

Working Title Policy Analyst (Permanent)	Name Vacant
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Municipal Assessment and Grants Grants and Education Property Tax Branch Policy and Strategy Unit	Ministry Municipal Affairs
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Present Class	Requested Class
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Cost Centre	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Policy Analyst is responsible for preparing detailed policy products and data analysis of grant programs which support grant program policy development, work on other municipal and grant funding issues, and work supporting negotiations and development of federal grant programs. The Policy Analyst prepares analysis of other documents, data or policy inputs as required; prepares memoranda to Cabinet, policy briefings and proposals for senior government officials; and takes a lead role in analyzing and preparing grant program agreements between the provincial and federal, and provincial and municipal governments. The Policy Analyst conducts research on grant programs and issues, and represents the branch or unit on various departmental, interdepartmental, or intergovernmental committees or working groups. The Policy Analyst is also tasked with supporting the preparation of annual allocations for grant programs, responding to stakeholders and providing stakeholders with details of their funding allocations. The position is also responsible for assisting other areas of the branch and providing additional policy analysis capacity.

The Policy Analyst works in the context of the provincial government’s goals, guidelines and policies, the department’s policies, business plan, budget, and accountability guidelines, and applicable legislation. Within this framework, the Policy Analyst supports the unit by ensuring program and policy proposals are supported by comprehensive, detailed, and relevant data analysis. Critical to the process is the ability of the Policy Analyst to identify sensitive issues and balance provincial policy objectives with administrative requirements and client sensitivities when developing or modifying policy documents, grant programs and other initiatives.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Develop policy documents and advice for senior decision-makers. Municipal grant policy is a highly contentious policy area that involves the expenditure of hundreds of millions of dollars of government funding, and which impacts core and other infrastructure in every community in Alberta. Policy decisions made in this area have an impact on Albertans in the roads they drive, the water they drink, the public transit they use, and the recreation centres they access, among many other local infrastructure priorities. The policy analyst has a key role in informing and advising the Minister, Premier and Cabinet, Deputy Minister, and other senior decision-makers in assisting them in making decisions in the best interests of Albertans, government and communities across the province.

- Activities:**
- Prepare briefing notes, analyses, reports and other documents to inform the Minister, Deputy Minister, and other senior decision-makers on important municipal grant policy issues.
 - Contribute to the development of Memoranda to Cabinet and associated policy documents to aid Cabinet and Cabinet committees in the formal government decision-making process on municipal grant policy issues.

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- Conduct research and analysis, including environmental scanning, to identify policy issues to be addressed.
- Contribute to stakeholder engagement activities to help build understanding of stakeholder positions.
- Design policy that best balances stakeholder needs and provincial government objectives.
- Support other units in the branch with respect to the implementation and evaluation of operational and program policies, performance measures, and other branch priorities.
- Represent Municipal Affairs on cross-ministry policy committees and working groups that impact municipal grants policy.
- Contribute to department policy documents such as trackers, reporting documents, interjurisdictional scans, and progress reports.

Expected Results

The Minister and other senior decision-makers are well-briefed on municipal grant policy issues, facilitating their deliberations and decision-making.

- 2. Provide advice and recommendations on complex grant policy issues, and other policy matters that impact the branch.** Municipal grant programs exist in the context of provincial policy, and federal-provincial-municipal relations. Questions from municipalities and suggestions for changes to programs are frequent, as are directives from the Minister and Premier. In many cases, direction from the Minister or the concerns of municipalities or other stakeholders lead to investigations or reviews of grant-related program or policy issues to address effectiveness, responsiveness, and/or accountability. In other cases, the unit may want to study grant policies in other jurisdictions, grant take-up in Alberta, program impacts, the potential benefits of new options or initiatives, compliance problems, or other significant policy or program issues. The Policy Analyst works within a team that is responsible for providing policy support to other units within the Grants and Education Property Tax branch, and as such may be required to prepare analysis, draft documents and other materials, and provide advice on policy issues regarding a number of grant policy issues.

Activities:

- Participate as required in the development of policy recommendations relating to grant programs, education property tax requisitions, equalized assessment, linear assessment, and other municipal grant issues.
- Participate in the development and implementation of policies and procedures to carry out studies, investigations and reviews of program effectiveness, compliance issues, problem grants, or other program issues. This involves dealing with municipalities and other organizations receiving grant funding to address problems, consider suggestions, and ensure compliance with grant requirements. As an example, the Policy Analyst may research the policies of other departments' or jurisdictions' grant programs, check the legislative requirements, and review the Minister's responsibilities under applicable legislation as part of a review of current accountability and compliance requirements.
- Participate in the development and review of legislation and regulations that are related to the responsibilities of the branch.
- Participate in the development and review of grant agreements between the province and municipalities for the branch's grant programs.
- Provide input and analysis to support program budget development, Capital Plan submissions, and other key budget processes.
- Participate in the development of branch program performance metrics.
- Participate in the development and implementation of mechanisms to obtain additional client feedback regarding existing grant programs, individual grants and/or other initiatives such as the Municipal Grants Web Portal. Implement this feedback as appropriate.
- Support change management initiatives as part of the development of new grant programs, or changes to existing programs.

Expected Results

Policies and procedures contribute to compliance with government accountability requirements, as well as improved responsiveness to municipal and other stakeholder needs, including special needs.

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3. Prepare recommendations on new grant programs and changes to existing grant policy and programs, asset management supports, and support the implementation of any changes. This requires consideration of government and departmental policies, the department's business plan and accountability requirements, and such factors as municipal needs and priorities, current approaches to local governance and service delivery, administrative burdens and costs, and provincial-municipal relations.

Activities:

- Support the development and analysis of recommendations for the Local Government Fiscal Framework (LGFF) funding allocation formula and program design, including the preparation of detailed recommendations with supporting analysis, communications materials describing the changes, and potential mitigation strategies for significant funding shifts.
- Conduct background research and analysis, especially financial and other data modelling, and develop briefing materials, options and recommendations on proposed program changes or new grant initiatives for review by senior decision-makers.
- Provide input to the development of program administrative agreements and guidelines.
- Assist in the consultation process with appropriate stakeholders, which usually includes other units in the department and the municipal associations (particularly Alberta Municipalities, Rural Municipalities of Alberta and the Metis Settlements General Council), other provincial departments (particularly Transportation, Infrastructure, and Executive Council's Intergovernmental Relations unit), municipal administrators, and/or other stakeholders to obtain feedback. Interpret, clarify, and help weigh the feedback from the affected stakeholders in resolving issues.
- In some cases, assist in developing proposals for major new grant initiatives or for strategic changes to the major existing grant programs. This usually involves preparing proposals or draft materials, or providing analysis and input where issues are particularly contentious, complex, and confidential.
- Present new grant initiatives and changes to existing programs. This includes making presentations regarding programs, guidelines and policies, or their modifications, to internal staff and management, as well as to outside stakeholders such as municipal associations, municipal officials, and/or other stakeholder groups.
- Use complex data analysis, modeling and visualization to simulate potential funding shifts, illustrate distributional impacts, and support transparent decision-making when proposing program changes.
- Contribute to the department's work in encouraging strong asset management practices in local governments.

Expected Results

Practical and useful grant programs that are responsive to the needs of municipalities. Responsive grant programs result in improved working relationships between the province and municipalities.

4. Prepare reports to senior management and stakeholders on grant allocations, resulting projects, and cross-government municipal grants. This requires collecting information from applicable databases and analyzing the information based on the requirements of the audience.

Activities:

- Using the Branch's electronic reporting tools (PowerBI, LGFF's and CCBF grant administration systems, Microsoft Excel, etc.), coordinate and respond to inquiries from the Minister's Office, MLAs, other areas of the department, and stakeholders related to funding allocations and project listings.
- Analyze complex datasets with multiple types of information, ensuring that data is accurate, and resulting analysis is accurate and timely.
- Develop visual scenario options to help senior leadership quickly understand the scale, distribution, and sensitivities of municipal funding changes.
- Ensure level of analysis is appropriate to the audience, and prepare supporting text explaining the analysis and appropriate qualifications so senior management can make decisions based on the best possible information.
- Assist in reporting on cross-government municipal grant programs throughout the year.
- Support the annual preparation of the Municipal Grant Funding Reports.

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Expected Results

Timely and high-quality information that is valuable to the Minister, MLAs, other decision-makers, municipalities, and Albertans.

- 5. Prepare grant funding allocations as required, and analyze impacts to municipalities and the province from changes to grant allocation formulas.** Annual allocations are prepared and analyzed using Microsoft Excel spreadsheets. Strong organization and attention to detail in preparing the allocations is required, and they may be completed under short timelines, and summarizing complex information in simple, easy-to-understand formats for senior management and other stakeholders.

Activities:

- Support the preparation of annual grant funding allocations for municipalities using data sets from other parts of the branch/department, according to the established MSI and Canada Community-Building Fund (CCBF) (and later, LGFF) funding formulas, while ensuring the accuracy of these calculations so senior decision-makers and stakeholders have confidence in the allocations and can plan for the use of their funding.
- Analyze funding shifts to municipalities due to the annual recalculation of the grant funding formulas, and prepare briefings and other documents for the Minister and department senior management to explain the shifts.
- Ensure that all required documents are prepared in a timely manner, to ensure grant funding allocations are ready for release with the provincial budget.
- Format and summarize municipal allocations for such uses as the MSI (or LGFF) grant administration system, department website, news releases, meetings between the Minister/MLAs/department senior management and municipal officials, and information for branch staff.
- Serve as one of the department's primary points of contact for questions related to the grant funding formula through avenues such as direct contact with municipalities, responding to requests from the Minister's Office, Communications, and other areas of the department, developing key messages on grant funding formulas and any significant shifts, and responding to correspondence related to the funding formulas.
- Support the periodic review of grant funding formulas by identifying options for the funding formulas, constructing data models, analyzing the impacts to the department and municipalities of the options, and preparing briefings and other documents explaining the options and analysis.
- Create visual reporting tools such as dashboards, charts, infographics, and interactive data stories to communicate grant allocation trends, municipal impacts, and program performance in a clear and intuitive format for non-technical users.

Expected Results

The Minister and senior decision-makers are aware of any significant impacts to the department and municipalities due to changes to grant funding formulas, and clients and other stakeholders have a high degree of confidence in the grant funding allocations.

- 6. Lead advanced data analysis, visualization, and data storytelling to support municipal grant policy development and decision-making.**

Activities:

- Transform large, complex datasets from legacy systems, including COGNOS and Microsoft Access databases, multi-sheet Excel workbooks, and historic grant files, into clean, structured, analysis-ready datasets using advanced data modeling and ETL techniques.
- Design and develop interactive dashboards and visual analytics products (e.g., Power BI, Excel) that translate complex municipal grant data into clear, intuitive visuals for non-technical audiences, including senior executives, municipal stakeholders, and Government of Alberta staff.
- Apply advanced Excel capabilities to build high-reliability analytical tools and funding formula models.
- Develop and maintain data storytelling products, including visual narratives that contextualize trends, municipal

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impacts, funding shifts, sensitivities, and policy risks.

- Identify insights, patterns, outliers, and risk areas in large datasets to support the development of grant policy recommendations, formula reviews, performance measures, and reporting obligations.
- Collaborate with IT, data specialists, and program delivery units to improve data structures, validate data quality, reduce manual workflows, and recommend opportunities for automation.

Expected Results:

Accurate, compelling, and visually accessible analysis products that significantly improve decision-making, reduce time spent preparing grant allocation reports, and increase stakeholder confidence in grant program data.

7. Support the negotiations and development of federal grant programs. This involves working with representatives from Municipal Affairs' grant programs and legal services areas, Infrastructure, Transportation, Executive Council (Intergovernmental Relations), and the federal government.

Activities:

- In consultation with legal services, Executive Council (Intergovernmental Relations), Infrastructure, Transportation, and Municipal Affairs' Grant Program Delivery unit, prepare detailed analysis of administration and contribution agreements between Canada and Alberta, including implications of the agreements for Alberta.
- In consultation with legal services, Executive Council (Intergovernmental Relations), Infrastructure, Transportation and Municipal Affairs' Grant Program Delivery unit, prepare proposals for changes to federal-provincial agreements to ensure Alberta's and municipalities' needs are met.
- In consultation with legal services and Municipal Affairs' Grant Program Delivery unit, prepare agreements between the province and municipalities that govern administration of federal grant funding.
- Support and participate in negotiations with the federal government over the agreements and other aspects of the federal grant programs.
- Support communication and relationships between Municipal Affairs and the federal government.

Expected Results

Federal grant programs are best able to meet the needs of Alberta and municipalities.

8. Represent or aid in representing the branch or unit in various capacities, including as Acting Manager, and on departmental, interdepartmental, or intergovernmental committees and/or various multi-disciplinary project teams. These teams often address issues with provincial or municipal implications, and contribute to the activities of other units, other departments, municipal associations, professional groups, and/or other organizations. This participation contributes to the achievement of departmental objectives and/or to the improvement of relations with municipalities.

Activities:

- Attend organization, committee, and other meetings on behalf of the branch or unit where issues affect provincial-municipal financial relations. Provide key messages and effectively represent the position of the branch or unit, and monitor and report on significant initiatives that affect departmental and/or municipal interests. The Policy Analyst often attends municipal association conferences, such as those of Alberta Municipalities or Rural Municipalities of Alberta, for this purpose.
- Review, or help review, and prepare, or help prepare comments on other units' or departments' proposed grant initiatives for senior decision-makers.
- Support other divisions in the review and analysis of municipal financial issues, including, but not limited to, impacts from changes to grant programs.
- Support important initiatives led by other units, departments, or organizations so that the branch's input is credible, useful, and supported by the appropriate background research and analysis where necessary.
- Serve as Acting Manager, when requested.

Expected Results

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An organizational contribution to a strong coordinated provincial approach to issues.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Municipal Affairs' grant programs, policies and guidelines affect all Alberta municipalities and municipal associations, some professional organizations (like the Alberta Assessors' Association), some non-profit organizations, most Alberta taxpayers and a number of other stakeholders.
- This position requires strong policy skills such as analytical skills and written/verbal communication skills, as well as an ability to understand the broader policy context, including the socio-political factors that impact municipalities and the provincial government, which could impact policy related to municipal grants.
- This position also requires strong attention to detail and accuracy in the preparation of data, analysis, modeling, and reporting, as well as ability to complete work under tight timelines.
- Many tasks involve exposure to sensitive information and discussions; ensuring confidentiality at all times is essential.
- The Policy Analyst communicates with appointed municipal officials, and may have involvement with municipal organizations such as Alberta Municipalities, Rural Municipalities of Alberta and the Metis Settlements General Council. Strong relationship building skills are essential.
- Negotiations with the federal government are sensitive, requiring a sensitive communications style, and knowledge of how to appropriately present Alberta's position.
- The legal agreements between Canada and Alberta, and Alberta and municipalities are complex, and require a strong understanding of the programs, legal terminology, and ability to assess impacts to Alberta and municipalities from the agreements.
- Allocations for municipalities have significant sensitivities, as they are an essential source of funding for all municipalities. Annual variations in these allocations can have significant impacts on municipalities. Coordinating formula reviews is a complex and sensitive undertaking, given the significant impacts changes to grant funding formulas have on municipalities.
- The position participates in the development, review and modification of the grant programs administered by the Grants and Education Property Tax Branch. These include the MSI (to be replaced by the LGFF), Canada Community-Building Fund, Alberta Community Partnership, Grants in Place of Taxes, as well as various special one-time grants.
- The Policy Analyst provides information and analysis to other departments, including Treasury Board and Finance, Infrastructure, Transportation, Environment and Parks, and Executive Council (Intergovernmental Relations) in support of key policy development and budget processes.
- The Policy Analyst must respond or help to respond to requests for verbal or written information pertaining to program formulas or other program data. Some requests are very sensitive, and many have very short turnaround times.
- There is a need for creativity and originality in the development or modification of grant programs and/or initiatives and in some cases there may not be any precedents to follow or emulate.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

Knowledge:

1. Detailed and extensive understanding of the Government of Alberta's policy processes and documents, as well as ways to provide effective policy advice that facilitates good decision-making.
2. Extensive knowledge of legislative and regulatory processes.
3. Extensive knowledge of word processing, spreadsheets, and Microsoft Outlook.
4. Extensive knowledge of data analysis techniques, including cleaning, structuring, integrating, modeling, and validating large datasets.
5. Detailed understanding of business intelligence tools, including Power BI, Excel PowerQuery/PowerPivot.
6. Extensive knowledge of database reporting tools, including best practices in data storytelling, visual communication, and user-centered design for analytical products.
7. Extensive knowledge of grant programs, policies, procedures, and processing.
8. Extensive knowledge of stakeholder engagement and change management.
9. In-depth knowledge of the government and department's accountability policies and practices.
10. In-depth knowledge of the *Local Government Fiscal Framework Act*, *Municipal Affairs Grants Regulation* and the relevant portions of the *Government Organization Act*.
11. Working knowledge of divisional and departmental goals and objectives, including business plan objectives.
12. Working knowledge of municipal operations and administration, including infrastructure management practices.
13. Working knowledge of other provincial legislation and regulations affecting municipalities.
14. Working knowledge of provincial government and municipal practices, procedures, trends and issues.
15. Working knowledge of different conflict resolution, negotiation, and mediation processes.
16. Working knowledge of data governance principles, including metadata, structured datasets, data quality management, and reproducible workflows.
- 17.

Skills and Abilities:

1. **Policy:** provide policy advice and recommendations to senior decision-makers, using robust analytical skills to facilitate decision-making. Strong ability to link data insights with policy implications, identifying trends, risks, sensitivities, and opportunities.
2. **Data Analysis:** Advanced Excel proficiency, including complex functions, and building formula-driven analytical models. Power BI expertise, including building data models, interactive dashboards, and custom visuals. Ability to convert raw or legacy data into modernized, structured, validated formats suitable for analysis and dashboard use. Ability to convey complex information through clear, compelling visualizations, dashboards, and narrative explanations tailored to non-technical stakeholders. Ability to automate or streamline manual data processes to improve efficiency and accuracy.
3. **Advisory:** provide advice and clarification on new or existing grant programs or initiatives and the policies and philosophy underlying them to stakeholders with varying ranges of knowledge and background.
4. **Analytical and issues comprehension:** using innovative and creative thinking, resolve problems, prepare strategies, identify, quantify and qualify impacts to deal with issues.
5. **Communication:** employ strong listening, verbal, written, and public presentation skills to convey information on a variety of complex issues, in a manner that is concise, clear and easily understood by the audience.
6. **Organizational:** work independently or in a team, manage time, organize and schedule meetings, and prioritize tasks to address multiple assignments in an efficient and timely manner.
7. **Collaboration and consultation:** conduct processes and develop or help to develop consultation documents to obtain information from stakeholders.
8. **Research:** complete research to support the ongoing implementation of grant programs, the development of performance measures, the enhancement of information provision on cross-Government municipal grant programs, and improved reporting on municipal grant programs.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

9. Flexibility: able to act in a matrix project management organizational structure, in a variety of project teams, and with many stakeholders in complex interrelationships.

10. Judgement: anticipate issues, develop a position, and act independently, if appropriate.

11. Negotiation: be aware of the issues and power base of various stakeholders, and assist in negotiating deliverables that will be acceptable to all parties involved.

Qualifications:

A degree in Public Administration, Business Administration, Economics, Political Science, Data Science, Statistics, or a related field, plus four years' progressively responsible related experience in a field associated with one of the above degrees. Training or experience in data analysis, business intelligence, or data visualization is considered a significant asset. Directly related education may be considered an equivalency for experience on the basis of 1 year of education for 1 year of experience.

Applicants must demonstrate advanced proficiency in Excel and Power BI. Experience with Microsoft Access, PowerQuery/PowerPivot, dashboard development, or other BI/analytics tools is preferred.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Manager – this position reports to the Manager, Policy and Analysis. The purpose of this contact is for direct management and supervision of activities. This position may also serve as the Acting Manager in the Manager's absence.

Director, Policy and Strategy and Executive Director, Grants and Education Property Tax – this position is often called upon to respond directly to requests from both the Director and Executive Director under short timeframes, with limited opportunities for outside review.

Branch staff – this position interacts with other branch staff to achieve the goals and objectives of the team and unit.

Municipal administration staff – this position will interact with municipal staff who are responsible for municipal finances and grants administration. This will generally be to respond to questions about department grant programs and/or collect municipal feedback.

Municipal associations such as Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, the Local Government Administration Association, and the Alberta Rural Municipal Administrators Association – this position is often required to assist in communicating information to associations about existing or new grant programs and help to gather feedback about these programs by attending conferences as a delegate or participating as a trade show representative.

Other department staff – this position must relay grant program information to or consult with other Municipal Affairs staff on initiatives or issues that impact grant programs or specific grant funding requests/applications. This is to gain a better understanding of matters that should be considered when making grant funding recommendations, helping to implement changes to existing grant programs or helping to develop new grant programs. The Policy Analyst may also be asked to help support background research and analysis for important initiatives/projects led by other units where necessary.

Other provincial departments – this position must often relay grant program information or seek information about other Government of Alberta municipal grant programs to respond to stakeholder information requests or gain a better understanding of how other provincial grant policies or programs may affect the delivery of existing grant programs or recommendations on specific grant funding requests.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: List the significant changes that have occurred in your job since the last review.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

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Name

Signature

Date

Manager

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Name

Signature

Date

Director

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Name

Signature

Date

Executive Director

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Name

Signature

Date