# Update

Ministry

Public Safety and Emergency Services

## Describe: Basic Job Details

### Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

### Employee

Employee Name (or Vacant)

### Organizational Structure

Division, Branch/Unit

AEMA, SSS/ Strategic Systems

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, EM Strategic Plan/Leg

Supervisor's Current Class

Manager (Zone 2)

## 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:

Reporting to the Manager of Emergency Management Strategic Planning and Legislation, the Policy Analyst is responsible for aspects of project management and advanced policy and legislative work that relates to the Canadian Emergency Management framework. This includes responsibility for identifying the resulting implications for Alberta and Alberta's municipalities and developing options to address issues in the identified areas. The work is intended to

ensure that legislative and policy frameworks are in place in both provincial and municipal governments that increase the public safety for Albertans and communities.

The Policy Analyst conducts research, evaluates practices and frameworks in other jurisdictions, and provides advice on issues, initiatives, and regulatory frameworks to identify leading practice and areas for adaptation or improvement. The work completed by the incumbent results in the development of briefing notes, white papers, cabinet reports, and other government documents as appropriate, providing supported options and recommendations to be advanced for more senior review.

Functioning with a significant level of independence, the incumbent must have excellent oral and written communication skills and must be able to effectively communicate with professional and technical staff, management, senior executives in different areas of the agency, the Ministry, other GOA ministries, and other external stakeholders. With the subject matter of the work requiring ministerial level approval due to the legislative or policy implications, the incumbent is responsible for ensuring that proposed options and recommendations are supported and viable for senior decision makers and that documents are provided at a very high standard to maintain integrity and clarity of purpose. A high level of awareness of the political environment and trends in the public arena is required. This role has interaction with both senior and executive leadership on an as-needed basis.

## Responsibilities

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

Research and scanning to support and inform policy and legislation development.

- Leads and coordinates the completion of varied e-scans to contribute to the development of policy and legislation options, which includes maintaining currency on national and international emergency management related trends and developments. This includes reviewing databases, legal databases, academic sources, other jurisdictions legislation, association publications, current events, and stakeholder networks.
- Coordinates and leads components of formal legislation reviews, which includes contributing to discussions that will define project scope, identifies key deadlines and requirements, identifying internal and external stakeholders, and proposed project objectives. Examples of this include identifying key areas of interest with other jurisdictions that should be a focus for research
- Synthesizes the information relative to the issue or project, to develop sound options and recommendations and presents the summary as a written report to the Manager for review and approval.
- Develops engagement plans/proposals that allow for internal and external consultation to occur in a coordinated fashion, facilitating stakeholder participation that seeks input and feedback. These proposals are provided to the Manager for review and approval.
- Ensures the accuracy and validity of the research and evidence that is collected throughout the research process, so that future analysis and evaluation is based on a solid foundation.
- Examples of activities under this responsibility include: reviews of other jurisdiction's post-incident assessments, other jurisdictions legislative frameworks, scans of current events that highlight intersections/confusion of legislative authority in other jurisdictions. These were completed for initiatives such as the Government Emergency Management Regulation Review, and the Emergency Management Framework Review.

Analysis of research to ensure that policy options are well-considered and supported.

- Leads and contributes to policy discussions and development of proposals, which includes coordinating and sometimes leading meetings internal and external to the unit, which have the purpose of soliciting input and feedback that will inform the development of policy options.
- Compares potential options to determine recommendations supported by evidence, stakeholder input, analysis, and other contextual factors.
- Supports the planning and implementation of stakeholder engagement plans, including recommending engagement methods. Also contributes to the preparation of engagement material and interacts directly with stakeholders.
- Leads and coordinates the development and review of written documentation (briefing notes, Cabinet Reports, PPT

presentations) that summarizes and synthesizes the research and analysis that has been conducted on the issue or initiative under examination.

- Required to participate in cross-government initiatives, as necessary, to represent agency interests as legislative and regulatory changes are developed and implemented. Examples include representing AEMA's interests while consultation on the amendments to the Government Emergency Management Regulation were being conducted, and leading discussions internal to the GOA for the Emergency Management Framework review.
- Provides recommendations on which options would be best to advance to senior decision makers, based on the knowledge and experience that allow for a more complete perspective to be taken.
- Interactions within this responsibility can include program delivery areas (911 program, Field Operations), external stakeholders (non-government organizations, municipal representatives), corporate areas of Public Safety and Emergency Services (Legal Services, Information Management, Legislation, and Administrative Services (IMLAS)), and other GOA departments.

Coordinate and monitor the approval process of both policy and legislative projects.

- Leads and coordinates aspects of the preparation of documents that are required as part of the approval process for policy, legislation, and MOUs (briefing notes, memos, legislative charts, PPTs, and Cabinet Memos) This includes ensuring that proper and appropriate templates are used, that the appropriate type and level of information is advanced, ensuring the accuracy of the information, and ensuring appropriate formatting and presentation of the proposals. Reviews materials before they are submitted to the Manager for approval and advancement.
- Maintains an inventory of AEMA policies and legislation, including the tracking of approval status.
- Monitors the progress of approval documents to identify if issues management is required to ensure that initiatives advance through approvals and determines if they are able to intervene to manage the issue or whether intervention from the Manager is required.
- Maintains awareness of corporate processes (e.g., Cabinet Policy Committees, legislative planning, Communications and Public Engagement) and how they might impact development and approval processes and/ or timelines; and communicate required changes to project teams to adjust as needed.
- Responsible to maintain working relationships and represent AEMA's interests with internal and external stakeholders to ensure that legislative initiatives are advanced. Examples of the groups that are required to liaise with includes Legislative Counsel Office, Legal Services, IMLAS, and Communications and Public Engagement.

Provide assistance to municipalities that are seeking regional collaboration arrangements for emergency management.

- Discuss and consult with municipal stakeholders the considerations that are involved for communities that seek forms of regional collaboration for emergency management.
- Provide assistance to municipal stakeholders who are seeking regional collaboration governance structure by providing comments on proposed municipal bylaws or agreements.
- Lead aspects of the process that is involved in requesting a Ministerial Order to recognize the delegation of powers, duties and responsibilities to a regional partnership. This involves working directly with corporate areas of Public Safety and Emergency Services, such as Legal Services, in order to ensure that the approval packages have received appropriate reviews before they are presented to the Minister.

Contribute to informed AEMA program support and advice.

- Provides advice and guidance to AEMA business units on development and approval practices and processes for policy and legislation. Examples include discussions with the 911 Program unit with respect to the approval of the 911 standards, and the Plans unit with respect to updating the Alberta Emergency Plan.
- Works with other areas to develop Cabinet Memos and related documents as required, including providing policy support, particularly during Level 4 activation, to support executive decision-making during response and recovery for impacted areas.
- Assists other areas of AEMA when required to ensure the scope of initiatives is comprehensive and facilitates discussions to identify if regulatory or legislative amendments may be required due to operational policies that are being considered. This can also involve the development of options, proposals, and strategies related to the

initiatives. Examples of this include the development of policies and procedures for the declaration of a state of emergency.
- Leads and participates in the development, review, and finalization of responses to Action Requests, briefings, presentations, and communications etc.
- Identifies opportunities to improve processes and communication during policy and legislation projects;

Support to the Provincial Emergency Coordination Centre.
- Responds to the Provincial Emergency Coordination Centre in support of an emergency activation on short notice and provides appropriate assistance as training allows.

## Problem Solving

Typical problems solved:

To successfully contribute to the objectives of the unit and the Government of Alberta (GOA), the incumbent is required to integrate several significantly different areas of expertise, including:

- in-depth knowledge of emergency management as a profession in the federal, provincial, and municipal context;
- understanding application of legislation and the associated policy required for development, including leading practice for said development;
- in-depth knowledge of the interaction between all emergency management legislation; and
- knowledge and experience in both policy and legislative research and development within the Government context.

Types of guidance available for problem solving:

Assistance is available for problem solving; the incumbent does participate in finding solutions.

Manager, Emergency Management Legislation & Policy
- Incumbent receives assignments and direction, refers complex issues for consultation and advice, and provides briefings and status updates on work activities.

Director, Strategic Systems
- Respond to requests directly when required, provide progress reports and briefings as needed.

Agency Management and Program Area Staff
- Participates on teams in both lead and participant roles; and provides consulting services to explore and scope needs, issues, projects, and initiatives;
- Informal one-on-one meetings to gain a better understanding of business or issues; or
- Working sessions for projects.

Support Services Management
- Consults with Communications, the Executive Correspondence Unit, Legal Services, Corporate Finance, Corporate Planning & Policy, and Information Management, Legislative, and Administrative Services for input or expert opinion; and
- Requests comment on issues, documents, or packages under development. Responds to queries from these areas independently as required, and only refers back to the Manager when questions exceed to the initial scope of work.

Agency Executive Team (Managing Director and Executive Directors)
- Briefs on issues or objectives and discusses the scope and framing of projects, as required; and
- Incumbent provides updates and seeks feedback through progress reports.

Staff in Other Divisions or Ministries

- Participates in working groups or communities of interest;
- Conducts consultations on proposed legislative and regulatory amendments, as required; and
- Collaborates with peers on joint initiatives, frequently as the designated agency representative.

Stakeholder or Interest Groups
- Liaises with fire, emergency management, municipal stakeholders, and non-government organizations.

Direct or indirect impacts of decisions:

Complete all work with a high degree of quality and consistency, and represent the GOAs interests in public.

This position also has a direct impact on the effective policy and legislation approval processes of AEMA, ministry, and GOA systems in accordance with existing processes and timelines. The Analyst tracks and monitors approval and reviews processes to ensure effective and efficient outcomes for the AEMA and enhances quality assurance; unnecessary delays in the approval of agreements or policies could negatively impact AEMA operations.

Results are judged on the quality and validity of findings, which provide key inputs to policy recommendations and decisions.

## Key Relationships

Major stakeholders and purpose of interactions:

The incumbent is required to liaise with a broad array of stakeholders and represent the Ministry's interests on working groups and during engagements with both internal and external audiences.

The incumbent works closely with staff in other areas of the Alberta Emergency Management Agency (e.g., Field Operations, 911 Program, Plans unit, etc.) in a consultative role, as well as other Government of Alberta (GOA) Ministries (e.g., consequence management officers, business continuity officers, and other subject matter experts) on an on-going basis. The required work is iterative and resulting policies and legislation have operational and/or administrative implications for stakeholders.

Additionally, the incumbent is required to lead discussions with municipal stakeholders and address questions or concerns that may arise due to the results of the unit's work in legislative and policy development and implementation. Due to the nature of these interactions, a high level of discretion and interpersonal skills are required to facilitate and mediate discussions and achieve the desired results.

## 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:

Arts, Business Admin., Law, Communications, Disaster and Emergency Management, or Political Science

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

University graduation in a field related to the position supplemented by two years progressively responsible related experience, or equivalent.

**Knowledge:**
- Knowledge of relevant ministry policies, developments, trends, external agreements, and legislation (*Emergency Management Act,* Local Authority Emergency Management Regulation, Government Emergency Management Regulation*, Disaster Recovery Regulation,* and the Alberta Emergency Plan).
- Knowledge of emergency management as a profession, and the responsibilities and activities that fall under emergency management roles.
- Knowledge of the application of various other pieces of legislation and how they interact with the *EMA* and associated regulations (for example, the *Financial Administration Act*)

- Knowledge and experience in policy and legislation development and evaluation approaches and processes used in the GOA.
- Knowledge of relevant government, political, legislative, and agreement review and approval processes.
- Knowledge and experience in project management.
- Awareness of current policy priorities across the GOA and AEMA.
- Knowledge or experience with the enactment of legislated responsibilities within a municipality, and potential implications of legislative changes.
- Thorough knowledge of different methods for research and scanning.
- Knowledge of policy and legislative approval processes, and reporting requirements

**Skills**:
- Ability to use different research approaches (e.g., quantitative, qualitative) to assess and interpret data and information.
- Ability to conduct cross-jurisdictional legislative, regulatory, and policy research.
- Ability to effectively interpret legislation, regulation, and guidelines.
- Ability to effectively gather, synthesize, integrate, and interpret multi-faceted information from a wide range of sources and perspectives.
- Exceptional written and oral communication skills, including a commitment to detail.
- Strong presentation skills; including the ability to present results effectively in writing or verbally.
- Ability to work independently or as part of a team, with people at different organizational levels.
- Flexibility and the ability to work in an environment with changing priorities, short timelines, and potentially competing demands.
- Aptitude for problem solving and decision making; as well as, professional judgement, tact, and diplomacy.
- Strong facilitation, consultative, consensus building to resolve issues as they arise (e.g., gaps in data).
- Time management and organization skills and the ability to take on multiple projects and tasks, prioritize work, produce high quality results, and complete all work in a timely manner.
- High level of self-management with strong results orientation.
- Computer skills, including Internet research, Access, Word, Excel, PowerPoint, and Outlook.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency | Level<br>A  B  C  D  E | Level Definition | Examples of how this level best represents the job |
|---|---|---|---|
| Systems Thinking | ○ ◉ ○ ○ ○ | Considers inter-relationships and emerging trends to attain goals:<br>• Seeks insight on implications of different options<br>• Analyzes long-term outcomes, focus on goals and values<br>• Identifies unintended consequences | Projects involved are usually diverse in dealing with strategically sensitive and complex issues and are closely related to the ministry business plan and the agency strategic plan. Issues involved are complex, with limited precedence to be found within the ministry or other jurisdictions.<br><br>This position demands a high level of creativity, originality and innovation, independent research, and the ability to identify implications, define and |

| | | | |
|---|---|---|---|
| | | | analyze issues, and develop creative and appropriate solutions.

This position is required to leverage research and data compiled by others in the development of policy alternatives. This work requires knowledge of current and past practices partnered with critical thinking/analytical skills. |
| Creative Problem Solving | ◯ ◉ ◯ ◯ ◯ | Focuses on continuous improvement and increasing breadth of insight:<br>• Asks questions to understand a problem<br>• Looks for new ways to improve results and activities<br>• Explores different work methods and what made projects successful; shares learning<br>• Collects breadth of data and perspectives to make choices | Creativity and innovation are applied to determine how best to proceed with projects and how best to collect and present information.


Examples of the unique nature of the work include developing policy and processes that allow for the efficient and effective declaration of a state of emergency, while ensuring that appropriate delegation of authorities is maintained. Due to the limited instances of this occurring, there is a limited amount of information and precedence to inform the development of options and recommendations. |
| Develop Networks | ◯ ◉ ◯ ◯ ◯ | Works on maintaining close relations with all stakeholders:<br>• Identifies key stakeholder relationships<br>• Has contact with range of interested parties<br>• Actively incorporates needs of a broader group<br>• Influences others through communication techniques | The incumbent is required to liaise with a broad array of stakeholders and represent the Ministry's interests on working groups and during engagements with both internal and external audiences.

Responsible to represent AEMA and GOA interests at various stakeholder relation and outreach events, where education and information on the emergency management framework and |

| | | | any upcoming changes to the framework will be presented. Examples of this include the Emergency Management Framework Review, where the incumbent was required to represent AEMA and the GOA's interests to municipal elected officials and senior municipal administration (Chief Administration Officers), as well as presentations at post-secondary institutions as requested. |
|---|---|---|---|
| Drive for Results | ○ ◉ ○ ○ ○ | Works to exceed goals and partner with others to achieve objectives:<br>• Plans based on past experience<br>• Holds self and others responsible for results<br>• Partners with groups to achieve outcomes<br>• Aims to exceed expectations | This position completes independent research and analysis, identification of risks and implications, and issue clarification, which all contribute to the evidence-based development of policy recommendations in line with ministry goals.<br><br>The incumbent is heavily involved in the project initiation, planning, execution, monitoring phases of policy and legislative initiatives. The incumbent also assists the Manager with project closure processes.<br><br>Contributes to the development and implementation of project plans to ensure purpose, deliverables, timelines, and accountabilities are well-defined and respected. |

**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     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