

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

In support of Government of Alberta (GoA) Strategic Business Plan, the Occupational Health and Safety (OHS) Policy Unit plays an important role in achieving the goal that Alberta will be a safe place to live, work and raise family. The team plays a primary role in ensuring that the Minister, Deputy Minister (DM), Assistant Deputy Minister (ADM) and Executive Director (ED) are provided with timely, quality policy advice on critical workplace health and safety issues and contributing to achieving the government's goal of promoting and maintaining a safe and healthy workplace for Albertans.

Reporting to the Manager, the Senior Policy Analyst is responsible for providing key support to develop effective government policy and workplace rules to protect the health and safety of Alberta workers.

The Senior Policy Analyst works with other staff on the team, as well as staff in OHS Delivery, to ensure that OHS policy, standards, procedures and legislation are current and technically correct, and consistent with Jobs, Economy, Trade and Immigration (JETI) business plans and government/departmental mandates and policies. The position plays an essential role in policy development and supports strategic initiatives undertaken by the team, such as legislative and regulatory review activities. This work includes preparing background and cross jurisdictional research, consultation planning, analyzing stakeholder feedback regarding policy changes, and working with the team to identify policy options and recommendations.

Responsibilities

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

1. Research, develop and maintain/monitor legislation, policies and procedures to align with government/department mandates and policies and the JETI business plan.
Activities:
 - Conduct public consultations on proposed legislative changes.
 - Consult with other government departments and other jurisdictions on issues of joint interest.
 - Drafting of policy interpretations to ensure they reflect legislative intent.
 - Identify and evaluate complex and sensitive issues that impact OHS.
 - Conduct research on legislative approaches to OHS in Canada and internationally to identify leading practices and to support legislative and regulatory reviews. Assist in identifying options and recommendations for Alberta's legislative framework.
 - Conduct research (including environmental scanning and critical literature reviews) on OHS issues and develop discussion or issue papers.
 - Take into account the opportunities, risks, costs and benefits of policy options, including implementation and delivery implications.
 - Contribute to the development of policy alternatives that may have industry-wide implications and may impact other government departments.
 - Undertake background research as needed to prepare correspondence and briefings, either in response to action requests or on a proactive basis to support senior department officials and the Minister.
 - Coordinate the research activities of other branch staff and the development of communication tools to internal and external stakeholders.
 - Stay informed and share intelligence on OHS issues and trends.
 - Participate in departmental and interdepartmental committees.
 - Implement or coordinate the implementation of approved policy or programming as required.
2. Provide high quality policy and technical advice, internally and externally, based on legislation and policy.
Activities:
 - Conduct education/information sessions.
 - Respond to requests for interpretation of the legislation or policies, ensuring the responses are technically and legally accurate.
 - Draft responses to action requests for the Minister or senior management's approval.

- Provide peer review and support to ensure quality of materials developed by the team.
 - Provide input on OHS legislation and policy upon request by other departments.
 - Support maintaining and development of OHS policy related publications.
 - Participate in evaluation exercises for legislation and policy.
 - Consult technical experts in the department and within GoA, and other organizations to support development of legislation and policy.
 - Develop content for OHS website, and update as necessary.
 - Develop plans for major projects such as legislative and regulatory reviews.
 - Analyze stakeholder feedback and their suggestions on changes to legislation, policies and procedures.
3. Participate in the periodic review of OHS legislation.
- Activities:
- Facilitate public and technical consultations as appropriate and necessary.
 - Prepare backgrounders, discussion and policy papers, briefings and other material for senior management and the Minister.
 - Prepare documentation required for presentation to Minister, Cabinet, and Cabinet Committees.
 - Review draft regulations or legislation for accuracy and ensure it reflects the legislative and policy intent.
 - Prepare materials necessary for effective communications and engagement plans.
 - Draft a comprehensive annual plan to allow OHS Code to be reviewed and updated on a regular basis. Coordinate the implementation of the OHS Code review plan.
 - Assist in the development of implementation plan to address both the legislative and non-legislative changes resulting from a legislative review.
4. Represent the department's and Alberta's interests and priorities in all initiatives:
- Represent the department's views on health and safety issues while incorporating the broader cross ministry and stakeholder views.
 - Provide input and information to meet the objectives of the branch and division.
 - Chair committees or meetings and/or make presentations, as required.
 - Meet with Manager, Director, Executive Director, ADM and/or DM as required.
5. Lead project work and may supervise project staff and/or consultants to ensure timely project completion, as required for OHS initiatives.
- Lead and/or support departmental and stakeholder teams and committees on identified projects and innovative initiatives that support health and safety strategy and policy development.
 - Develop project charters, work plans, terms of reference, data standards and outcome measures to provide project management support on initiatives. Work plans will outline resource allocation timelines, individuals responsible and outcome measures.
 - Coordinate and account for completion of assigned projects. Monitor and report regularly on the status, milestones, issues and concerns related to assigned projects.
 - Develop contracts and work with contractors to ensure adherence with contract terms and timelines.
 - May supervise interns and/or co-op students when appropriate and ensure work is delegated and completed within established timelines.

Problem Solving

Typical problems solved:

Policy and Legislative Development. The position is required to develop OHS knowledge and expertise and that along with their policy analysis skills to identify issues and trends in OHS for the purpose of making policy and legislative recommendations to address those issues and to develop relevant legislative materials. Projects are usually strategically and politically sensitive and are closely related to the Ministry business plan or government priorities related to OHS in Alberta. Policy and legislative development projects often impact other Ministries. The position often acts as a resource to these Ministries or to others providing policy expertise or advising on strategies. The

incumbent must be able to effectively work within a multidisciplinary team and have the ability to understand and incorporate the contributions and perspectives of each of the disciplines. The incumbent must be able to undertake multiple projects and tasks concurrently on a diverse range of complex issues and topics.

Issues Management. Position is required to be proactive in reviewing and assessing current and potential OHS issues within Alberta, Canada and internationally to determine their implications in Alberta. They must demonstrate a high level of creativity, innovation, independent research and ability to define issues, identify implications and develop meaningful strategies and relevant policies. They have an aptitude for problem solving and decision-making, as well as mature judgement, tact and diplomacy, as well as the ability to generate new ideas and creative solutions. The position must exercise considerable judgement and discretion in terms of determining the relevance of new information and events and how and when to bring them to the attention of leadership.

The position provides advice to the Minister, DM, ADM, ED and government officials regarding health and safety issues, policies and legislation.

Project Management. The position must be able to effectively access and use data from a variety of national and international sources, such as the federal government, WCB and international sources. They have good time management skills and the ability to coordinate multiple projects. They have strong skills in written and verbal communication, interpersonal relations, conducting effective meetings, editing, peer review, organization, facilitation and team building. They have the ability to work in a team setting and able to organize and lead project teams and committees to achieve work objectives.

Interaction with Other Areas. Position is responsible to interact with provincial and federal counterparts to exchange information and discuss common issues. They may participate on interdepartmental teams as necessary to assist in the coordination of efforts to develop successful initiatives for the private or public sectors. The incumbent will provide policy interpretation to the Contact Centre, OHS officers and OHS delivery staff. During legislative review projects, conduct engagement with external stakeholders regarding provisions in OHS legislation. They are able to prepare and present materials for internal and external stakeholders.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- advice and support from the Manager and Director of OHS Policy;
- support and direction from the broader Workplace Policy and Legislation leadership team, as needed;
- support from fellow policy analysts within the OHS Policy team and across the branch;
- legal advice from the Alberta Justice legal services team for the department;
- support on legislative process, approvals and documents from the departments' Legislative Services team;
- resources from Policy Coordination Office, Legislative Counsel Office, and Communications and Public Engagement;
- research and resources stored on SharePoint, Teams, and the Action Request Tracking System;
- resources and data, including technical OHS data, research and statistics, from Safe, Fair and Healthy Workplaces; and
- processes and procedures for tracking project deliverables, managing information, and developing briefing materials.

Direct or indirect impacts of decisions:

Decisions made in OHS Policy have direct impacts on all provincially regulated workplaces in Alberta, and relevant parties including employers, workers and other work site parties under the OHS Act. Changes in OHS affect the health and safety of Alberta workplaces. This has additional impacts on all Albertans to ensure the well-being of families, minimize burden on the healthcare system and promote interjurisdictional alignment.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Manager and Director: Provide direction and guidance on assigned work, develops strategies for the work of the

team with the support of the team members, support the professional growth of analysts, lead in the development of a cohesive team, and resolves issues as they arise.

- Executive Director: Provides special assignments, establishes the strategic direction for the branch, and resolves issues that may occur.
- Other Branch Analysts: Support information sharing, collaborate on projects, share subject matter expertise, and provide peer review on deliverables.
- Branch Administrative Support: Provide information and support related to 1GX, Action Requests Tracking, and procurement requests.
- Other Divisional Professional Staff: Provide support with information sharing, developing processes, procedures, sharing best practices and technical information.
- Communications: Prepares content and key messages for the public with the support of policy staff, reviews communications materials, and provides strategic communication advice.
- Legislative Services: Coordinates legislative and regulatory changes.
- Legislative Counsel Office: Drafts all legislation and regulations in Alberta.
- Alberta Justice: Provides legal analysis on legislative initiatives and provides legal opinions and advice on legal challenges.

External:

- Public: Source of action requests and OHS questions, requesting information on OHS matters in the form of written correspondence through a shared mailbox.
- Work site parties under the OHS Act, including workers and employers: Key stakeholders who advocate for changes to OHS policy and legislation or need support as to the application of the OHS legislation.
- Other Ministries: The department will frequently liaise with other Ministries to collaborate on specific initiatives and to share information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social Sciences, technical degree related to OHS

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

Knowledge

- Post-secondary education in a field related to the position assignment (e.g., public administration, political science, OHS) supplemented by three years' related experience.
- Knowledge of government decision-making and policy development process and procedures, including processes for amending and enacting legislation, public engagement processes, and stakeholder management.
- Strong knowledge of research methodologies, and policy analysis processes necessary for the development of policy recommendations, action plans, implementation strategies, etc.
- Knowledge of OHS issues and relevant legislation, policies, programs, business and strategic planning processes.
- Knowledge and familiarity with the Alberta economy; and key industries and trends in OHS and government priorities.

Skills

- Strong research, problem-solving, and writing skills, including knowledge of various research methodologies and the ability to identify resources (internal and external) that will support policy work, including the identification of

potential solutions and recommendations to complex issues and problems.

- Capacity to conduct strategic analysis of OHS issues, trends and events, including the ability to develop innovative and realistic solutions to complex problems and provide recommendations to senior leadership.
- Ability to make sense of large amounts of complex information to identify the key factors impacting an issue, often under tight deadlines and determine the path forward on a project.
- Ability to research and analyze information from different sources or jurisdictions and make cross-jurisdictional comparisons.
- Ability to effectively communicate, including the ability to summarize large amounts of complex information (e.g., research, data, analysis), succinctly and in plain language, both in writing and verbally.
- Demonstrates good judgement, political acumen, and a strong understanding of the environment by knowing when issues need to be brought to the attention of leadership in addition to making sound recommendations and establishing and/or understanding the direction of strategic projects and initiatives.
- Ability to work independently with minimal direction and can leverage colleagues to drive for results under pressure and tight timelines.
- Excellent time management skills, including the ability to set goals, organize and prioritize work effectively, and communicate to leadership when resources are constrained or lacking.
- Ability to manage a wide variety of projects and processes simultaneously in achieving the team's goals.

Essential Work Experience

- Experience in developing, researching, and analyzing policy, regulation, and/or legislation.
- Experience in planning, leading and managing projects and issuing recommendations in a multi-faceted stakeholder environment.
- Experience in writing briefing notes, correspondence, reports and other materials for senior leadership.
- Experience in understanding and analyzing competing interests of stakeholders to develop policy and legislation.
- Experience in planning and facilitating stakeholder and/or public engagement.

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		
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 	The position must be able to achieve measurable results in managing larger projects to completion and when developing various briefings, correspondence, and other identified products, within prescribed (and often tight) timelines.
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 	The position is expected to consider a wide variety of factors in their work, including how wider societal factors such as the

		<p>view of challenges and opportunities</p> <ul style="list-style-type: none"> • 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 	<p>economy, technological change, and workplace environments which may cause OHS issues to arise, as well as how OHS issues align with other workplace legislation, and how the programs and policies of other departments can impact OHS legislation. The position must also understand the broader government priorities and the pre-existing relationships between stakeholders to ensure that context is incorporated into advice provided to decision makers.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <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>This position is expected to contribute to the building of a high functioning and collaborative team through forming connections with individual staff members as well as supporting strong team connections, both within the team, branch, and among internal and external stakeholders, as necessary.</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"> • 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>The position must be able to demonstrate resiliency in an often-dynamic environment, where priorities and direction may shift without advance notice. The position is expected to anticipate and be responsive to change by taking appropriate actions, such as adjusting behaviors, and identifying alternate approaches and solutions.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)