

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

issuance. All reviews are conducted using an independent resolution model and in accordance with relevant legislation and best practices of administrative law.

Reporting to the Operations Manager, this position provides expert regulatory, policy and research know-how for leading the drafting, development and implementation of essential policy and program training, projects and government documents to the SafeRoads Alberta Branch. The Senior Policy Advisor leads the overall coordination of policy development and the coordination of the adjudicator training program within the section ensures they are followed through to completion.

The Senior Policy Advisor provides leadership in the development of regulatory policy amendments and supports policy design to ensure regulations support Government and Ministry goals. Policy amendments impact Albertans province-wide, particularly the general driving public. Amendments can lead to a significant impact on reducing fatal and injury collisions specifically related to impaired driving.

Through effective communication and collaboration, the Senior Policy Advisor assists with the gathering of information and the development of succinct, clear communications for the section, as well as for internal and external stakeholders. Therefore, strong project management skills and experience is required.

This position is required to provide expert knowledge of the political decision making process and work collaboratively with the Legislative Services unit and Alberta Justice to determine best practices for regulatory amendments.

## Responsibilities

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

### **Responsibility: Take a leadership role when coordinating new and existing policy initiatives within SafeRoads Alberta:**

- Develops work plans and implementation plans with goals, resource allocations and timeframes.
- Monitors and may lead project processes, outputs, deliverables and budget using a variety of project management tools. Makes adjustments as necessary.
- Writes and coordinates the compilation and delivery of final products including key government decision making documents such as Minister Reports, Cabinet Memorandums, Requests for Decision, briefing notes, memos, project reports, consultation plans, consultation material, consultation final reports, etc.
- Evaluates project results and presents recommendations for next steps.
- Works on multiple projects at a time and ensures priority work is completed in a timely manner.
- Identifies, defines, and analyzes ongoing and emerging issues.
- Reviews legislation, regulations, standard directives, and policies to provide strategic advice and/or options if changes are required.

### **Responsibility: Information management and communications. Activities include:**

- Provides input and prepares responses for action requests, briefing notes and other inquiries.
- Leads the coordination of the section's information on the internal SharePoint Site.
- Leads the coordination of the Technical Materials library.
- Coordinates with section staff to ensure policies are current, relevant and accurate.
- Reviews legislation, regulations, standard directives, and policies to provide strategic advice and/or options if changes are required.
- Coordinates and responds to Requests for Information about SafeRoads Alberta policies and programs from other divisions, ministries, jurisdictions, stakeholders and external sources.
- Prepares external communications and material.
- Assists with the management of information on the SafeRoads Alberta website.
- Identifies emerging issues and trends and their potential impacts on Branch policies and programs.
- Performs comprehensive research and analysis of transportation safety policies and practices in other jurisdictions.
- Consults with Legislative Planning and Senior Management in the Division to establish timelines for taking proposed regulatory amendments through the Government approval process. Based on the timeline, the Senior Policy Advisor will establish a project management plan and track progress to ensure documents are completed on time under tight timelines.

- Supports Legislative Planning in developing regulation packages (e.g. notice of intent, 3-column documents and supporting materials) which contain the explanation for the proposed changes.
- Both policy and legislative packages are drafted for appropriate Cabinet Committees, Cabinet and/or Treasury Board. Once policy approval is received, the Senior Policy Advisor will work with Legislative Planners to develop and review drafting instructions for Legislative Counsel in Alberta Justice.
- Supporting materials are also developed for the Minister to present at Ministerial Group and all three caucuses. Presentations are prepared for the ADM and DM to take to ADM and DM level pods.
- Reviews and consults with the program area to ensure draft legislative changes from Alberta Justice reflect the intent that the program area is seeking and that there are no unintended consequences.
- Provides feedback via Legislative Planning to Alberta Justice to ensure the legislation meets the program needs. In complex situations, the Senior Policy Advisor may meet with Alberta Justice to explain the program needs and why there are concerns with the proposed wording. This process is critical yet time consuming and can result in other sections of the legislation being redrafted as they are in conflict with the new wording.
- Works with the program area to ensure policy makes sense in the big picture and can be implemented at the operational level. Takes a systems thinking approach to ensure a successful implementation without unintended consequences popping up after the fact.
- Maintains the coordination of the section's information and knowledge management system and development of a Key Messages Plan for the Branch.
- Works with Communications to ensure key messaging, speeches and internal enforcement and public communications is completed on schedule.

**Responsibility: Policy Analysis and Development. The *Provincial Administrative Penalties Act (PAPA)* and its regulations and the *Traffic Safety Act* and its regulations are up to date with a focus on improving traffic safety and able to respond to future legislative and policy changes. Activities include:**

- Working from an approved or proposed policy direction, analyzes policy options and recommends a preferred plan of action. The Senior Policy Advisor facilitates the consultation process with other Government Ministries, stakeholders, clients, staff and management to ensure their needs are considered when making a recommendation to the Minister.
- Conducts policy analysis contributing to the activities or ongoing updates to PAPA and its regulations. This is done by directing, undertaking, or participating in major initiatives and research. Engaging the appropriate personnel (e.g., consultants, industry stakeholders, etc.) to ensure that the initiative is undertaken thoroughly and obtains the required results.
- Regularly provides traffic safety information and best practice to ensure policy advisors, branch and Ministry staff, the Minister and Cabinet are up to date on current transportation issues.
- Anticipates situations and developments for timely preparation of reports, briefings, etc., in part by assessing opportunities for new and improved transportation safety initiatives/strategies and by reviewing technical and industry material, academic publications or through professional contacts.
- Leads written reports, advisory notes or discussion papers on transportation issues of importance to the Province, recommending the position, options and actions the Ministry or government should take.
- Recommends scope, methodology, terms of reference and procedures for analysis. • Assesses opportunities and evaluates proposals for new or improved driver program strategies and initiatives with respect to safety and effectiveness.
- Analyses and synthesizes data to identify trends and opportunities to adapt strategies related to traffic safety on Alberta roadways. Undertakes research related to driver program Initiatives and transportation issues. Presents conclusions and results.
- Leads or participates on joint government initiatives by organizing or attending seminars, workshops, conventions, briefings, or industry events, consultation sessions.
- Scans external sources, such as the media, research and academic journals/publications, government studies, books etc., for emerging and factual information. Distinguishes credible sources of information and references source documents.
- Liaises with other branches as necessary and represents the SafeRoads Alberta Branch on committees that could influence traffic safety, impaired driving or changes to the Traffic Safety Act or its regulations; or PAPA or its regulations.
- Represents the Branch or Ministry on national committees or working groups relating to transportation and safety.

- Conducts research on best practice, monitoring work in other jurisdictions related to traffic safety and impaired driving.
- Prepares information bulletins, briefing materials, articles, and presenting same to stakeholders when assigned.
- Consolidates information and develops best practices and new procedural protocols for the section in response to new or amended legislation and policy directives as appropriate.
- Formulates policy, program and procedural recommendations to management for approval. These include recommendations to senior management on current issues, assigned issue management categories, research on other jurisdictions and related department and government policies which may impact policy decisions.
- Researches impact of new or amended legislation on assigned projects and makes recommendations to senior management.
- Is able to see the big picture and adapt training based on new political frameworks and changes in strategic direction at the federal, GoA and Ministry level.

## Problem Solving

Typical problems solved:

The Senior Policy Advisor impacts the Branch's overall ability to manage projects and ensure effective communication within the section, Ministry and to external stakeholders. The position is instrumental in the development and implementation of strategies, initiatives, projects and policy within the Branch.

Recommendations have a direct influence on provincial government policy and programs. The position requires flexibility in working with various stakeholders, both internal and external to the department, to ensure that collaborative processes are carried out and that timelines and goals are met.

The Senior Policy Advisor acts as the policy expert on the decision making and implementation processes involved in changing legislation and regulations, and as such becomes project manager on changes to legislation or regulations administered by the Branch. In an environment with stakeholders who have limited knowledge of policy best practices and broad objectives, solutions must be innovative, creative, fiscally responsible and acceptable to service providers. Experience with non-government, community based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.

When working with diverse stakeholders, facilitation and negotiation skills are required when divergent opinions, attitudes and approaches exist.

Types of guidance available for problem solving:

### Knowledge:

- Comprehensive knowledge of the *Traffic Safety Act*, corresponding regulations, the Transportation Safety Plan and other legislation that impacts traffic safety legislation including federal legislation (*Criminal Code* (Canada), PAPA and its regulations).
- Expert knowledge and understanding of the provincial legislative and policy decision making processes;
- Comprehensive knowledge about divisional programs and how regulation amendments impact the division's existing programs.
- Current knowledge of traffic safety issues, strategies and theories related to health promotion and integration of strategies and service areas across sectors.
- Extensive knowledge of policy development and planning processes.
- Knowledge of political/government structures and processes.
- Background and experience in project/program planning, development, administration and operation.
- Familiarity with the work of various stakeholders, including traffic safety sector groups as well as government and non-government stakeholders.
- Experience developing and planning for public and stakeholder consultation.

### Skills:

- Excellent coordination, consultation, interpersonal, negotiation/mediation, facilitation, creative problem solving, analytical, critical analysis and information synthesis skills.

- Ability to integrate individual components of issues or projects to create consistent, unified and comprehensive responses to specific issues.
- Ability to work independently and as part of a team, as well as with diverse stakeholders, such as industry stakeholders, enforcement agencies, other Ministries, etc.
- Ability to manage working groups and steering committees consisting of Government ministries and/or stakeholders from diverse backgrounds with varying approaches, cultures, mandates and objectives.
- Ability to identify strategic opportunities and plan actions that align with business plan goals to address issues and priorities.
  - Ability to be flexible and think strategically, analytically and creatively, analyze issues, identify gaps and generate options/solutions.
- Ability to provide leadership and guidance to stakeholders, foster the development of new initiatives or coalitions, launch them and work to sustain them.
- Excellent communication (oral, written and computer literacy) skills.
- Ability to manage an extensive set of concurrent projects involving collaborations with multiple stakeholders.
- Ability to manage resources, time, stress and work under pressure and under high demands.
- Ability to manage and respond to change.
- Ability to ensure that activities are completed within specified timelines and that deliverables are of high quality.
- Ability to manage and provide leadership to consultants hired for specific projects.
- Ability to provide leadership, advice and mentorship to Policy Advisors.
- Ability to supervise Policy Advisors.

Direct or indirect impacts of decisions:

The Senior Policy Advisor impacts the Branch's overall ability to manage projects and ensure effective communication within the section, Ministry and to external stakeholders. The position is instrumental in the development and implementation of strategies, initiatives, projects, policies and procedures within the Branch. Recommendations have a direct influence on provincial government policy and programs. The position requires flexibility in working with various stakeholders, both internal and external to the department, to ensure that collaborative processes are carried out and that time lines and goals are met.

### Key Relationships

Major stakeholders and purpose of interactions:

Key contacts for the Senior Policy Advisor include the Executive Director, Director, Management, and Branch staff. They will also have direct contact with legal experts from Alberta Justice.

External contacts include various stakeholders, such as law enforcement agencies, representatives of other jurisdictions.

The purpose of contacts ranges widely, but includes: leading projects, providing information and responding to requests, collaborating on and providing expertise to the Branch.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

A University degree in Social Sciences, Public Administration, Planning, Public Policy, Business Administration and other relevant disciplines, preferably at the Master's level, plus 4 years progressively responsible related experience.

**Work Experience:**

- Experience managing complex projects or programs
- Experience directing complex projects or programs and working with senior management of provincial Ministries
- Demonstrated experience in research, strategic planning, and critical thinking
- Demonstrated experience in creative problem solving and innovative approaches
- Demonstrated supervisory experience - This position has supervisory responsibilities for two Program Services 3 staff

**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"/>	<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>Considers the whole system when evaluating, researching, and conducting policy analysis.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Engages project teams and members to share policy and resources to communicate on inquiry to the department from external clients.</p> <p>Facilitates discussions among project teams.</p> <p>Uses enthusiasm to motivate and guide project teams.</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p>

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>	<p>Manages project teams including delegating tasks, monitoring project performance, and ensures projects are completed in a way consistent with direction.</p>
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>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</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"> <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>	<p>Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management.</p>