

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Engagement Analyst

Requested 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

SSII / Strat Policy & Planning / Strat Pol & Eng

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr Strategic Policy&Engagemen

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Strategic Policy and Engagement Team (Team) supports internal and external stakeholder engagement and related project management and policy development activities (including drafting Strategic Engagement Plans) to support 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:

1. 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.
 - Support policy development and stakeholder engagement activities, projects, including drafting project plans and meeting materials.
 - 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.
2. Coordinates and plans 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.).
3. Policy Research, Analysis and Advice
- Lead and coordinate small project teams to identify research and develop policy proposals and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding and operation of programs and/or services.
 - Lead the development of literature reviews, issue papers, options documents, environmental scans, jurisdictional scan and reports, and horizon scanning.
 - Evaluate broader Justice policies, identify strengths and weaknesses of the policies, determine inter-jurisdictional comparisons, assess financial and outcome impacts of these policies, and propose changes to amend and change the policies to achieve government policy directions.
 - Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery mechanisms.
 - Draft and sometimes prepare a range of materials (e.g. letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation for senior officials and executive team (e.g. Director, Executive Director, Assistant Deputy Minister, Minister, etc.).
 - Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
 - Support and at times lead internal, cross-ministry and cross-government committees, as required.
 - Works to build policy capacity and provide policy advice in the department
 - Support and occasionally lead complex projects, project planning and monitoring activities for research and policy development projects and engagement projects including: defining the scope of the initiatives to be undertaken, defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies, evaluating project results.
4. Issues Management
- Provide concise and relevant information and analysis on various action requests.
 - Support, coordinate, and lead the development of a resolution, response or recommendations for action by other areas or executives, to complex issues related to aspects or clients of the justice system.
 - Coordination includes collaborating with multiple stakeholders and having a strong understanding of

related and impacted policies, standards, and/or legislation.

Problem Solving

Typical problems solved:

This position requires effective coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the justice system. In addition to having an understanding the various pieces of legislation/regulations related to the justice system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the justice system, such as agency governance, the interplay between systemic components, and the various rules and regulations governing such interplay. The ability to work on diverse policy issues affecting a myriad of justice issues is key, as is well-developed political acumen.

This position will deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to adapt and adjust to shifting priorities and timelines and undertake exploratory analysis to support dealing with emergent issues in an effective and expeditious manner. The position will be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward.

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:

- Legislation, regulations, policies and procedures;
- 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.
- 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 managing and implementing 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.
- Justice System-related experience strongly desired.
- Experience with legislation is strongly 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"> • 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 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"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	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	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • 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 	<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"/>	Engages the community and resources at hand to address issues: <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>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 checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<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> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p>