
- A broad-based understanding of Alberta government and federal statutes that affect the department, including constitutional jurisdiction, federal-provincial dynamics, and FPT processes and structures.
- Knowledge of the land-based and online gaming industries and the implications of these for Alberta would be an asset.

## Skills and Abilities

- Excellent analytical skills with the ability to exercise professional judgement and make decisions based on accurate and timely analysis.
- Significant political acumen; policy advice is often provided in response to complex and emerging issues within constrained timeframes where there are many unknown elements.
- Self-directed with the ability to work independently and collaboratively with others to achieve joint, high quality outputs in a timely fashion.
- Ability to work strategically and to simultaneously assist in the management of a wide variety of issues, mobilizing resources and finding innovative solutions to complex issues and problems.
- Ability to facilitate and promote collaborative initiatives without administrative authority.
- Advanced systems thinking, conceptual and problem solving abilities to identify and analyze issues and risks; capacity to develop solutions and promote commitment to new approaches; and sound judgment and the ability to inform and influence decision-making.
- Ability to identify and evaluate complex and sensitive issues that impact Albertans, government agencies, private sector, industry associations and interest groups. Ability to synthesize complex materials and issues and utilize analytical skills to communicate orally and in writing in a clear and concise manner.
- Ability to identify broad policy impact issues in an environment of rapidly changing priorities and a changing political environment.
- Strong leadership in a politically sensitive and diverse environment.
- Ability to assess complex situations and provide proactive advice to the Minister, Deputy Minister, Executive Team and senior officials.
- Leadership expertise in intergovernmental interactions on complex policy files.
- Ability to foster trusting and dependable working relationships with stakeholders.
- Highly developed interpersonal and conceptual skills, as well as strong written and verbal communications skills in order to clarify, identify and communicate issues and ideas to others.
- Strong attention to detail and accuracy.
- Strategic thinking, excellent analytical skills and a grasp of detail in order to assess complex issues and situations, and propose appropriate solutions and recommendations.
- The ability to work under pressure with many competing priorities and tight timelines.
- The ability to use strong project management skills in order to coordinate complex initiatives.
- Knowledge and ability to understand principles and utilize techniques for providing effective and efficient support services to the unit and divisions across the ministry.
- Aptitude for problem solving and decision making, as well as mature judgment, tact and diplomacy.
- Computer proficiency utilizing Windows-based applications (such as Word, Excel, Outlook, and PowerPoint).
- Strong understanding of financial reporting, financial modelling and the use of related software (e.g., SAS, Stata, EViews) would be considered an asset.
- Consistent, dependable and efficient, and demonstrate a high degree of awareness of self and others.
- Highly developed communication, consultation and negotiation skills.
- Strategic negotiation and conflict resolution with the ability to influence others to achieve outcomes.
- Proven success in leading, coaching and mentoring teams.
- Knowledge of ARTS would be considered an asset.

## 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><b>Takes a long-term view towards organization's objectives and how to achieve them:</b></p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder</li> </ul>	iGaming is a complex policy area that interacts with the existing legislative and regulatory requirements of multiple orders of government. iGaming policy will also necessarily impact the existing gaming landscape and a diverse group of stakeholders. The Director will need to account

		<p>perspectives</p> <ul style="list-style-type: none"> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>for the full range of potential impacts policy will have on all stakeholders within the ecosystem.</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>iGaming is a new policy area and as such, many policies have minimal comparator policies and established practices, requiring creative thinking and an excellent understanding of external legislative and regulatory requirements. The Director will need to leverage previous knowledge and experiences to identify new solutions to complex policy.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>iGaming is a high-profile and contentious policy area. The Director will need to proactively identify and reset priorities to keep pace with this rapidly evolving environment and ensure projects continue to move forward under shifting direction.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>The Director must be able to work independently and lead a team to achieve high-quality outputs in a timely fashion that support completion of large, complex initiatives. The Director must also demonstrate strong attention to detail and accuracy, and ensure policy outcomes for Alberta's iGaming model align with broader government priorities.</p>
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p>	<p>As a team leader, the Director must create and maintain a positive</p>

		<ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	working environment that is conducive to - and supports - personal and career growth goals for both themselves, their individual team members, and the team overall.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	The Director will be required to work across Ministries and with outside agencies to ensure government priorities are reflected across the iGaming ecosystem. This will require building and maintaining positive, open and collaborative working relationships, even in cases where the Director has no direct authority over other parties.

**Benchmarks**

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

**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