

## New

Ministry

Transportation and Economic Corridors

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Program Services 4

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SIS/Strategic Policy Branch/Strategic Initiatives 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 Strategic Initiatives unit in the Strategic Policy and Business Services Branch is responsible for the development of provincial strategic policy related to transportation and emerging transportation technologies, including advising on and/or conducting external stakeholder engagement to inform policy development. This includes working closely with other areas in the department and with other ministries in the planning, development, and implementation of policies and engagements for Alberta Transportation and Economic Corridors, which frequently result in legislative and regulatory changes including but not limited to:

- *Traffic Safety Act* and corresponding regulations;
- Procedures Regulation under the *Provincial Offences Procedures Act*; and
- *Highway Development and Protection Act* and corresponding regulations.

The unit leads the development of 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 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.

The Policy Advisor reports to the Manager, Strategic Initiatives, in the Strategic Initiatives and Business Services Unit, and is an integral team member for the fulfillment of the accountabilities of the Branch and the department.

This position conducts research, jurisdictional scans, develops policy recommendations in the assigned area of responsibility, and develops draft materials to support the achievement of engagement and policy outcomes. .

is responsible for leading and coordinating the development and implementation of multiple transportation engagement and policy initiatives that will impact the long-term and future direction of the transportation system in Alberta. The position provides project management expertise to coordinate, monitor and report progress against project implementation plans involving multiple internal and external stakeholders. The Analyst provides project management expertise to coordinate, monitor and report progress against project implementation plans on projects of low complexity.

This position works collaboratively with internal Alberta Transportation partners, other GOA partners, and other stakeholders to plan, analyze, and support and sometimes coordinate implementation of substantial high level priority transportation policies and projects. The position conducts critical analysis of relevant information to provide strategic advice and options on a number of major policy and engagement initiatives that support the Department's strategic directions for the transportation system.

This position works collaboratively with internal Alberta Transportation and Economic Corridors partners, other GOA partners, and other stakeholders to plan, oversee, analyze, and coordinate implementation of substantial high level priority transportation policies and projects. The position conducts critical analysis of relevant information to provide strategic advice and options on a number of major policy and engagement initiatives that support the Department's strategic directions for the transportation system.

The results of this work support the Manager, and Director of the Strategic Initiatives Unit, as well as the Executive Director of the Strategic Policy and Business Services Branch and other branches in Alberta Transportation and Economic Corridors. 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 the transportation system. Knowledge may also shared with other provincial government departments, other governments, service providers, community organizations, and the public.

## **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 the transportation system, including high-profile ministry priorities. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

### **Policy Analysis and Advice**

- Lead project teams to identify research and develop policy proposals and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding and operation of programs and/or services.
- Evaluate transportation policies, identify strengths and weaknesses of the policies, determines inter-jurisdictional comparisons, assess financial and outcome impacts of these policies, and propose changes to amend and change the policies to achieve government policy directions.
- Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery mechanisms, including Gender Based Plus Analysis.

- Coordinate and prepare a range of materials (e.g. letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation for senior officials and executive team (e.g. Director, Executive Director, Assistant Deputy Minister, Minister, etc.).
- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
- Lead, participate on, or support internal, cross-ministry and cross-government committees, as required.
- Works to build policy capacity and provide policy advice in the department, including providing knowledge and training, such as Gender Based Analysis Plus advice.
- Identify policy issues that need to be addressed and recommends appropriate action to deal with them. This identification occurs as a result of environmental scanning, external contacts, questions from the public or internal or external stakeholders.

### **Project Management**

- Design, lead and support multi-phase/multi-stakeholder activities, projects and events that influence the evolution of the transportation system, including demographic, policy, legislative, and economic analysis.
- Prepare and collaborate on the development and implementation of communication strategy(s) and plan(s), key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.
- Work with and influence internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.
- Provide leadership, coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with transportation policy issues within the ministry and throughout the province.
- Lead project planning and monitoring activities for research and policy development projects and engagement projects including: defining the scope of the initiatives to be undertaken, defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies, evaluating project results.
- Resolve stakeholder conflicts, and manage and prioritize issues that come before committees and working groups.
- Manages external contractors, as required, including the preparation of requests for proposals and managing the process of evaluating and hiring contractors and monitoring them.

### **Engagement and Consultation (with Key Stakeholders, Clients, and the Public at large)**

- Lead project teams to identify, research, and develop engagement plans and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; plan for the implementation of engagement; execute engagements.
- Pro-actively build and maintain a network of positive relationships with key stakeholders to identify strategies and initiatives that influence and impact the transportation system.
- Collaborate and liaise with other ministries, decision makers and other stakeholders (e.g. Indigenous communities, etc.) to pro-actively identify and address transportation policy issues and to develop and implement identified strategies and programs.
- Engage with and identify positions and inputs from other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery implications.
- Establish and maintain positive and effective relationships with key internal and external stakeholders and other jurisdictions for the purpose of gaining intelligence and transferring that knowledge into collaborative policy development and decisions in order to ensure optimal integration of business goals and ministry objectives.
- Lead, participate on, or support internal, cross-ministry and cross-government committees. Provide information to support departmental, inter-departmental and inter-governmental committees and working groups to ensure the view of the branch and Ministry are represented and considered in discussions.
- Liaise and collaborate with subject matter experts and leaders in transportation to advance leading edge thinking and research.
- Support and/or coordinate various aspects of stakeholder engagements (internal and external) to obtain information and input regarding policy issues.

### **Complex Issues Management**

- Provide concise and relevant information and analysis on various action requests.
  - Lead or coordinate the development of a resolution, response or development of recommendations for action by other areas or executives, to complex issues related to aspects or clients of the transportation system.
- Coordination includes collaborating with multiple stakeholders and having a strong understanding of related and

## Problem Solving

Typical problems solved:

This position requires effective leadership, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the transportation system. Collaboration with stakeholders, integration of evidence into policy, and understanding and working within the governance relationship between the department, municipalities, and other stakeholders are key aspects of this position. The ability to apply a multi-disciplinary approach to diverse policy issues affecting drivers, rules of the road, transportation infrastructure, transportation-related injuries and deaths is key.

In addition to having a strong understanding the various pieces of legislation/regulations related to the transportation system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the transportation system, such as between access to alternative modes of transportation and decisions to drive while impaired.

This position will deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying timeframes and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner. The position will be required to manage multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward. This position will be called upon to drive changes to policy, legislation, programs and services that will have implications for current and future users of the transportation system.

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and/or external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be highly self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate key initiatives and deliverables.
- Develop high-quality deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager, and Director of the Strategic Initiatives Unit and other departmental experts with subject matter expertise.
- Typically, assignments require the application of theoretical knowledge and extensive experience to identify the problem or issue and develop innovative and creative solutions. The outcome is not always known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and engagements are made based on the information presented by this position. Management relies on the accuracy and skills in developing recommendations that incorporate all relevant factors (e.g., trends, ministry position, stakeholder interests).
- These decisions will impact the safety, economic, environmental, and social vitality of Albertans.

## Key Relationships

Major stakeholders and purpose of interactions:

- ADM/Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director - Provide information on project progress, as required.
- Manager - Daily provide information on project progress, identified risks, proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GOA Staff - Information sharing, coordination of input, and updates on project status, as required.
- Transportation stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

### Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and proficiency in survey tools, such as Opinio or SurveyMonkey.
- Current knowledge of the transportation system in Alberta and emerging trends, as well as familiarity with issues affecting drivers and stakeholders.
- Knowledge of transportation legislation, regulation, and policy.
- Strong understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision making processes within government.
- Understanding of theory and practice of problem-solving and analytical techniques.
- Strong understanding of the theory and practice of engagement/consultation, including complex, multi-stakeholder engagement development process, engagement planning, analyzing results, and decision-making processes within government.

### Skills:

#### Interpersonal

- Strong teamwork, relationship building and interpersonal skills (e.g., networking, relationship building, active listening).
- Demonstrates flexibility and adapts to new situations.

#### Policy Development

- Applies appropriate policy research/evaluation and option development techniques.
- Well-developed and proven policy analysis and evaluation skills.

#### Stakeholder Engagement and Consultation

- Well-developed and proven stakeholder engagement and consultation skills (e.g., planning, executing, facilitating, analyzing, reporting).

#### Project Management

- Well-developed and proven project management skills (e.g., preparing materials and coordinating project teams)

#### Leadership

- Strong and sound leadership, problem-solving, and decision-making skills.

### Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills
- Skills in facilitation, negotiating, consensus-building, use of influence, listening and verbal communication are required and used on a daily basis.

### Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

### **Abilities:**

- Self-motivated, capable of handling a wide range of project responsibilities.
- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to coordinate a variety of projects, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high-quality value-added analysis.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to be innovative in synthesizing information into recommended options for complex policies, consultations, and projects.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GOA staff, external stakeholder, and the public.
- Ability to develop creative solutions.

### **Education:**

- Undergraduate degree in a relevant field, such as public administration, social sciences, economics, business and related work experience.

### **Work Experience:**

- Several years of experience coordinating, leading, and implementing complex projects.
- Several years of experience in policy analysis, development, and evaluation, preferably in public policy.
- Several years of experience in external/public engagement and consultation.
- Transportation system experience strongly desired.
- Experience with legislation is strongly desired.

## **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"/>	<b>Takes a long-term view towards organization's objectives and how to achieve them:</b> <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 perspectives</li><li>• Works towards actions and plans aligned with APS values</li><li>• Works with others to</li></ul>	Considers the whole system when evaluating, researching, and conducting policy analysis.

		identify areas for collaboration	
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>	Coordinates and directs project teams including delegating tasks, monitoring project performance, and ensures projects are completed in a way consistent with direction.
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"> <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>	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management.
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>Develops surveys and engagement discussions guides that encourage diverse perspectives and seeks to understand root causes.</p> <p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</p>

## Benchmarks

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