

Update

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Regulatory Excellence Officer

Current Class

Program Services 2

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

RTCGLCP, Red Tape Reduction

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Red Tape Reduction (RTR) Branch is responsible for leading and coordinating efforts to reduce red tape across the Government of Alberta (GOA), and including supporting stakeholder engagement activities.

The Branch's responsibilities include:

- Supporting the Minister of Service Alberta and Red Tape Reduction in fulfilling their mandate and portfolio responsibilities and reporting to Cabinet;
- Chairing the RTR Community of Practice responsible for diffusing expertise and best practices across government;
- Developing training tools and increasing the capacity of Red Tape Reduction Teams across government to deliver training in support of government's RTR objectives;
- Providing policy support to government ministries;
- Monitoring, tracking, and prioritizing initiatives RTR initiatives, both regulatory and administrative, across government;
- Measuring performance and impact of RTR initiatives;
- Managing RTR recommendations provided through the public website (cutredtape@gov.ab.ca) and industry stakeholders; and
- Creating communications tools, including the Red Tape Reduction Annual Report, demonstrating government's ongoing commitment to focus on reducing red tape, and improving service delivery to Albertans, that remains a top priority even after reaching our initial milestone of a one-third reduction.
- Managing RTR databases to ensure information is accurate and up-to-date to respond to potential Ministerial requests for information.

Reporting to the Director, Strategic Policy, the Regulatory Excellence Officer brings a solid understanding of policy, research, analysis, and data management to support and advance strategic priorities in relation to the Government of Alberta RTR mandate, along with key internal and external engagement activities.

This position will provide project management and outreach support to the Government of Alberta's regulatory excellence efforts and support cross-ministry efforts to track, measure, and reduce regulatory burden. This position requires a broad knowledge of project management, government decision-making processes, policy development, data management, and an understanding of stakeholder engagement principles and creative engagement strategies.

The Regulatory Excellence Officer facilitates the work of the Branch through:

- drafting briefing notes, correspondence, and related written materials for multiple audiences, considering the audience's needs and level of knowledge;
- tracking departmental RTR initiatives;
- assisting with the development and management of tools to support the estimation and reduction of regulatory compliance costs;
- supporting the planning and development of RTR legislation;
- working across government to review, analyze and organize priority stakeholder submission data along with public form submissions and email correspondence;
- researching and applying cross-jurisdictional best practices in regulatory excellence;
- supporting projects and strategic programming related to government's RTR mandate, including permit decision times and implementation of the Automatic Yes policy and toolkit;
- reviewing documents with a creative and engagement lens;
- supporting strategic engagement with industry and other external stakeholders, through methods including roundtables;
- supporting a strong community of practice across the government of Alberta to facilitate implementation of RTR priorities.

The position will also communicate with other government partners on regulatory burden tracking and actively promote a culture of regulatory excellence when engaging with both internal and external stakeholders. The position requires agility and ability to provide options and recommendations in situations where problems and solutions may not be clear or defined.

Duties of the incumbent are varied and may span from analysis and data tracking to engaging with all ministries to

support training or data collection. It is anticipated that as issues or new priorities emerge, the incumbent is expected to be agile and nimble to be able to take on new and emerging responsibilities.

Responsibilities

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

1. Responsible for planning, coordinating, implementing, and documenting cross-ministry regulatory excellence projects, ensuring consistency and coordination between documents submitted from multiple government departments.

- Provides project management support to assist with the coordination, implementation, execution, and completion of priority projects and tasks within the branch and at the cross-ministry level.
- Develops project documentation (project plans, budget, etc.) and tracks progress, including status and progress reports.
- Assists with the development and management of databases to support tracking the count of regulatory requirements and reductions, departmental RTR initiatives, priority submissions, and red tape reduction correspondence (public form submissions and related emails).
- Manages large amounts of data and produce corresponding quantitative and qualitative reports.
- Assists with the implementation of the Regulatory Cost Model, providing advice and training to departments.
- Engages with cross-department colleagues as well as external stakeholders in seeking clarity on RTR initiatives and projects.
- Reviews and analyzes departmental updates and activity on priority and public form submissions, and email correspondence from various ministries for completeness and consistency.
- Identifies issues and challenges in ongoing projects. Alerts management to project barriers or issues and provides management with options and recommendations for mitigation whenever possible.
- Provides project management support to assist with the coordination, implementation, execution, and completion of priority projects and tasks.

2. Provides support and assistance to Government of Alberta departments on regulatory excellence issues

- Leads projects related to developing materials and guidelines to support regulatory excellence as a cross-governmental objective.
- Initiates department outreach and engagement, including the development and participation in staff training sessions.
- Responds to requests from other departments, providing information and assistance to support various projects, including initiatives tracking, regulatory counting, and management of public correspondence.
- Develops materials to support regulatory excellence including training and manuals.
- Documents the definition of regulatory burdens and project scope for both internal and external stakeholders in the regulatory excellence project.
- Creates a framework of supporting documents for new projects, such as a charter, budget, project plan, and reporting schedules.
- Coordinates with project and program staff, and provides secretariat support as needed for project teams and advisory tables with both external and internal stakeholders.
- Conducts information gathering, including circulating requests to departments.
- Creates tools/resources to support RTR work across government.

3. Provides timely analysis and recommendations to support the Minister's regulatory excellence agenda

- Conducts research into the impact of regulatory excellence policies and projects, identifies issues, and recommends options that contribute to informed government decision-making.
- Conducts cross-jurisdictional scanning and research to identify best practices in regulatory excellence and provide recommendations to management.
- Provides recommendations to support Alberta's participation in federal-provincial-territorial tables on regulatory coordination and excellence.
- Provides relevant input, information and knowledge into the Branch's projects and policy work, as required.
- Drafts briefings for senior and executive management on regulatory excellence issues, providing analysis and identification of options.
- Supports the evaluation of processes, frameworks and tools designed to support regulatory excellence across the Government of Alberta.
- Supports projects related to developing materials and guidelines to support regulatory excellence as a cross-governmental objective.

4. Evaluates and measures the impacts of programs, policies, and strategies, shares best practices, promotes awareness of the role of regulatory excellence policies in the Government's economic development agenda

- Supports the evaluation of outcomes of programs and processes designed to support regulatory excellence across the Government of Alberta.
- Research leading practices in economic development, and specifically local trends and signals.
- Supports responses to key trends and shifts affecting the business community and publicly delivered policy and programs in the context of the broader economy.

Problem Solving

Typical problems solved:

- The position provides policy, planning, and operational support to government regulatory excellence and red tape reduction initiatives. The position coordinates the work of multidisciplinary teams involving department and service provider staff.
- Projects involved are usually diverse, and deal with strategically sensitive and complex issues that are closely related to top government priorities and the department's Business Plan. Most of the involved projects require independent and focused attention.
- The position will be required to work in an ambiguous and changing environment, requiring the incumbent to find solutions in situations where no established precedent exists.

Types of guidance available for problem solving:

- The position will deal with a range of stakeholders across departments, jurisdictions, and projects and, as such, will require critical thinking and the ability to coordinate and handle competing priorities and deadlines. The position may involve interaction with management and senior management in other units and departments, requiring political acumen and ability to influence through persuasion.
- The position requires a high degree of professionalism and initiative, and the incumbent must demonstrate professional judgment, respect, and adaptability.

Direct or indirect impacts of decisions:

The Regulatory Excellence Officer position has been critical in managing the Cut Red Tape inbox, which is the central portal that allows Albertans to submit RTR ideas to government, which are subsequently reviewed and fanned out to the appropriate Ministry to address. The position ensures that the momentum in reducing red tape is maintained to ensure effective ongoing collaboration with internal and external stakeholders to identify and implement high-impact changes. These efforts drive economic growth and improve service delivery for Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

Through a portfolio approach all GOA ministries and their agencies are stakeholders to this position. Other key stakeholders include Alberta's key economic industry sectors as well as municipal entities.

Interactions with stakeholders are designed to:

Support the development of strategies in order to better cultivate effective partnerships, and contributing to engaging with stakeholders both inside and outside of government.

Support the development of the division's engagement and consultation processes and supporting materials.

Support the materials preparation needs of roundtable engagements to identify red tape obstacles faced by business and industry, including the collaboration and followup with appropriate GOA ministries.

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:

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

This position performs professional research work that requires university graduation in a related area such as Political Science, Public Administration, or Economics. Theoretical knowledge is required in the area of research methodologies, data analysis, and program development.

- Program or policy research-oriented or related position experience would be useful
- Knowledge of the Government of Alberta objectives, and current priorities
- Familiarity with government structure and processes
- Knowledge of program delivery from inception to completion, including program evaluation
- Knowledge of research methodologies and techniques, statistics, economics, and project planning
- Excellent project management skills
- Proficiency with Microsoft Office with particular emphasis on Excel
- Proficiency and previous experience with SharePoint and CRM (Dynamics) would be an asset
- Ability to work with a wide variety of data, and summarize and present draft findings and reports
- Excellent oral, written, and presentation skills.
- Good judgement
- Attention to detail
- Excellent organization and time management skills, ability to multi-task
- Excellent analytical and critical thinking skills, ability to interpret data and make recommendations on findings
- Ability to function pro-actively and independently while contributing effectively within a team
- Ability to adapt and be flexible
- Strong writing capability, on various platforms. Ability to write for multiple audiences
- Needs to be a pro-active, highly motivated self-starter who can work independently, as well as be part of a team.
- Excellent organizational, time-management, attention to detail, interpersonal and communication skills are essential.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>This role contributes to the communication of how the work of RTR impacts Albertans and Alberta businesses. The position considers provincial context, and strategic interests that contribute to long term outcomes.</p>
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 	<p>This roles takes a proactive view of engagement and reporting and how RTR work impacts Albertans and Alberta businesses.</p>

		and stays focused on goals <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	The position requires agility in responding to requests in a dynamic environment that is not under the control or influence of the position. The position has the responsibility to conduct comparative analysis and research complex factors and identify individual ministry and provincial issues.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <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 	The position involves engagement of GOA ministries and Alberta's key economic industry sectors. Collaboration in this environment, as well as with external stakeholders is of critical importance to the position.

Benchmarks

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