

## Update

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Legislative Analyst

Current Class

Program Services 4

Job Focus

Corporate Services

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

LaWS, Strategic Services/Legislative Services

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Legislative Services

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-05-08

Responsibilities Added:

Adjusted to reflect the updated scope of the Ministry and editorial clean up.

Responsibilities Removed:

None - editorial clean up of previous job description.

## Job Purpose and Organizational Context

Why the job exists:

The Jobs, Economy and Trade (JET) Legislative Services team within the Strategic Services Branch provides legislative services to both JET and Immigration and Multiculturalism (IM). Legislative Services is responsible for supporting the delivery of both ministries' legislative, regulatory, and agency governance agendas. Both Ministries are responsible for a total of 63 pieces of legislation, including 30 statutes and 33 regulations. The unit provides corporate legislative services to JET and IM, including legislative planning and managing the preparation of legislative instruments: bills, regulations, Orders in Council, Ministerial Orders, and Delegation of Authority Orders.

Reporting to the Manager, Legislative Services, the Senior Legislative Analyst works to ensure policy and legislation (acts, regulations, and codes) are coordinated and aligned across the Ministry to support the Government's and Ministry's mandate. The Senior Legislative Analyst is responsible for providing legislative planning, development, and complex project management services to legislative projects.

This position is responsible for leading and supporting legislative review projects and drafting of new or amending legislation and decision documents to implement Ministry policies respecting Alberta Labour Relations (including the *Labour Relations Code*, *Public Service Employee Relations Act*). This position also leads and supports legislative projects reviewing workplace safety (*Occupational Health and Safety Act*), Workers' Compensation (*Workers' Compensation Act*, *Heroes' Compensation Act*), Employment Standards (*Employment Standards Code*), Child Care (*Early Learning and Child Care Act*), and Economic Development (*Film and Television Tax Credit Act*), etc. legislation for which JET is responsible. The position has responsibility for drafting and managing the process for Ministerial Orders and Recommendations for Orders in Council for Acts and regulations.

Position accountabilities:

- Contributes to legislative and regulatory projects and initiatives by executing efficient project management;
- Prepares and provides input to briefings and other materials for approvals;
- Identifies issues and potential solutions and responses;
- Conducts research to inform perspective and alignment with strategic priorities;
- Works collaboratively with policy and program delivery areas to ensure legislative proposals align with policy intent; and
- Builds legislative capacity within JET and IM teams by providing guidance through the legislative process.

## Responsibilities

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

### **1. Plan and manage the legislative agenda to execute JET and IM's business needs and mandate items.**

- Prepare documents related to confirming the department's agenda for upcoming bills and regulations.
- Provide ongoing support to program areas in implementation of the department's legislative and regulatory plans.
- Participate in early consultation with program areas regarding policy development, and with legal counsel and legislative counsel regarding legislative implications.
- Monitor legislative plans, documents for tracking and planning, assist in determining timeframes/critical paths in order to meet legislative deadlines in a constantly evolving political environment.
- Assist with providing and verifying information within tracking tools used by the department for legislative planning and coordination.
- Proactively identify regulations that are expiring or are due for review; and work with staff to ensure the reviews and regulatory amendments are carried out.
- Monitor any unproclaimed provisions within Acts that may be subject to the Statutes Repeal Act, and work with

program areas to determine the Ministry's preferred approach to address these provisions.

- Provide recommendations and rationale as to which policy decisions should be set out in statutes, regulations, Ministerial Orders, or other policy instruments.

## **2. Provide strategic advice regarding legislative, regulatory, and policy matters.**

- Provide advice and support to Ministry programs that require legislative authority to operate, as well as governance and support in preparing appointment and recruitment packages. This requires knowledge of processes relating to agency governance standards, remuneration, and other departmental operations.

- Provide strategic advice to program areas and Ministry officials related to legislation, including effect on red tape requirements and associated count of requirements.

- Coordinate or draft responses for requests related to other ministries' legislative planning initiatives, ensuring that the Ministry's position is clearly stated and its interests clearly reflected.

- Review and utilize legislative best practices from other departments and jurisdictions where applicable.

- As necessary, draft briefing information for and provide recommendations to the Director, Executive Director, Assistant Deputy Minister, and/or the Minister in preparation for meetings of the Legislative Review Committee.

- Support red tape reduction analysis when developing legislative and regulatory amendments.

- Ensure awareness of JET and IM's business plans, objectives and priorities that align with Ministry legislation or legislative amendments.

- Prepare and manage briefing and decision-making materials for the Minister and the Deputy Minister as required, ensuring timely, accurate, and appropriate content. This requires a broad knowledge of the Ministry and government programs and sensitivity to confidential matters.

## **3. Support Bills and regulations through the government decision-making process.**

- Guide Ministry Acts and regulations through the approval process (Legislative Review Committee, Cabinet, and the Legislative Assembly) which includes development of required materials (drafting instructions, legislation charts, Recommendations for Orders in Council, Ministerial Orders).

- Develop and provide drafting instructions to, and work with, Legislative Counsel to develop Acts and regulations. Ensure that there is clarity on policy and program outcomes and objectives.

- Provide direction to, and act as a liaison between, program area staff, Legislative Counsel, Justice legal counsel, Communications, other ministries and government agencies.

- Monitor the passage of Bills in the Legislature (i.e. Summaries from Hansard, Question period, etc.) to ensure that the Ministry is aware of the topics of discussion.

## **4. Work collaboratively with policy and program delivery areas in Labour Relations, Employment Standards, OHS/WCB, Child Care, Film and Tax Credit, Governance, and others to support policy development and legislative amendments.**

- Build strong relationships with contacts in policy/program teams to facilitate positive and efficient processes in developing legislative instruments.

- Engage program areas in legislative/regulatory planning and development, including proactive issues identification; developing critical paths and project timelines; providing direction on the legislative process; and supporting relevant cross-jurisdictional legislative analysis.

- Maintain professional discretion as legislative projects may contain sensitive and/or controversial issues that impact trade unions, employers, and other industry stakeholders.

## **5. Draft Recommendations for Orders-in-Council (ROCs), Ministerial Orders (MOs) and Delegation of legislative authority.**

- Provide information to senior officials and Ministry staff regarding legislative authority and approval processes for

MOs and ROCs.

- Draft/review MOs and ROCs for the Minister's consideration in accordance with their delegated powers under the various statutes and regulations for which they are responsible.
- For appointments to Agencies, Boards, and Commissions, ensure ROCs and MOs are drafted accurately according to the approved appointments and remuneration (in accordance with relevant legislation and Treasury Board and Finance compensation directives).
- Monitor ROCs through the approval process, including liaising with legal counsel and other ministries as required.
- Work with IM staff on drafting MOs under the *Special Days Act* and appointments to their numerous Councils.
- With support from Justice legal counsel, provide advice to senior officials and Ministry staff relating to the delegation process, appropriateness of delegation, legal authority for delegations, and accountabilities relating to delegated authority.
- Draft instruments for the delegation of legislative authority.

#### **6. Support the Manager and Director in achieving the mandate and goals of the unit and Branch.**

- Lead and support Unit and Branch projects as assigned by the Manager or Director.
- Participate in the development and provision of training for JET and IM staff with respect to the legislative process.
- Lead recommendations to support continual improvement of branch functions and maintain awareness of associated processes, tools, and best practices that can be tailored to meet branch requirements.
- As necessary, support other units within the Branch (e.g., Corporate Planning and Reporting) with environmental scanning and research.

### **Problem Solving**

Typical problems solved:

This position is responsible for preparing high quality and timely legislation packages to support government decision-making; the documents drafted by this position are of a legal nature, requiring the highest degree of accuracy, attention to detail, and quality assurance to ensure they are legally sound.

Collaborative work is imperative to achieve results required by government and stakeholders. Although legislative frameworks are in place, the position requires creativity to address many atypical requests which are diverse, politically sensitive, and complex. The position works strategically and simultaneously to manage a variety of issues, mobilize resources, and contribute solutions to complex issues and problems.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- advice and support from the Manager and Director of Legislative services;
- support from fellow legislative analysts within the Legislative Services team and across the branch;
- legal advice from the Alberta Justice legal services teams;
- resources from Policy Coordination Office and Legislative Council Office;
- research and resources stored on the Team Drive and the Action Request Tracking System;
- resources from the Policy areas and associated agencies, including Cabinet Reports, Briefings, information bulletins, web resources and prior related legislative work; and
- processes and procedures for tracking project deliverables, managing information, and developing briefing materials.

Direct or indirect impacts of decisions:

The Senior Legislative Analyst has a significant degree of independence in leading and supporting

legislative and regulatory projects impacting the ministry, government, industry stakeholders, and Albertans. Projects are usually strategically and politically sensitive, confidential and are closely related to the Ministry business plan or government priorities related to workplace rules, multiculturalism, economy, childcare, workforce, trade, immigration, labour relations, employment standards, occupational health and safety, and professional governance in Alberta.

Projects often impact other Ministries such as Health, Advanced Education, Seniors, Community and Social Services, and Education. The position often acts a resource to these and other Ministries providing legislative expertise and coordinating strategies.

**Key Relationships**

Major stakeholders and purpose of interactions:

- Manager - daily. Receive direction. Provide advice and updates on projects, collaborate on problem-solving, and resolve issues.
- Other members of Legislative Services (Senior Legislative Analyst, Manager, Director) - daily. Collaborate on problem-solving, share information, provide high-level project updates.
- Executive Director, Assistant Deputy Minister, Deputy Minister - as required, occasional. Provide background information and rationale for advice and information regarding scheduling for regulatory review and timelines for processing packages
- Program/policy teams - regular and ongoing. Collaborate on initiatives and to provide legislation, regulatory and policy related analysis, advice and options. Engage in legislative projects to gain subject matter expertise.
- Legal Services - regular. Seek opinions or legal perspective on matters as they arise. Participate in bi-weekly meetings to share information and updates on legislative projects.
- Legislative Counsel - as required. Discuss regulatory and legislative proposals, develop and revise clear drafting instructions based on discussions and drafts, and follow-up on any questions to ensure the Ministry's intent is well-understood to enable the Ministry to deliver its mandate and operations.
- Communications and Correspondence Units - as required. Support the development of communications materials and approvals required for legislative packages.
- Experts from other Ministries and Agencies - as required. Collaborate to ensure document packages are complete. Provide information regarding scheduling for regulatory review and timelines for processing legislative packages. Represent Ministry priorities and positions in legislative and regulatory initiatives that may impact the Ministry.
- Legislative Planners Network / Other ministries' legislative planners and analysts - Occasionally. Collaborate, coordinate, provide/seek advice.
- External stakeholders and consultants - as required. Information sharing, relationship building, monitoring of issues and projects, participate in consultations.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

- The Senior Legislative Analyst should have the following skills and abilities:
- Thorough familiarity with the legislation under the administration of JET and IM. Broad knowledge of Alberta's labour relations environment and trends and developments within labour relations generally.
  - Expertise in principles and processes associated with policy development and legislative and regulatory development and planning.
  - Thorough knowledge of GoA's legislative process, including roles of Legislative Counsel, Executive Council, and



<p>Cabinet Committees, the timing of stages of the legislative process for both Bills and regulations, and related approval and decision making processes.</p> <ul style="list-style-type: none"> <li>- Knowledge of the use of alternative legislative instruments (e.g. placement of a policy in an Act versus regulation or a Ministerial Order).</li> <li>- General knowledge of other legislation impacting the Ministry (e.g. <i>Financial Administration Act, FOIP Act, Government Organization Act, Government Accountability Act, Interpretation Act</i>) and related regulations.</li> <li>- Strong political acumen and ability to assess sensitivity and risk to specific legislative issues and take actions to manage or mitigate those risks.</li> <li>- Ability to assess and balance competing demands on confidential and sensitive matters.</li> <li>- Understanding of Ministry business plan, goals, objectives, priorities, strategies and structure.</li> <li>- Relationship, negotiation, conflict management, consensus building, and facilitation skills to manage and coordinate program area staff and other departments in meeting project deliverables; ability to work collaboratively in multi-disciplinary, multi level team settings.</li> <li>- Strategic planning and project management skills are needed for managing the development of integrated policy and legislative proposals. Including the ability to develop, synthesize, articulate and interpret a broad and complex range of legal and policy principles and apply the results to the unique activities of each program area.</li> <li>- Well-developed analytical, research, and consultation skills and experience in analyzing and consolidating large and diverse amounts of information. Ability to assess complex problems and issues and prepare strategies and solutions in response.</li> <li>- Excellent oral and written communication skills with an ability to express technical and complex issues in a manner that facilitates informed decision-making by senior Ministry officials.</li> <li>- An aptitude for detail and accuracy and the ability to modify writing style for different target audiences.</li> <li>- Ability to work on sensitive and confidential matters and coach and educate others in the principles of dealing with sensitive and confidential material.</li> <li>- High level of adaptability - working in changing environments and responding to changes in process and short timelines.</li> <li>- Organizational skills, including the ability to multi-task and prioritize multiple responsibilities to meet deadlines.</li> <li>- Good personal decision-making and sound judgment and objectivity when working with program areas.</li> <li>- Ability to maintain a neutral and objective approach.</li> <li>- Ability to exercise a high degree of independent decision-making and to work with ambiguity.</li> <li>- Competency in Microsoft Office software, (e.g. Word, PowerPoint, Excel) to organize and present information that promotes good decision-making.</li> </ul>
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### 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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <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> </ul>	The position must be able to demonstrate resiliency in an often-dynamic environment, where priorities and direction may shift without advance notice. The position is expected to

		<ul style="list-style-type: none"> <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>	anticipate and be responsive to change by taking appropriate actions, such as adjusting behaviors, and identifying alternate approaches and solutions.
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's 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>	<p>Supporting the creation of brand new legislation or drafting substantive amendments to existing legislation requires the Analyst to consider linkages, anticipate impacts and to ask questions regarding the underlying policy rationale and objectives.</p> <p>To support legislative projects through the approval process(es), it is required to anticipate questions and to explain the nuance and rationale of the legislative mechanism that has been selected.</p> <p>Where there are linkages to other GOA ministries, the Analyst connects with staff from those ministries to understand their perspectives, and to factor those perspectives into the legislative approach.</p>
Drive for Results	○ ○ ● ○ ○	<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>	The Drive for Results competency is crucial for this role in order to achieve measurable results in managing projects to completion and when developing various briefings packages, drafting instructions, legal instruments (i.e. MOs and ROC) and other identified products, within prescribed (and often

			tight) timelines.
Creative Problem Solving	○ ○ ● ○ ○	<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>Asks deep, probing questions in order to understand policy intent, and ensure that the legislative mechanism aligns with the policy and implementation.</p> <p>Works with different programs areas and teams across Ministries to address legislative issues.</p> <p>Researches and analyzes the approaches used in other jurisdictions to identify and adopt best practices.</p>
Develop Networks	○ ○ ● ○ ○	<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>Developing and maintaining relationships with staff from within the Ministry and across GOA is imperative for success in this role, including relationships with Legislative Counsel, Justice legal counsel, Policy Coordination Office, and legislative and program area staff in other line departments.</p>

## Benchmarks

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

Policy Advisor - 024PS10