

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Operational Planning Analyst

Requested 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

Job Purpose and Organizational Context

Why the job exists:

The Public Safety Statutes Amendment Act, 2024 (the Act) received royal assent in May 2024. The Act is designed to enhance public safety by enabling the creation of a new independent agency police service (IAPS). The agency will assume functions currently carried out by the Alberta Sheriffs, who have increasingly taken on complex, police-like roles. Transitioning these functions to a police service under the Police Act will enhance civilian oversight, transparency, and accountability.

The ASPS implementation team is established on a temporary basis to implement, in collaboration with the ASPS Chief, the amendments to the Act and develop this new provincial corporation, including organizational structure, funding, engagement, governance and resource allocation, among others.

Establishing the ASPS is a novel, highly complex and high-profile undertaking. The ASPS will need to seamlessly integrate into the Alberta policing landscape, while maintaining the current, critical services the Alberta Sheriff's provide.

Reporting to the Manager of Operational Planning the Senior Operational Planning Analyst executes

assigned tasks and contributes to the development of policing standards and procedures that will guide the operational functionality of the ASPS. The position will use their strong understanding of operational planning to support the work of the management team in the development of the ASPS operational framework. The position will also use their strong communication and relationship building skills to provide operational support under the direction of the manager to support the team objectives.

The Senior Operational Planning Analyst will liaise with various levels of the Ministry to support the operational planning and implementation of the Alberta Sheriffs Police Service (ASPS), a ministerial priority. This includes working closely with representatives from ministry divisions to gather operational intelligence, assess service delivery requirements, and inform planning activities related to organizational design, infrastructure, staffing, and resource deployment. The Analyst plays a key role in building and maintaining collaborative relationships across internal and external stakeholders to ensure the ASPS is operationally viable, strategically aligned, and responsive to the evolving public safety landscape in Alberta. These partnerships are essential to ensuring the ASPS is equipped to deliver high-quality policing services while maintaining continuity of the critical functions currently performed by the Alberta Sheriffs.

The Senior Operational Planning Analyst is responsible for executing complex assignments with a high level of autonomy, demonstrating sound judgment, analytical rigor, and strategic insight in support of organizational objectives for the ASPS.

Responsibilities

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

1. Operational Planning Research, Analysis, and Advice

- Support and facilitate the development of the ASPS by applying strong operational planning expertise to inform the establishment of the new agency.
- Executes assigned tasks and contributes to the team objectives related to operational planning, conducting research, and developing operational planning proposals and implementation plans.
- Analyze the implications of proposed options, assess potential risks, and recommend mitigation strategies to support operational decision-making.
- Conduct analysis under the direction of manager related to organizational structure, funding models, and service delivery frameworks to inform the operational design of the ASPS.
- Contributes to the planning and delivery operational planning materials including briefing notes, issue papers, Cabinet reports, jurisdictional scans, and strategic options documents for senior officials and executive leadership under the direction of the manager.
- Executes assigned tasks and contributes to team objectives related to existing operations, identifying gaps and opportunities for improvement, and recommend changes to support the operational effectiveness of the ASPS.
- Monitors progress and reports outcomes to the manager operational planning related to assigned tasks.
- Develop clear, well-structured materials under tight timelines and competing priorities.
- Support and occasionally lead internal and cross-government working groups to build operational planning initiatives capacity and alignment.
- Ensures alignment with the organizational goals of the implementation planning through assigned task execution.

2. Project Coordination and Implementation Support

- Collaborate on the development and execution of communication strategies, including key messaging and materials for Cabinet-bound packages, public announcements, and digital platforms.

- Facilitate coordination and knowledge transfer among internal and external teams involved in ASPS operational planning.
- Support and collaborate on working group meetings with internal stakeholders and subject matter experts to ensure alignment and progress on operational initiatives.
- Support complex operational projects by defining scope, identifying required resources, assessing risks, and evaluating outcomes.
- Implements strategies and solutions and provides operational support as directed by Manager
- Assist in managing external contractors, including preparing RFPs, evaluating proposals, and monitoring deliverables.

3. Issues Management

- Provide concise and relevant operational analysis to support action requests and senior management briefings.
- Coordinate the development of responses or recommendations to address complex operational issues affecting the ASPS implementation team.
- Collaborate with stakeholders and apply a strong understanding of related policies, standards, and legislation to support issue resolution.

4. Operational Planning and Reporting

- Support and facilitate the development and maintenance of strategic planning and reporting tools, including implementation strategies, performance measures, and decision-support documents.
- Maintain inventories of regulations, policies, and strategic items to support long-term operational planning for the ASPS.
- Prepare and manage tracking documents, review summaries, and other reporting tools as required.
- May be required to act on behalf of the Manager or other leadership roles depending on project needs and priorities.

Problem Solving

Typical problems solved:

This position requires strong coordination, analytical, and operational planning skills to address sensitive, complex, and evolving issues within Alberta's policing system. The Operational Planning Analyst plays a key role in supporting the development of the Alberta Sheriffs Police Service (ASPS) by integrating evidence-based analysis into operational frameworks and collaborating with stakeholders to ensure the agency's structure, governance, and service delivery are aligned with legislative requirements and public safety priorities.

In addition to a solid understanding of legislation and regulations related to criminal justice and policing, the Analyst must possess operational awareness of the interdependencies between agency governance, service models, and regulatory frameworks. This includes understanding how various components of the policing system interact and the operational implications of those relationships. The ability to work across diverse operational issues --often involving competing priorities, timelines, and political sensitivities --is essential, as is a well-developed sense of political and organizational acumen.

The position routinely addresses issues that span ministry and divisional boundaries, requiring the Analyst to navigate conflicting priorities and philosophies, respond to emergent challenges, and adapt to shifting timelines. The role demands the ability to conduct exploratory analysis, support rapid decision-making, and manage multiple concurrent projects while maintaining alignment with strategic objectives. Building effective partnerships and alliances is critical to advancing operational initiatives and ensuring the successful

implementation of the ASPS.

To be successful in this role, the Operational Planning Analyst must:

- Demonstrate excellent organizational and time management skills, with the ability to assess and adapt to changing priorities while maintaining resilience in dynamic environments.
- Consider broader operational impacts, systemic connections, and emerging trends when developing recommendations and planning activities.
- Apply strong interpersonal and communication skills to build trust-based relationships and collaborative networks with internal teams and external stakeholders.
- Use creativity and innovation to develop practical, forward-thinking solutions in collaboration with ministry staff and law enforcement partners.
- Be self-directed and results-oriented, capable of driving initiatives forward with minimal supervision.
- Conduct accurate research and operational analysis to inform planning and decision-making, recognizing that leadership decisions may rely directly on the information provided.
- Apply project management principles and tools to plan, coordinate, and deliver assigned actions and operational deliverables, including non-complex projects.
- Develop clear, actionable reports and materials tailored to the needs of operational and executive decision-makers.

Types of guidance available for problem solving:

The position operates within a framework of legislation, regulations, standards, and operational policies relevant to Alberta's policing system. Under the supervision of the Manager Operational Planning, the Operational Planning Analyst provides project skills in the development of operational planning products, including briefing notes, action requests, Cabinet materials, and internal operational policies. The Analyst independently engages internal and external partners --such as cross-ministry teams, police services, and consultants --to gather input and provide direction that supports the development of training and curriculum materials aligned with policing standards and operational requirements.

Operational planning tasks may include developing implementation plans for new service delivery models, identifying facility and equipment needs for training environments, coordinating the rollout of recruitment and onboarding processes, supporting the design of organizational structures, and contributing to the development of performance measurement frameworks. The Analyst may also lead jurisdictional scans to inform operational benchmarks, support the drafting of operational protocols, and coordinate stakeholder engagement sessions to validate planning assumptions in the development of the ASPS.

Guidance is available from the Director, Manager and other members of the ASPS implementation team, as well as supporting branches within Public Safety and Emergency Services. Given the novel and evolving nature of the ASPS initiative, expected outcomes may not always be clearly defined. Day-to-day guidance is drawn from applicable legislation, regulations, and operational procedures; historical records and previous research; and ongoing consultation with the Manager of Operational Planning and other departmental subject matter experts. The Analyst must be comfortable navigating ambiguity, applying sound judgment, and adapting to shifting priorities to support the successful operationalization of the ASPS.

Direct or indirect impacts of decisions:

The position has a direct impact on the development and operational development for the entire ASPS, including front-line staff, support staff and leaders across the organization. In turn, this will have an impact on all Albertans, police services and community partners that interact with policing in Alberta. The effectiveness of the implementation of the ASPS will contribute to or detract from public trust in policing in Alberta.

Further direct and indirect impacts of decisions will include decisions on legislation, regulations, policies and

engagements which will be influenced by the information presented by this position.

Key Relationships

Major stakeholders and purpose of interactions:

Teammates in the ASPS implementation team: share information, seek input into policy development related to operational planning, and leverage different subject matter expertise.

Manager, director, executive director: provide comprehensive and integrated advice on the ASPS policy, legislative framework and operational policy design, track project progress, raise awareness of emerging issues that require senior leadership/executive involvement, and participate in branch planning and reporting.

Public Security Division Branches (SSII, Law Enforcement Oversight, Alberta Sheriffs): share information, collaborate, co-design policies, etc.

Cross-ministry partners (e.g., Public Service Commission, Infrastructure, Justice, Information and Technology, Service Alberta and Red Tape Reduction, Communications and Public Engagement, etc.): share information, collaborate, and seek and share advice.

External

- Police services and organizations (Municipal police services, First Nations police services, Royal Canadian Mounted Police and police associations, ALERT): work collaboratively with external partners and organizations to identify issues, mitigation strategies and potential solutions.
- Municipal governments: Liaise to understand issues and concerns, convey information about the ASPS, and seek advice on select issues or topics.
- First Nations: Liaise to understand issues and concerns, convey information about the ASPS, and seek advice on select issues or topics, and seek to understand the perspective of First Nations as it relates to the development of the Police ASPS.
- Alberta Union of Provincial Employees: Share information about the development and design of the human resource structure of the ASPS.
- Special Forces Pension Plan.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Arts

Designation

If other, specify:

A post-secondary degree in Business administration or related discipline. Equivalences considered

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

Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge in development of cabinet reports, legislative amendments process.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and proficiency in survey tools
- Current knowledge of the policing system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.
- Knowledge of policing governance, standards and procedures in Alberta.
- Knowledge of Justice and PSES legislation, regulation, and policy.
- Understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision making processes within government.

- Awareness of theory and practice of problem-solving and analytical techniques.
- Knowledge of contract development and management.
- Experience with multi phase complex projects

Skills:

Interpersonal

- Strong teamwork, relationship building, and interpersonal skills (e.g., networking, relationship building, active listening)
- Shows flexibility and adapts to new situations
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Operational Planning

- Applies appropriate operational research/evaluation and option development techniques.
- Well-developed and proven operational planning analysis and evaluation skills.

Project Management

- Proven project management skills for small projects (e.g. developing work group terms of reference, leading small working groups, determining agenda and meeting facilitation)

Leadership

- Some leadership, sound problem-solving, and sound decision-making skills.

Communicating

- Exceptional written, verbal and interpersonal communication skills, including communication and presentation skills
- Advanced report writing skills and effective presentation skills

Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

Abilities:

- Self-motivated, capable of handling a wide range of project responsibilities.
- Highly developed creative/critical thinking, conceptual decision making and problem solving skills.
- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to support and coordinate a variety of tasks, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high quality value-added analysis.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to synthesize information into options and recommendations for simple and complicated policies, consultations, and projects.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.

- Ability to develop creative solutions.

Education:

- Undergraduate degree in a relevant field, such as public administration, social sciences, and related work experience.

Work Experience:

- Experience managing and implementing simple projects.
- Several years of experience in policy analysis, development, and evaluation, preferably in public policy.
- Several years of experience in external/public engagement and consultation.
- Public Safety and Emergency Services-related experience strongly desired.
- Experience in policing oversight strongly desired.
- Experience with legislation is strongly desired.

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	☐	☐	☒	☐	☐	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	Considers the whole system when planning, evaluating, researching, and conducting operational planning analysis.
Drive for Results	☐	☐	☒	☐	☐	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	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.

Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.
Creative Problem Solving	○ ● ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Uses research and analysis to find ways to improve systems. Employs subject matter experts from other areas to solve problems.
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Support the development of strategic plans, and executes them to involve stakeholders. Supports discussions during engagement sessions. Uses enthusiasm to motivate and guide implementation teams. Acknowledges and works with diverse perspectives from other departments and ministries.