

## New

Ministry

Transportation and Economic Corridors

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Sr Pol Advisor, Passenger Rail

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

CPGES/Passenger Rail Branch/Policy 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:

Transportation and Economic Corridors is responding to the Minister mandate items related to Passenger Rail. As part of Budget 2024, \$15 Million over two years is allocated to develop a Passenger Rail Master Plan, including a 15-Year Delivery Plan for Government Approval in 2026.

The Policy unit in the Passenger Rail Branch is responsible for the development of provincial strategic policy related to passenger rail in Alberta, advising on and conducting stakeholder engagement to inform policy develop. This includes working closely with other Directors of the Passenger Rail team, Division, Department and other ministries. The unit will develop policy connected to the envisioned staged investments that make careful use of tax dollars while minimizing throw away costs to develop a Passenger Rail network that integrates with municipal transit networks and can expand as the Province grows. Policy element swill include considerations and development of the roles, authorities and steps to establish a province-led governance model for a passenger rail. The Master Plan and policy work will clarify opportunities for private sector involvement and take into account information provided by existing passenger rail unsolicited proposal proponents and the results of relevant studies such as the Calgary Airport Connection Study, led by the City of Calgary.

The unit leads the development of Cabinet-level policy documents, including those related to legislation, regulations, and major policy and engagement initiatives, such as government platform commitments, and

provides strategic advice to other areas of the department related to framing and sequencing decisions.

The framework within which this job operates includes:

- Alberta's Passenger Rail Master Plan
- Alberta Transportation and Economic Corridor's Business Plan;
- Government of Alberta Business Plan;
- Federal and provincial policies, legislation, and regulation related to transportation, including the Criminal Code of Canada
- Government of Alberta and Alberta Transportation and Economic Corridors operational policies and procedures.

This Senior Policy Advisor reports to a Manager, Passenger Rail Policy in the Passenger Rail Branch, and is an integral team member for the fulfillment of the accountabilities of the Branch, Department and Minister Mandates. This position is responsible for developing and leading/coordinating the policy initiatives, Cabinet Report packages and engagement that will impact the long-term and future direction of the transportation system in Alberta.

The result of this work supports the Managers, Directors, and Executive Director of the Passenger Rail Branch and other branches in Alberta Transportation. They also support Assistant Deputy Ministers, Deputy Minister, and elected officials, as they make plans and decisions about strategic policy, legislation, programs, and services for passenger rail and the resiliency of the broader transportation system in Alberta.

## Responsibilities

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

This position provides support to the branch and unit in the development of forward-looking strategic policy, system planning, and legislation impacting passenger rail, which is high-profile government priority. In addition to the core responsibilities outlined below, this position may be required to take on additional responsibilities or activities, based on future policy directions or branch priorities.

1. Policy Analysis and Advice -- development of strategic, evidence-based policy advice related to passenger rail development in the province, including legislative and regulatory requirements.

- Conduct research and environmental scanning to build awareness within the branch and ministry of issues, trend or initiatives that may impact the planning, design, operations or governance of passenger rail in Alberta.
- Provide advice on emerging policy issues or opportunities related to passenger rail, including the development of proposed actions, key messages, etc.
- Develop and maintain broad awareness of other ministries that may be impacted by passenger rail proposals and engage with them to ensure early risk identification, collaborative issue management and robust policy development.
- Coordinate, prepare and support the development of required policy-related products to support ministry and Government of Alberta decision-making processes, for recommendation for senior officials, executive team, Minister including the development of Cabinet Reports and related policy products.
- Support the branch's internal and external engagement initiatives, including drafting engagement plans and related materials, reviewing contractors' products for quality and consistency, logistics, and session facilitation, as required.
- Support the development of implementation plans in support of government policy direction, including researching and drafting operational policies for front-line staff and governance policies.

2. Project Advancement and Corporate Accountability -- Ensure senior department leadership, the Minister and other relevant parties are informed of project status, and Passenger Rail related information is

strategically reflected in key corporate products or materials.

- Prepare regular project status reporting documents for Deputy Minister and/or Minister, as required.
  - Prepare briefing packages and presentations for a range of internal and external audiences regarding the Passenger Rail Master Plan, including goals/objectives, scope, approach.
  - Prepare branch input to TEC's corporate planning and accountability documents, including Business Plans and Annual Reports, ensuring passenger rail content is appropriately positioned.
  - Prepare branch input related to key Legislative Assembly processes, including materials for budget (Committee of Supply), Public Accounts Committee, and addressing relevant findings or recommendations from the Office of the Auditor General.
3. Branch / Departmental Representation -- Ensure the work the Branch is shared and the interests of TEC are advanced through strong, collaborative relationships with relevant ministry and cross-ministry partners and external stakeholders.
- Represent the Branch or TEC as required at key ministry or cross-ministry policy tables or committees.
  - Support Branch efforts to build networks of key contacts across government, and with external parties as required, to gather and share information and intelligence to advance the work of the Branch and TEC.
  - Represents the Branch and/or TEC at seminars, workshops, conferences or events related to passenger rail or the provincial transportation network.

### Problem Solving

Typical problems solved:

This position requires strong analytical and problem-solving skills in order to provide informed analysis and policy options for TEC and Cabinet as part of government decision-making on passenger rail. Strong systems-thinking is required to analyze complex problems, assess impacts on a wide array of government and external parties, and develop options for decision-makers. The complexity of this work is heightened by three key factors: (1) the province does not currently have a passenger rail network or related policies, (2) the development of passenger rail has the potential to impact a wide range of Government of Alberta economic, social and environmental goals, and (3) passenger rail has the potential to impact a wide range of external parties, including public and private-sector actors.

This complexity and scope of this work requires an individual with developed competencies in the areas of network development and building collaborative environments - both within and outside the Branch. These skills will be vital in supporting the Branch's extensive engagement activities.

Finally, to deliver on accelerated timelines and support timely decisions by Cabinet, this individual will require agility and the drive for results.

Types of guidance available for problem solving:

This position is supporting the development policy advice and options for a province's first passenger rail network; the initial work is not guided by a robust set of existing policy guidance and therefore requires significant judgment and discretion. Once initial Cabinet direction is received, policy work will continue to require detailed analysis and understanding of diverse impacts.

The position will be able to draw on expertise from the supervisor (Manager of Policy, Passenger Rail), or other individuals within the Branch or TEC, other ministries.

Examples of legislative/regulatory guidelines include:

- Traffic Safety Act and Regulations
- Railway Safety Acts (Federal and Provincial)
- Railway (Alberta) Act
- Municipal Government Act
- Expropriation Act

- o Metrolinx Act (Ontario)
- o Transport Canada regulations and policies

Direct or indirect impacts of decisions:

The services provided by this position directly impacts the full range of branch activities, including impacts on internal/cross-ministry partners external stakeholders. The position provides advice on dealing with these groups, which will influence the division and department's strategic initiatives and directions.

Under the guidance of the Director and Branch management, this position will shape/influence how the Branch/TEC deals with stakeholders and other orders of government (municipal, provincial, federal).

Decisions made by this role have the potential to affect:

- o The direction of passenger rail in the province through influence on the development of the Passenger Rail Master Plan for Cabinet consideration.
- o Options identified in the Master Plan have the potential to reshape Alberta's transportation system for generations and this position's analysis, advice and work product has the potential to influence the evolution of passenger rail services over time.
- o Stakeholder relations and the success of branch engagement efforts.
- o External consultants for the provision of services related to the delivery of the Master Plan and future work on passenger rail in Alberta.

### Key Relationships

Major stakeholders and purpose of interactions:

#### Internal

- o Manager of Policy, Passenger Rail (Daily): Assignments, reporting, advice, strategy
- o Director of Policy, Passenger Rail (Daily): Input, advice, strategy.
- o Director of Engagement, Passenger Rail (Daily/Weekly): Inputs, advice, strategy
- o Other Branch Directors (Daily/Weekly): Inputs, advice, strategy.
- o Executive Director, Passenger Rail (Weekly): Priority-setting, strategy.
- o Other Rail Team Members (Daily): collaboration, coordination, advice.
- o ADM (As Required): Special assignments, ARs, etc.
- o DMO (Periodically): Special assignments, Regular reporting, briefing materials.
- o Minister's Office (Periodically): Special assignments, at committees and cabinet.
- o Other Divisional Staff (Weekly): Information sharing and coordination.
- o Other Government of Alberta Ministries (Monthly): Information sharing and coordination with Departments such as Infrastructure, Jobs, Economy and Trade, Environment and Protected Areas, etc.
- o Communications Branch (As Needed): Review of communication materials.

#### External

- o Municipalities, Indigenous Communities, and other interested public stakeholders (Periodically): Information calls, action requests and telephone action requests, engagement meetings (logistics, follow-up).
- o Key Industry Stakeholders (As Needed): Information calls, action requests and telephone action requests, engagement meetings (logistics, follow-up).
- o Federal Government (As Needed): Interactions/meetings and information sharing with various organizations such as Transport Canada, Infrastructure Canada, Canadian Infrastructure Bank, Canadian Transportation Agency, Standards Council of Canada, etc.

### 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:

A Master's Degree in a related field is an asset. Transportation experience is an asset.

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

- Preferred to have minimum 5 years experience in Government, including experience developing policy documents for decision-makers (e.g. MDM materials, Cabinet Report packages).
- Strong analytical skills and systems thinking ability.
- Knowledge of sound engagement principles and the role of engagement in policy development.
- Experience collaborating with/leading cross-ministry teams or working groups.
- Strong political acumen and experience working on high-profile, sensitive files.
- Excellent oral and written communication skills, including briefing notes, presentations, speaking notes, key messages etc. for senior department officials and elected officials.
- Proven ability to absorb and synthesize complex, technical information and communicate technical information in clear, concise, plain language.
- Proven ability to work independently and proactively.
- Proven ability to manage ambiguity and change.
- Proven ability to manage multiple projects and deliver on tight timelines.

### 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 type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>   | <p>Priorities defined in the Master Plan have the potential to reshape Alberta's transportation system for generations.</p> <p>This position will need to assess the master plan products with a holistic and long-term view to provide robust analysis and options for decision-makers.</p> |
| 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"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul> | <p>Position must be able to identify challenges and opportunities across a range of policy areas, ministries or stakeholders and engage effectively to support creative policy solutions that may challenge historical delivery methods or assumptions.</p>                                  |
| Agility                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities</li> </ul>  | <p>Policy directions and required deliverables are highly subject to change</p>  |

|                   |  |  |   |
|-------------------|--|--|---|
|                   |  | <p>for improvement</p> <ul style="list-style-type: none"> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>        | <p>on short timelines. The position must adapt to changing direction and timelines and offer constructive solutions or advice to advance the work while mitigating risks to the overall project.</p>  |
| 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>   | <p>This position provides support across the department. The ability to build and maintain strong, productive relationships is essential to facilitating flow of essential information, including program area input to policy options to ensure operational feasibility.</p>   |
| Drive for Results | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <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 Passenger rail team's work is complex, requiring custom deliverables for multiple audiences, including one or more Cabinet Report packages. Timelines are tight and generally non-negotiable. This position must be able to deliver quality work on tight timelines.</p> |

**Benchmarks**

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