

Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

50010257

Position Name (30 characters)

Election & Governance Advisor

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

44170039

Cost Centre

602277

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

MSD/MCS

☐ Current organizational chart attached?

Supervisor's Position ID

50010258

Supervisor's Position Name (30 characters)

Desiree Kuori

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2022-04-18

Responsibilities Added:

None added

Responsibilities Removed:

Policy development

Legislative drafting

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Municipal Advisory, the Local Authorities Election Advisor is a member of an advisory team which has key day to day "first contact" with the public, municipal administrators and councillors, other department and associations.

The Advisor serves as the unit's lead advisor on local government election legislation and procedures and utilizes this specialized legislative knowledge and policy/procedure expertise to support internal and external stakeholders in understanding and/or implementing the *Local Authorities Election Act (LAEA)*.

The Advisor provides support to municipalities in the application and implementation of the *LAEA* during general elections and by-elections as well as to legislative services for legislative and regulatory reviews and changes. In addition, the Advisor coordinates the responsibilities of Municipal Affairs under the *AB Senate Election Act* and *AB Referendum Act* for the conduct of provincial votes for First Nations, Special Areas, Improvement Districts, City of Lloydminster (Alberta side) and summer villages.

The *LAEA* is an important piece of legislation that is critical to ensure that the municipal election process is conducted in a secure, fair and impartial manner. The *LAEA* and the Alberta election process is dynamic and has a broad and diverse group of stakeholders that includes the legislature, cabinet, the Minister, MLAs, elected municipal and school board officials, electoral candidates, election workers, and citizens.

The Advisor supports management in ensuring that the legislation, regulated forms, and support processes used to carry out all local government elections in Alberta are operating as intended, that they are adequately meeting the needs of municipalities and school boards, and that the standards applied to local elections are consistent with those used in other jurisdictions in Canada. The Advisor is also responsible for monitoring the development of new election systems, standards and legislation in Canada, such as the standards applied to internet voting systems, and for analyzing the relevance of these developments in the Alberta context.

As a secondary focus, the Advisor strengthens the capacity and sustainability of Alberta municipalities, enhances municipal operational effectiveness and aids in building the level of understanding and confidence that Albertans have with the local government by providing advice and information to elected and appointed municipal officials and to the public. The incumbent enhances municipal operational effectiveness and improves local decision-making by delivering training to elected and appointed municipal officials to effectively plan and govern according to the processes and procedures in provincial legislation and according to recognized effective municipal governance, management, and operational best practices.

This position performs work in accordance with relevant government and ministry legislation, regulations, policies and guidelines and at times, significant travel is required to provide training or advisory visits.

Responsibilities

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

1. Coordinate department support for the municipal election process, which includes the development of support and training materials; coordination and delivery of training initiatives for municipalities, candidates, and election workers; coordination of advisory services on election matters; and training for ministry advisory staff on election matters.

- Evaluates procedural documentation and training materials to identify areas for improvement and ensure consistency with relevant legislation and regulations.
- Creates, reviews and revises, the content and design of process documents, manuals, forms, information kits, brochures and other materials for use by candidates, election officials and electors.
- Addresses changes in relevant legislation to determine impact on procedures and documentation.
- Develops and implements appropriate change management strategies and tools in response to proposed legislative or regulatory changes, including development of communication and information materials, and planning and implementing workshops and awareness forums.
- Develops options, strategies and approaches to address issues and support training and training resource needs.
- Monitors external training activities and resources offered to candidates and election officials to evaluate and adjust department training activities.
- Prepares, coordinates, develops, delivers, and reviews province-wide training initiatives and events, to they are consistent with the legislation, and meet the needs of the stakeholder.
- Coordinates and delivers training and resources to ministry advisory staff on election process matters.

- Develops project management frameworks, prepares requests for proposals, evaluates bids, and manages contracts related to training and education activities.

2. Provide subject matter expertise during the periodic reviews of the *LAEA* and development of local election policies and legislation.

- As the ministry's subject matter expert, provides specialist knowledge in the review of draft legislation.
- Monitors and evaluates results of local election processes.
- Analyzes opportunities for procedural improvements or modernization and makes supported recommendations.
- Monitors and identifies key or critical issues that require attention in a periodic review.
- Supports regular evaluations of the *LAEA* and regulations including both internal and external stakeholders.
- Supports activities related to the conduct of reviews or consultations.
- Supports the development of analysis, summaries, and reports on the results of reviews and consultations and makes recommendations to management.
- Contributes to the development of policy recommendations resulting from reviews.

3. Identifies the responsibilities of Municipal Affairs under the *AB Senate Election Act* and *AB Referendum Act* for the conduct of provincial votes for First Nations, Special Areas, Improvement Districts, the City of Lloydminster (Alberta side) and summer villages.

- Works collaboratively with tAlberta Elections, and AB Indigenous Relations to implement the responsibilities of the Minister of Municipal Affairs for any Senate vote or provincial referendum votes.
- Develops project management frameworks, prepares requests for proposals and manages contracts related to administration of votes on behalf of the ministry.

4. Strengthen the capacity and sustainability of municipalities by enhancing local governance and administration knowledge, and elector understanding of local governance through providing advice and information to elected and appointed municipal officials and to the public.

- Responds to telephone and written inquiries and complaints regarding the practice of municipal government.
- Visits municipalities to provide governance expertise and information to councils and to new municipal administrators.
- Interprets and explains provincial legislation, regulations and procedural requirements for municipal officials and other stakeholders, especially with regard to governance and administrative procedures, processes and including local government elections.
- Provides information and feedback on legislative requirements and keep up to date on legislative amendments and municipal issues.
- Provides back up support to monitor, track, draft responses or assign inquiries or requests received through the generic LGS mailbox.

5. Be responsive to the ministry, elected officials and public by providing accurate and timely responses to ministerial assignments, including correspondence, briefing notes, and action requests, are prepared for the signature of the Minister, Deputy Minister, and Assistant Deputy Minister, ensuring consistent communication of key messages; appropriateness of contents for identified audiences; and compliance with relevant government and ministry legislation, policies and procedures.

- Researches and verifies facts and information associated with assignments.
- Composes responses, considering the author's style and position and ensuring consistency, clarity, conciseness and accuracy of messages.
- Ensures Ministry positions and relevant sector program area policies and procedures are accurately reflected in responses and materials.
- Organizes and tracks assignments to completion.

6. Support ministry initiatives, programs and services by actively participating in departmental activities related to enhancing service provision to ensure alignment of the department's strategic vision.

- Works collaboratively with other ministry staff in the delivery of programs and services.
- Leads and/or participates in special project development, design and delivery.

- Participates in the evaluation and development of Best Practices in the delivery of Department programs and services.
- Participates in Department committees and initiatives

Problem Solving

Typical problems solved:

This position operates in a highly complex and politically sensitive environment. Local elections are fundamental to the democratic process in Alberta, and public willingness to accept the decisions of municipal and school board leadership is ultimately based on confidence in the election process and results. The stakeholder group that is affected by the *LAEA* is broad and diverse, and includes electors, election workers, elected officials, interest groups, and candidates with political influence.

The Advisor's work will impact the quality of policy development, legislation development, education and training, and public accountability of election candidates. All of these factors contribute to the level of trust that electors place in the election process and therefore their willingness to accept the authority of those elected, which in turn determines the quality and effectiveness of local government elections in Alberta.

The Advisor is part of a team that handles in excess of 4,000 telephone calls annually. In addition, advisors prepare responses to requests that are received from the public through emails, information requests and action requests. For the direct calls and emails, advisors must respond on the spot with a proper assessment of the situation, analysis of the problem and be able to quickly reference the appropriate legislation and procedures to effectively respond to the concern. Responses must be adapted to the understanding of the caller. When dealing with the public, responses provide electors with a more complete understanding of municipal responsibilities and powers and of their responsibilities and rights as electors. When dealing with municipal officials, responses provide a more complete understanding of council and administrative roles, responsibilities and legislative requirements.

While the primary focus of this position is supporting local elections processes, this position is part of a team and will work collaboratively with other advisors, knowledge specialists and staff from across the ministry to ensure that accurate, consistent and clear information is provided to all municipalities and stakeholders. The work completed by the Advisor impacts ministry and provincial strategies and policies effecting Alberta local governments'.

Complexity of advisory supports varies greatly and requests for information are received from all levels, both internal to the ministry and external. The advisor provides quality information, advice and training on not only local elections, but a broad range of municipal issues to internal and external stakeholders. The information and advice will influence the management, governance and operations of municipalities and ultimately the sustainability and resiliency of local governments in Alberta.

The incumbent is often the first contact for issues with political, legal or financial consequence so the initial contact may require providing advice to senior department management regarding appropriate future actions. In working with municipalities, advisors become familiar with strengths and weaknesses of specific municipalities and are in a unique position to offer advice and support that can enhance the capacity and long-term viability of the municipality. If considered and implemented by the municipality, the advisory support can result in improved delivery of municipal services and improved local government for Albertans.

Types of guidance available for problem solving:

The Advisor works consultatively and is able to establish good working relationships with stakeholders. The incumbent is able to problem-solve using sound judgment and thorough analysis of options within the broader context of other stakeholder and government policies, priorities and legislation. Urgent or complex issues are managed in consultation with the Manager or Director.

Direct or indirect impacts of decisions:

Ill-considered advice or erroneous information provided by the Advisor could have serious consequences for the Minister and the department in some cases.

Key Relationships

Major stakeholders and purpose of interactions:

- Minister, Deputy Minister and MLAs: Provide written or verbal advice on sensitive, priority or emerging issues that may require immediate attention. Clarify legislative or procedural requirements as they arise, or when requested.
- Senior Ministry Officials: Obtain background information, direction and timelines related to local election issues, projects, action requests and other duties. Advise on upcoming issues, project status and other matter that may require management input.
- Provincial colleagues: Collaborate with, and provide guidance to, staff on legislative and procedural requirements relating to municipal elections, governance and management. Provide timely information and advice on projects, issues and policies.
- Municipal Advisory Staff: Collaborate with and provide guidance to staff on legislative and procedural requirements relating to municipal elections, governance and management.
- Other Ministry Staff: Collaborate with and provide guidance to staff on legislative, policy and procedural requirements relating to municipal elections and management.
- Local Municipal and administrative officials: Provide timely information and advice regarding local elections, governance, management and legislative requirements.
- Municipal Associations: Provide timely advice and information regarding local elections, municipal governance and management. Consult and collaborate on proposed modifications to legislative requirements. Attend meetings/conferences to address issues and delivery training. Attend meeting/conferences to address issues and deliver training.
- Professional Associations: Advise and provide legislative and procedural information and training when requested. Participate in a professional capacity.
- Private Consultants: Advise and provide procedural information when requested. Obtain contracted expertise on projects where required. Direct and work with consultants on projects when required.
- General Public: Provide advice and information regarding municipal elections, governance and management

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- University degree in public administration or a related field, along with several years of progressively responsible municipal experience.
 - Post-secondary education to demonstrate the ability to analyze issues critically when preparing briefing material, and to perform necessary research.
- Progressive experience with local elections, preferable in the role of Returning Officer.

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"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values	The information provided by the Advisor and advice will influence the management, governance and operations of municipalities and ultimately the sustainability and resiliency of local governments in Alberta.

		<ul style="list-style-type: none"> Identifies unintended consequences 	
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <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 	<p>The incumbent is often the first contact for issues with political, legal or financial consequence so the initial contact may require providing advice to senior department management regarding appropriate future actions. In working with municipalities, advisors become familiar with strengths and weaknesses of specific municipalities and are in a unique position to offer advice and support that can enhance the capacity and long-term viability of the municipality.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> Looks broadly to engage stakeholders Open to perspectives towards long-term goals Actively seeks input into change initiatives Maintains stakeholder relationships 	<p>The stakeholder group that is affected and influenced by the Advisor is broad and diverse, and includes electors, election workers, elected officials, interest groups, and candidates with political influence.</p>

Benchmarks

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

OHS Advisor - Wildlife Management Branch / Agriculture and Forestry
Issues Advisor - Lands Planning Branch / EP