

## Update

Ministry

Environment and Protected Areas

### Describe: Basic Job Details

#### Position

Position ID

Position Name

Senior Waste Policy Advisor

Current 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

WCE/WWS/CEWM

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

CEWM Director

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-08-19

Responsibilities Added:

None - updated to reflect new organizational structure in EPA, and a focus of waste management, waste reduction, circular economy and plastics management

Responsibilities Removed:

None

## Job Purpose and Organizational Context

### Why the job exists:

Reporting to the Director of Circular Economy Waste Management section, this position is responsible to provide leadership, technical expertise, and strategic direction in advancing waste management and diversion policies and initiatives across Alberta. This work involves shaping regulatory frameworks and supporting stakeholders on complex waste policy and technical issues, as well as, ensuring environmental sustainability and public safety through the effective development, implementation, and management of policies and programs, with a focus on organics waste management, composting, anaerobic digestion, waste-to-energy and waste-related (compost and landfill) provincial certification program management. The incumbent must also support recycling, circular economy, plastics management and other waste stewardship priorities. The work involves designing, planning, managing and evaluating major projects. It requires interaction and collaboration across the department and with other GoA departments, other levels of government, businesses, industry, and the waste management community. This position works in an area that is politically sensitive with environmental, human health and affordability concerns. Responsibilities focus on research; policy, regulation and guideline development, education awareness programs and reporting impacts of policies and programs.

The position is also responsible for understanding and integrating evidence based waste policies (such as: characterization, treatment and end of life management) options and is accountable for ensuring that policy recommendations and decisions have considered the environmental, social and economic implications.

This position is responsible for providing specialist support to the department and other government departments and agencies as required. (e.g. Energy and Minerals, Agriculture and Irrigation, Natural Resource Conservation Board)

All of these responsibilities are directed towards the proper management of wastes and are carried out under the authority of the Environmental Protection and Enhancement Act (EPEA) and in fulfillment of the Departmental Business Plan.

## Responsibilities

1. The Senior Waste Policy Advisor is responsible for aligning waste reduction and waste management policies and programs and developing future strategies for waste reduction and circular economy development. This includes:
  - o Developing and evaluating policy options and their implications, including identifying a variety of policy tools (e.g. incentives, disincentives) that will achieve desired environmental and socio-economic outcomes.
  - o Providing project management leadership on complex policy development; developing project charters and work plans with goals, resource allocations, risk mitigation, and time frames.
  - o Ensuring programs, policies and tools consider place-based differences (e.g. population densities, geography, diversity) while considering overall provincial outcomes.
  - o Developing effective program performance measures and policy evaluation tools.
  - o Developing and implementing stakeholder consultation and engagement strategies for policy and program development, implementation, and revisions.
  - o Identifying infrastructure and resourcing needs to support waste management and resource recovery systems and consider circular economy opportunities.
  - o Preparing proposed legislation, regulations, policies, and required decision-making documentation for Ministerial and Cabinet approval.
2. The Senior Waste Policy Advisor establishes and maintains relationships and partnerships with internal and external stakeholders to promote shared stewardship of Alberta's resources. This includes:
  - o Identifying stakeholders and surfacing an understanding of the different and sometimes competing and opposing perspectives of stakeholders with the goal of finding common interests and balance.
  - o Identifying opportunities to develop strategies and programs to increase recovery and use of residual material into value-added products (e.g. feedstock into energy and bio-products, composting and biodigestors).
  - o Identifying and raising awareness of issues and opportunities to enhance waste management and

circular economy in Alberta.

- Participating on cross-ministry committees to address circular economy, waste management and resource use in an integrated manner.
- Participating on local, provincial and national committees/working groups to access and share knowledge, best practices and trends and where possible seek to be consistent in our approaches to waste management and recycling to develop economies of scale and influence federal and provincial/territorial policy as appropriate
- Developing and maintaining relationships with academia, research institutions, agencies and associations.

3. The Senior Waste Policy Advisor is responsible for research on waste management and resource use to ensure the Ministry has information and knowledge to make informed policy and program decisions. This involves:

- Identifying and analyzing trends, issues and opportunities locally, nationally and internationally.
- Reviewing other jurisdictional policies and programs and providing impact and/or application assessment.
- Conducting research on best practices and emerging tools, methods, techniques and the development of performance metrics.
- Monitoring and conducting environmental scans to identify potential policy and program issues and options to address them.

4. The Senior Waste Policy Advisor is responsible for reviewing and assessing waste reduction and management regulations, plastics management and circular economy, programs, and policies to ensure continuing success and identifying required changes. This includes:

- Identifying legislative and policy issues that require adjustments to achieve Ministry objectives informed by stakeholder input.
- Assessing linkages amongst ministry policies to promote the integration of waste management and resource utilization policies and programs.

5. The Senior Waste Policy Advisor ensures Senior and Executive Management and the Minister have the support they need to champion and sponsor waste management and waste reduction initiatives as well make evidence based decisions:

- Preparing briefing notes and correspondence for the Director, ADM, DM and Minister regarding provincial strategies, policies, partnerships and issues.
- Facilitating meetings involving senior management and provides appropriate information.
- Carrying out assignments as requested.

6. Support other initiatives and priorities of the section, branch, department and Government of Alberta as needed.

- Provide policy support and leadership to other projects to support environmental protection, integrated resource management and responsible development.

## Problem Solving

Typical problems solved:

A goal of waste management and reduction programs is for stakeholders to share responsibility for the protection, conservation and effective management of Alberta's resources. This requires the integration of various pieces of legislation, regulations, frameworks and inter-provincial agreements. The development and delivery of waste management and reduction programs and the advancement of the circular economy is complex and requires negotiation with a wide audience as well as assessing political decision-making, approvals and priorities.

Delivery of waste and recycling programs by external boards, companies and authorities adds complexity in developing, implementing, assessing and evaluating programs, policies, incentives and penalties. It requires extensive understanding of GoA strategies and programs to maximize successful outcomes for the health, safety and affordability of Albertans and the effective reduction and management of waste and the growth of our economy.

Types of guidance available for problem solving:

*Environmental Protection and Enhancement Act* and its regulations, policy development cycle, policies and directives, performance measures and reporting, waste management hierarchy, principles of cumulative effects management.

Other types of guidance available for problem solving include other senior waste policy advisors, other jurisdictions' learnings, and senior leadership direction.

Direct or indirect impacts of decisions:

Decisions in this role will impact:

- regulatory decisions
- policy development within and outside of the Circular Economy Waste Management Section
- legislative and regulatory updates and amendments
- other Government of Alberta ministries, delegated authorities including the Alberta Recycling Management Authority and the Beverage Container Management Board.
- waste and recycling stakeholders including product producers and their associations, municipalities and environmental groups, waste managers, recycling businesses and others.

## Key Relationships

Major stakeholders and purpose of interactions:

### ***EPA Executive and Minister:***

Provide advice, updates, reports and recommendations on issues and policies.

### ***EPA Program areas:***

- Establish new policies and programs
- Coordinate development and delivery of policies and programs
- Provide information and support for education and outreach programming.

### ***Branch team:***

Discuss issues and learnings

### ***Other ministries:***

Discuss linkages, alignments and provide advice; share information and knowledge; ensure issues are addressed in program design; work with legal services and legislative counsel to develop and draft legislation and regulations.

### ***Alberta municipalities, districts, and counties:***

Assess program impacts and collaborate on solutions

### ***Other provincial jurisdictions and federal government:***

- Share information on related programs and policies, lessons learned and general subject area knowledge.
- Influence federal and regional policy as possible

### ***Stakeholders associations, waste and recycling sectors, industry, advisory councils and committees:***

- Partner to develop effective policy
- Oversee agreements and policy implementation with delegated authorities

## Required Education, Experience and Technical Competencies

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

If other, specify:

business, economics

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

The position requires a post secondary degree in science, natural resource management, public administration, public policy, a related degree or relevant work experience and several years of experience in project and issues management. It requires knowledge in the following areas:

- Policy making and government decision making process
- Environmental, waste and recycling management issues
- Product stewardship and waste reduction approaches
- Technical and scientific understanding of environmental issues related to waste management technologies, organics diversion, landfill operations, and hazardous waste protocols
- GoA, Ministry and related ministry strategic plans, objectives and mandates
- Related legislation, regulations and policies
- Decision-making, evaluation and assessment methodologies and tools

- Government organization and direction
- Cumulative effects management
- GoA performance management and reporting systems
- Political environment, policymaking and implications

The position requires the following skills and abilities:

- Anticipate future issues and impact on the Ministry mandate/strategies/commitments
- Build productive relationships across the Ministry, Government of Alberta and other stakeholders
- Lead and manage a variety of processes and projects through integration of diverse and multi- disciplinary initiatives
- Project management
- Analyze complex issues and synthesize findings into recommendations.
- Work independently with general direction
- Self-motivation
- Excellent organizational management skills to balance multiple demands and timelines.
- Strategic thinking, systems thinking and analytical skills
- Superior communication skills (written, verbal and presentation), including the ability to convey ideas and listen to others

### Behavioral Competencies

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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>	Work scope ranges from regional to province-wide, and could also require information from national and international sources.
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>	This position involves work scope and projects with high levels of uncertainty and competing interests between stakeholder groups. Initiatives are often subject to changing priorities, time lines and resource availability.
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes a long-term view towards organization's	The incumbent must have an awareness of the

		<p>objectives and how to achieve them:</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 perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	complexity of Alberta's waste management systems and be able to apply that and utilize that knowledge to achieve departmental goals and outcomes.
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>	This program area is tasked with developing policy for complex issues. Solutions require technical and policy expertise from within and outside of the department. In many cases, the policy issue may not be well defined or easily isolated from other issues.