

Update

Ministry

Children's Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Prevention FV & Abuse, PPSP

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Prevention Family Violence & Abuse Branch works towards an Alberta that is free from family violence, sexual violence and abuse through a coordinated provincial response with a focus on prevention and strengthening comprehensive and community-based services, supports and programs.

This position reports to the Manager, Family Violence Integrated Strategy in the Prevention of Family Violence and Abuse Branch. At the direction of management, the position takes a supports complex policy and program development and analysis projects.

The position's main purpose is to apply an in-depth working knowledge of research methods and policy frameworks related to family violence for planning, research, analysis and reporting needed to develop and implement government policies. The position supports the branch and division in policy and program creation, evaluation and implementation to prevent and respond to family violence, sexual violence and abuse.

The position works alongside colleagues within the branch to enhance the stakeholder and reporting relationship between the department and stakeholder organizations working on family violence prevention and supports. It plays a key role in supporting agencies, ministry partners, and internal teams by synthesizing and sharing research and insights related to gender-based violence. The position will support the implementation of Alberta's 10-Year Strategy to End Gender-Based Violence through Ministry programs and initiatives. The position requires a strong understanding of

gender-based and intersectional analysis/lens (particular to diverse and equity-deserving populations and communities, such as Indigenous, immigrant, youth, disabled, men and boys and LGBTQ2S+).

This position will contribute to the development of provincial policies and legislation and provides information and advice on emerging issues, key risks, and opportunities related to family and sexual violence and abuse prevention and intervention programs. The successful candidate requires systems thinking to identify ongoing complex intersections of program and legislative policy within Alberta.

Responsibilities

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

1. Provide information, analysis and advice for strategic planning:

- Performs research techniques for strategic policies and programs.
- Provides sound advice to management and colleagues on policies and/or programs.
- Conducts or reviews high-level research on emerging issues and trends.
- Supports research projects and programs design to inform future policy and program development.

2. Project management:

- In collaboration with senior staff, carries out major policy and planning projects. This includes the review, evaluation, interpretation and/or implementation of provincial policy and programs, within the framework of the department's business plan objectives.
- Contributes to plans, designs and coordination of project and initiative consultations to meet the needs of project stakeholders.
- Identifies, assesses, analyzes, and reports information and data relevant to projects.

3. Program/policy content development related to family violence, sexual violence and abuse prevention, primary prevention and response:

- Synthesizes new and existing information from a variety of sources into summary documents such as briefing notes.
- Supports the development of policy on new program initiatives based on research findings.
- Identifies gaps in program needs and provides analysis on pertinent research areas.
- Contributes to branch, divisional and strategic program and/or policy initiatives.
- Consolidates a wide breadth of information into formats for stakeholder consultation.
- Drafts emails, discussion documents, and briefing notes to recommend changes to programs and/or policies.
- Works collaboratively with other departments to support a whole government approach to the delivery of services and initiatives focused on prevention and response to family and sexual violence.
- Assists in monitoring and reporting on program performance.

4. Policy/Program consultation:

- Anticipates challenges with policy content and proactively identifies concerns and supports issue resolution with senior staff.
- Represents program/policy interests at meetings and working groups.
- Influences outcomes of projects that effect program policy by exercising a high degree of interpersonal skills with stakeholders and by effectively positioning ideas and content.
- Coordinates the timely exchange of information with internal and external stakeholders; reports back to the ministry on matters of significance.
- Participates in committees or meetings and/or makes presentations on the interests and priorities, as required.
- Demands a thorough understanding of the Ministry Business Plan and in depth understanding of a wide range of issues relating to family violence, sexual violence and bullying issues.
- Combines information gathering and analysis, resource identification, consultation, facilitation, leadership, planning and networking in one role.
- Consults with Ministry staff, other government ministry representatives, contracted service providers and community stakeholders.
- Coordinates, organizes and implements interrelated tasks within complex projects.
- Operates from a sound base of strategic information to develop action plans.
- Develops and maintains positive relationships and/or partnerships with a broad and diverse range of internal and external stakeholders.

- Demonstrates analytical and systems thinking to consider a broad range of needs, both in and out of the Ministry.
- Draws upon a wide spectrum of professional principles and theoretical frameworks to best serve a given situation.
- Supports the development and delivery of community public awareness and education efforts.
- Supports the team in designing new initiatives for which there is no precedent setting examples.

5. Other related duties as assigned by management which support the branch goals of prevention of and response to family violence, sexual violence and abuse in Alberta.

Problem Solving

Typical problems solved:

The position functions under supervision from manager and leadership from senior staff, using their knowledge and experience to complete assignments. Generally, objectives, practices, and procedures are clearly defined, and the position applies judgment to determine how objectives will be accomplished. The position follows goals or timelines established by a manager or other senior leaders and raises awareness if research uncovers emerging issues. It will be required to influence situations that may be controversial, requiring strong communication and collaboration skills.

Multiple solutions to situations are possible, requiring thorough research, planning and analysis from the position.

The position prioritizes assigned tasks. The position must use sound judgement to provide a definitive policy or program response, which may not be thoroughly vetted by management. The position may be required to meet the diverse needs of cross ministry, intra-ministry, community or academic stakeholders while maintaining branch and ministry standards and guidelines. The position applies relevant government processes and methodologies to complete work.

The position incorporates a gender-based, inter-sectional lens in policy analysis and problem solving, to provide culturally competent advice so that diverse, marginalized communities impacted by family violence, sexual violence and abuse will benefit. The position is required to establish and advance positive relationships and support capacity building within the branch, division, ministry and GoA.

Types of guidance available for problem solving:

The Manager, Family Violence Integrated Strategy and senior staff will provide direct guidance, priorities, advice and support. The Director, Preventive Programs and Strategic Partnerships provides leadership, guidance and direction to the unit. The Executive Director of the branch provides vision, leadership and direction for branch priorities and initiatives.

Direct or indirect impacts of decisions:

The position must establish and maintain effective working relationships with internal and external stakeholders to understand the needs of diverse stakeholders in policy development. Policy initiatives and projects can be high-profile or politically sensitive in nature. Significant delays in the development and implementation of policies and legislation can have a negative impact on program and service delivery. Best practice research and recommendations may ultimately contribute to changes in program design and related policies which directly impacts the ability of the Ministry to design and deliver effective family and sexual violence prevention and intervention services and supports.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL (within the department):

- Manager for strategic and tactical direction, immediate supervisory direction and project assignment.
- Branch staff (including other work units) for information, team-based projects, and suggestions.
- Cross-divisional policy and program staff within the department who may be required to consult with about projects or initiatives.
- Director and ED for strategic direction and information.

EXTERNAL (outside the department):

- Other divisional/departmental staff for input, suggestions, ideas, and information.
- Policy analysts or managers in other departments for information as appropriate. Position may be required to collaborate with cross-ministry partners.
- Stakeholders including funded agencies/service providers, non-profits and community-based organizations, law enforcement agencies, academics, experts in the fields of family violence, sexual violence and abuse prevention and intervention, health-serving agencies, and the public, to provide and exchange information on family violence/sexual violence situations and special case reviews; respond to inquiries; discuss key issues; provide consultation; and create and maintain good working relationships.

Required Education, Experience and Technical Competencies

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

If other, specify:

Several fields are applicable such as Social Work, Psychology, Humanities, Arts, Public Health, etc.

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

PRACTICAL JOB KNOWLEDGE:

- Knowledge of government structures and procedures.
- Understanding of the Government of Alberta (GOA) decision-making process and practices.
- Knowledge of the ministry and GOA related program policies, regulations and legislation.
- Strong knowledge of program analysis and evaluation techniques to assess the effectiveness of new/changed policies and to evaluate their impact on related policy and planning.
- Working knowledge of the interrelationships between the province and the federal government.
- Demonstrated ability to understand and analyze competing interests of stakeholders to develop policy options/ solutions that meet the needs/interests of all partners.

THEORETICAL KNOWLEDGE:

- Theoretical knowledge in policy, governance, and family/sexual violence theories of change.
- Knowledge of research methodologies and preparing recommendations.
- Knowledge of project coordination strategies and planning.

SPECIFIC COMPETENCIES:

- Strong knowledge of family and sexual violence legislation, policies, and practices, including Alberta's 10-Year Strategy to End Gender-Based Violence.
- Current knowledge of emerging issues in preventive policies and practices in violence prevention, strategies and theories related to working with diverse populations and integrated intersectoral approaches to complex social issues.
- Strong knowledge of gender-based analysis+
- Good knowledge of prevention and intervention of family and sexual violence issues, developments, trends, and best practices.
- Good knowledge of a variety of common office software (PowerPoint, Word, Excel, etc.).
- Solid understanding of the development, monitoring, and evaluation of policies.
- Working knowledge of financial, information technology, and administrative processes.
- Working knowledge and understanding of operational and human resource planning principles and processes.
- Interpersonal skills to interact and deal effectively with all levels of the Ministry, Division, other GoA ministries, academics and with external stakeholders.

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	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 	Position needs to be able to see the big picture, anticipate problems, work for wide-ranging solutions.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <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 	Position needs to find solutions to complex problems, while addressing risks .
Agility	○ ○ ● ○ ○	<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 	Position needs to manage multiple demands and timelines in a challenging environment
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage 	Position needs to broadly engage stakeholders within and outside of government

		stakeholders <ul style="list-style-type: none"> • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Position needs to work productively with team members and stakeholders

Benchmarks

List 1-2 potential comparable Government of Alberta:

Policy Advisor - Seniors and Housing

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