

Public (when completed)

Common Government

## Update

Ministry

Justice

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Engagement Analyst

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name (30 characters)



Current organizational chart attached?

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-07-09

Responsibilities Added:

The role will focus on leading strategic engagements that align with ministry and government priorities by developing strategic engagement plans and associated materials for engagements as well as briefing materials for ministerial approval.

Responsibilities Removed:

Responsibility for conducting policy analysis and providing strategic advice on major policy initiatives to support the Department's justice system goals will now be transferred to the Policy Unit.

## Job Purpose and Organizational Context

Why the job exists:

The Strategic Policy and Engagement Team (Team) supports internal and external stakeholder engagement (including drafting Strategic Engagement Plans) to support policy development activities for strategic initiatives across the Ministry of Justice. The Team is also responsible for coordinating the Minister's participation in provincial-municipal engagement opportunities such as the annual Rural Municipalities of Alberta and Alberta Municipalities events. The Team is the lead within the department for planning and execution of large-scale department events such as the Community Justice Awards.

The Team requires an engagement focus resource to provide expert advice to program areas across the department and to coordinate complex engagement activities with other GoA departments.

## Responsibilities

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

### Departmental engagement activities

- Develops stakeholder engagement plans and materials to support engagement, as required;
- Undertakes internal and external stakeholder mapping and consultation or engagement activities to clarify issues and obtain input.
- When applicable, coordinates stakeholder engagement throughout the project - including maintaining communications, enabling and facilitating meetings, building relationships, and tracking issues.
- Supports and collaborate on the development and implementation of communication strategy(s) and plan(s), key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.
- Work with internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.
- Provides advice to programs areas on approvals required for engagement approaches and coordinates with Communications and Public Engagement.

Coordinates , plans and facilitates public facing events for the department as needed.

- Coordinates meetings with internal and external stakeholders.
- Plans, with program areas, the development and execution of public facing engagements.
- Coordinates large scale community events for the department (e.g Community Justice Awards).
- Interfaces with stakeholders, government officials, and elected officials to prepare for events;
- Leads the development of materials to support minister and department participation at municipal events such as the annual Rural Municipalities Conference.
- Prepares documentation as necessary (e.g. invites, hosting request forms, honorariums etc.).

### Issues Management

- Provide concise and relevant information and analysis on action requests related to engagement and stakeholder concerns.
- Support, coordinate, and lead the development of responses, resolutions, or recommendations for action by relevant areas or executives, addressing complex engagement issues involving clients, partners, or other aspects of the justice system.
- Coordinate with internal and external stakeholders, demonstrating a strong understanding of engagement protocols, stakeholder perspectives, and any relevant service standards or operational considerations.

## Problem Solving

Typical problems solved:

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and, in some case, external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate assigned actions and deliverables, including non-complex projects.
- Develop deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The incumbent must exercise significant independence when coordinating internal and external engagement initiatives.

Types of guidance available for day-to-day job duties include:

- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager, Strategic Policy and Engagement and other departmental experts with subject matter expertise.
- Legislation, regulations, policies and procedures.
- Typically, the assignment and expected outcomes are known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and engagements are influenced by the information presented by this position.
- These decisions ultimately impact the safety and social vitality of Albertans.

## Key Relationships

Major stakeholders and purpose of interactions:

Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.

Director - Provide information on project progress, as required.

Manager - Daily provide information on project progress, identified risks, proposed resolution of issues.

Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.

Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.

Other GoA Staff - Information sharing, coordination of input, and updates on project status, as required.

Justice stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

## Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

If other, specify:

Undergraduate degree in a relevant field, such as policy.

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

### Work Experience:

Experience developing Strategic Engagement Plans and briefing materials for minister.

Experience in policy analysis, development, and evaluation, preferably in public policy is an asset.

Several years of experience in facilitating external/public engagement and consultation.

Justice System-related experience strongly desired.

Experience with legislation is desired.

### Knowledge:

Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.

Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.

Knowledge and proficiency in survey tools, such as Opinio or SurveyMonkey.

Knowledge and experience in program and policy development and program evaluation techniques;

Current knowledge of the justice system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.

Knowledge of Justice legislation, regulation, and policy.

In-depth of knowledge of different engagement tools and approaches;

Experience with multi-phase, complex projects;

Exceptional communication skills to articulate department messages verbally and in writing to a broad and diverse audience;

**Skills:**

Ability to work independently, think strategically, organize duties, establish and adjust priorities to complete tasks, and meet deadlines;

Highly developed creative/critical thinking, conceptual, decision making and problem solving skills;

Strong analytical and research skills;

Ability to work effectively in a team setting and able to organize and lead project teams and committees to achieve work objectives;

Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy;

Ability to collaborate and engage stakeholders, other departments, and manage diverse perspectives from a wide scope of stakeholder groups;

Strong knowledge of government roles, policies and procedures, and awareness of the political environment;

Advanced report writing skills and effective presentation skills;

Attention to detail and ability to work under short time frames and external pressures;

Ability to interact and build relationships with peers, subordinates, teams, staff, and managers within and outside the department;

Ability to tactfully interact with diverse audiences, from police to community volunteers and peers, to Executive Team.

**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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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>	Considers the whole system when developing strategic engagement plans and making recommendations to program areas on best practices, and helping others apply a system wide lens.

Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Works in projects teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.</p> <p>Proactively identified potential obstacles or risks related to engagement activities and recommends mitigations.</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>
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</li> </ul>	<p>Support the development engagement plans and executes them to involve stakeholders.</p> <p>Supports discussions during engagements.</p> <p>Uses enthusiasm to motivate and guide project teams.</p>

		perspectives for achieving outcomes	Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: Benchmark

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	
Director Name	Date yyyy-mm-dd	
		Signature