

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Policy and Strategic Initiatives

Requested Class

Job Focus

Policy

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

TSC, Community and Technical Support

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 Community and Technical Support Branch leads the development of provincial safety codes and standards, regulations, and policies, under the *Safety Codes Act* which exists to create a system that provides a safe physical environment for Albertans where they live and work. The Act establishes the responsibility of the Minister to coordinate and encourage the safe management of everything to which the Act applies. The Act establishes requirements in areas including, barrier free design, building, fire, boilers and pressure equipment, elevators, amusement rides, passenger ropeways, electrical, plumbing, gas and private sewage treatment. As a result of the effective development and application of codes and standards in these areas, Albertans can go about their daily activities without concern about the safety of structures around them.

The Branch provides guidance and advice to stakeholders and the public on safety code interpretations, provincial safety code interpretations and variances and supports safety code systems partners to carry out their responsibilities by overseeing the Safety Codes Council, the Alberta Boilers Safety Association, and the Alberta Elevating Devices and Amusement Rides Safety Association.

The Branch also has the Office of the Fire Commissioner, which is a liaison role to fire services in Alberta. Delivering

programs and services to support Alberta's fire service including testing and internationally recognized certification for Alberta fire service members, administration of the Alberta Emergency Services Medal and Fire Services Exemplary Service Medal programs, the Fire Service Training Program Grant which provides funding to support the enhancement of regional fire services and collection and analysis of provincial fire data reporting.

Reporting to the Executive Director, this position is responsible for providing direction and leadership in the development of coordinated strategic policy, plans, and options. Supporting effective, efficient, and sustainable approaches to meeting Albertans expectations of a safe, healthy and accessible built environment in which to live, work and play and fire service stakeholders expectations of provincial supports. The Director will provide leadership in the coordination of projects and strategic initiatives within the Branch. The Director will undertake environmental scanning and research on a broad range of complex issues and ensure policy options are informed by consulting with numerous stakeholders including safety system partners, other ministries, governments, public policy groups and industry representatives.

The Director provides strategic leadership and direction in advancing federal, provincial, and territorial relations. Including the development of safety codes and standards and associated reconciliation agreements and fire safety issues. This role is responsible for guiding collaborative policy initiatives that foster alignment across jurisdictions, ensuring that regulatory frameworks are consistent, effective, and responsive to emerging needs. Through the harmonization of safety codes and standards, the Director supports enhanced labor mobility and strengthens internal trade, enabling workers and businesses to operate seamlessly across Canada. The incumbent will serve as a key advisor and liaison, building consensus among diverse stakeholders while driving forward initiatives that safeguard public interests and promote economic growth.

The Director will work collaboratively with the Director, Mechanical Codes and the Director, Construction Codes / Fire Commissioner and their teams, to identify discipline and topic specific perspectives in the coordination of policy positions and options. Translating highly technical or specialized information into concise policy positions and briefing materials. This includes leading the development of policy and program options and potential legislative amendments to support the adoption on new safety codes or code editions, in alignment with commitments such as the Construction Codes Reconciliation Agreement, Canadian Electrical Code Reconciliation Agreement and the Gas-fitters Reconciliation Agreement.

The Director provides leadership in the strategic analysis, planning and coordination of legislation, associated regulations, safety codes and standards development and adoption, including tracking expiry, publication and in-force dates, Safety Codes Council and sub-council reviews. Ensuring policy options are informed by stakeholder feedback and engagement, national and international trends and agreements Alberta is signatory to, in support of timely policy options and briefing materials. The Director will support the work of the Office of the Fire Commissioner, including support to foster collaboration with municipal authorities, industry stakeholders, and national partners to ensure Alberta's fire services programs and supports are aligned with evolving best practices and provincial objectives through forums such as the Provincial Fire Liaison Committee.

The Director provides leadership and direction to achieve results in an effective and productive manner and in collaboration with internal and external stakeholders. Recommendations and advice are provided to inform decision-making by executive leaders and government officials. As a member of the Branch leadership team, the Director provides consolidated inputs to shape branch plans and priorities. The Director works collaboratively with leaders across the branch, department, other departments, and with leaders in stakeholder organizations to advance the goals and priorities of the branch and ministry.

## Responsibilities

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

### **Alberta's interests are represented and advanced at Federal/Provincial/Territorial (FPT) forums.**

- Support active ministry participation in FPT forums through the development of verbal and written briefing materials, as required.
- Support staff participation in the working groups to ensure deliverables are high quality, relevant and useful to Alberta and represent policy positions.
- Advance initiatives and priorities that align with Alberta's interests.

· Liaise with Intergovernmental Relations and other impacted ministries.

**The unit achieves its business goals in alignment with ministry and GoA priorities within a positive team environment.**

- Develop and implement operations plans in alignment with department plans and ministry priorities.
- Ensure rigor and alignment with ministry and GOA frameworks in all unit activities.
- Manage branch human resources (i.e. recruitment of team members; development of performance agreements and learning plans; performance management; ongoing allocation and management of workload).
- Coach and mentor unit staff, fostering a collaborative culture that is nimble and embraces innovation.
- Account for branch financial and human resources.
- Direct development of ministerial and ministry briefings, background documents, and correspondence in an accurate and timely manner and in compliance with ministry standards; reviewing and approving documents (e.g., Action Requests, Briefing Notes) prior to submission to the ED's Office.

**Strategic and Operational Leadership.**

- Lead high impact projects ensuring alignment with government priorities and successful collaboration across ministries.
- Provide expert guidance in project management, secretariat functions, contract oversight, and strategic advice; ensuring deliverables are comprehensive, accurate and actionable.
- Facilitate cross-ministry collaboration and stakeholder engagement to drive outcomes and support executive decision-making.
- Provide recommendations on operational planning, business process optimization, and strategic opportunities that enhance branch performance.
- Support the strategic engagement with stakeholders

**Branch leadership are supported to achieve business goals in alignment with ministry and government priorities.**

- Provide advice and recommendations to the Executive Director and executive ministry leaders, as needed, to inform their decision-making and to shape responses.
- Synthesize and reporting on plans and results achieved by the branch operations to inform sector and division planning and reporting.
- Work collaboratively with branch, division, and department staff to ensure coordination and integration of functions and delivery of services.
- Partner with other branches to foster collaboration, innovation, and efficiencies in continuous improvement of division and department priorities.
- Serve as acting Executive Director as needed.

**Problem Solving**

Typical problems solved:

This position operates within a highly complex, fast-paced, and politically sensitive environment, requiring the Director to balance diverse and often competing priorities. The role requires a sophisticated understanding of government systems, strategic foresight, and the ability to navigate ambiguity with confidence and clarity.

The Director is routinely tasked with interpreting and synthesizing a wide range of information including highly technical information - some of which may be incomplete, indirect or evolving. This requires advanced research and

analytical capabilities to distill relevant insights and present them in a format that supports informed decision making by senior officials.

Types of guidance available for problem solving:

This position functions within the context of established statutes, policies, directives, and guidelines, with the Executive Director available to clarify broad goals and provide consultation. Within these parameters, this position is delegated significant authority to determine approaches to accountabilities and provide leadership to unit operations. The Director may consult with the other Branch, Division and Ministry management, other provincial ministries, other levels of government and stakeholders; however, there is significant scope for decision-making and influence. Therefore, a considerable level of strategic thinking is required, given the broad nature of issues, programs, and services relating to seniors and other stakeholders. Excellent professional judgment is required given the politically sensitive information and issues dealt with.

Some solutions may require the creation or reorganization of information, while others will require clarification of existing requirements. The Director synthesizes and evaluates multiple inputs to produce innovative options, insights, and recommendations, and successfully communicate recommendations with ministry executive, staff, and stakeholders.

Executive leaders rely on the Director to demonstrate confidence in the validity, accuracy, and rigor of the evidence that supports advice and recommendations to build a path forward when problems arise.

Direct or indirect impacts of decisions:

The Director is expected to provide expertise and guidance on high-profile, emerging strategic policies assigned to the position. The actions taken and recommendations made by this position have considerable influence on ministry direction related to the Alberta's safety system and the Office of the Fire Commissioner.

As a member of the Community and Technical Support Leadership Team, the Director is jointly responsible for fostering collaboration across the branch and division, achieving branch goals, and contributing to the achievement of Division, Ministry, and Government goals. The Director is accountable for the overall performance of the unit and its staff and for immediate operating results either by them-self or through the management of others. Problems and issues must be resolved very quickly or are delegated to others. The position is responsible for keeping the Executive Director apprised of major issues that may arise.

The Director will have substantial freedom, and at times a requirement, to develop innovative solutions to complex issues. The Director has extensive autonomy to act on the accountabilities of the position within the boundaries of existing legislation, department and government business plans and priorities. Authority is granted to make many large and small trade-offs to keep projects moving while maintaining the proper scope and integrity. Ongoing responsibilities and day-to-day position requirements are managed independently.

## **Key Relationships**

Major stakeholders and purpose of interactions:

Executive Director - Daily - Report on trends, and issues that could affect the Safety System in Alberta; participate in branch planning and reporting; provide recommendations for policy and legislation to move through executive channels

Assistant Deputy Minister - As needed - Report on issues and to provide advice

Directors of Mechanical Codes and Director, Construction Codes & Fire Commissioner - Daily to weekly - Active two-way communication regarding codes and technical policy issues affecting safety services administration; collaborate on branch initiatives

(HR, Finance, Legal Services) - As needed - Obtain legal advice and opinions on policy and legislation; work together to produce draft documents; ensure all matters related to financial and personnel management are dealt with correctly; ensure integrity and correct contract and financial processes

Peers in other ministries - As needed - Provide advice and share information; collaborate on cross-ministry initiative

Safety Codes Council, Alberta Boiler Safety Association, Alberta Elevating Devices and Amusement Rides Association - As needed - Maintain strong working relationships and communication and partnership in development of safety

codes across Alberta; collaborate on issues management; seek input into future service strategies

Industry stakeholders - As needed - Consult regarding development of codes and standards; Interpret legislation or policies; seek input into current and future service strategies; participate in resolving specific issues

Standards Council Canada; National Research Council of Canada - As needed - Liaise regarding codes and standards; influence national and international standards and codes

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Bachelors Degree in business, law, engineering or public administration preferred.

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

**KNOWLEDGE/EXPERIENCE:**

- >Extensive 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 development and decision-making processes.
- >Knowledge of governance models, methods of continual improvement, risk management concepts, coaching, leadership and business processes to enhance the quality of service provided by DAOs.
- >Knowledge of the Government of Alberta and ministry human and financial resource management and contract policies, and processes.
- >Leadership and supervisory experience.
- >Sound knowledge and experience to oversee and integrate multiple ongoing projects at one time
- >Strong 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 in areas of innovative construction technology and atypical applications of existing technology often involving complex buildings or installations in support of local authorities having jurisdiction.
- >Strong written and oral skills that demonstrate the ability to communicate in an authoritative, clear and effective manner.
- >Well developed presentation skills with different audiences (e.g., groups of up to several hundred people; conduct audio and on-camera media interviews on issues that can be sensitive or controversial).

**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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving</li> </ul>	Success in this role will require the Director to build trust with and collaboration between partners and stakeholders to ensure implementation is reflective of all required perspectives, and that risks and mitigations are in place and are well understood by decision makers.

		outcomes	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>Success in this role will require the Director set out clear plans, strategies to ensure research, best practices, stakeholder input and government direction are integrated into program implementation, typically with transformative, politically sensitive, and high profile initiatives.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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>Success in this position will require the Director to regularly work in situations, which are unstructured and complex requiring analytical work in reaching strategies.</p>
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>Success in this position will require directing the development of broad strategy and policy frameworks that meet ministry needs and are informed by stakeholder interests; considers and plans for how current policies, processes and methods might be affected in the short-, medium-, and long-term by broader trends.</p>

**Benchmarks**

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

Director, Policy and Strategy (position ID 50025931)