

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

The Strategy, Support and Integrated Initiatives Division fosters an enterprise-wide approach to coordinating strategic initiatives across the ministry, providing analysis, coordination, and support to clients of the RRP program. This position requires strategic and systems thinking, and fosters collaboration by engaging with staff from 5 Divisions (Victims Services: Strategy Supports & Integrated Initiatives (SSII) - PSES, Corrections: SSII-PSES, Alberta Crown Prosecution Services: Justice, Justice Court Services: Justice, and Collections & Recoveries - Treasury Board & Finance) within 3 Ministries as well as with external victims and victim stakeholder groups, to achieve the required outcomes.

The position requires work to be performed on multiple projects simultaneously with varying time lines. The work supports high-level decision-making within the department. When completing projects, the Analyst considers the results within the broader branch and ministry environment, drawing on the application and broad understanding of the branch and ministry's business functions and priorities.

The position requires a highly self-motivated individual with sound judgment and excellent communication skills. This position is required to liaise with key internal and external stakeholders and will represent Alberta Public Safety and Emergency Services in cross-ministry project teams and external committees. Their actions extend beyond the immediate area of responsibility, where consequences of an error could potentially affect the operations of the program and public accountability. This position is a key coordinator between all divisions involved with the restitution process in Alberta.

Responsibilities

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

Perform research for information on related criminal justice initiatives.

- Independently performs high-level research and analysis of related initiatives, issues, legislation, policies, programs, and services of importance to senior officials related to restitution, victim impact and/or community impact.
- Analyze and interpret findings from recently released policy reports and other relevant documents, and prepare a variety of reports, summaries, recommendations, and conclusions based on this analysis.
- Pro-actively identify issues and emerging trends (e.g., academic research reviews, cross-jurisdictional scans, media coverage of external environment) that impact department policy or legislative options, perform analysis of multiple pieces of data, and prepare briefing materials as necessary and appropriate, and in accordance with divisional processes.
- Participate in strategic foresight initiatives for the ministry and engage with other ministries to identify long-term trends and projections that could impact the ministry's policies.
- Research specific assigned topics, defining the methodology and models needed to address the appropriate research questions, and engage stakeholders as needed.

Have a thorough understanding of the policy cycle, and department and ministry policy initiatives.

- Develop and produce a variety of briefing notes and policy documents, independently and in collaboration with staff members from cross divisional RRP team.
- Identify linkages, gaps, risks/issues, and duplication of RRP processes of coordinating RRP partners procedures.
- Reviews, evaluates, interprets and/or implements RRP policy and procedures.
- Identify intended and unintended consequences to policy projects and provide analysis and advice to resolve issues.
- Identify strategic RRP policy gaps, and value-added benefits of policy options, including implementation and delivery implications.

- Alert the RRP Steering Committee of emerging issues, create summaries and analysis of issues and related impacts, generate possible options, and facilitate RRP Steering Committee and RRP Working Group meetings to coordinate resolution activities pro-actively and as directed.
- Prepare responses to Action Requests, such as briefing notes, summaries, and correspondence, adhering to the ministry policy and public messaging and following processes and timing requirements.
- Support the preparation of Cabinet Reports and policy documents reflecting the integration of policy across the multi-ministry partners.
- Develop and/or draft tools, resources and processes for the department (e.g., guidelines, templates) to aid in strategic policy development and planning.
- Liaise with staff within the collaborative RRP partners on related policy items and issues.

Provide support for victims of crime and coordination for work related to the RRP

- Provides updates and responses to incoming inquiries from victims and victim stakeholder groups in relation to restitution, victim impact statement and community impact statement.
- Support the coordination and integration of initiatives across the RRP collaborative team; and support work done on identifying and addressing restitution matters requiring partner coordination.
- Contribute to status updates and reports on progress collaboratively with the Restitution Enforcement Program (REP - Enforcement arm of the RRP) to monitor RRP progress and alert the RRP Steering/Working Groups of issues that could impact the RRP progress.
- Participates in events that promote cooperation and collaboration and the exchange of information and expertise amongst internal and external government partners.

Support the RRP Steering Committee in achieving RRP goals.

- Support the RRP Steering Committee's participation on cross-ministry initiatives or other partnerships related to the programs policy agenda.
- Draw on strong coordination and organization skills to work on multiple projects and tasks simultaneously, and balance workload in conjunction with collaborative RRP groups.
- Raise awareness of emerging issues and current events which require the RRP Steering Committee/ Working Group's attention, summarizing issues and related impacts.
- Build and maintain strong working relationships across the RRP divisions and ministries.
- Participate in RRP planning and reporting.

Ensure communication and documents related to the Restitution Recovery Program, Victim Impact Statement and Community Impact Statement are current and appropriate.

- Monitor and maintain all applications, forms and/or bulletins related to restitution, victim impact statement and community impact statement are current
- Ensures all extranet and internet sites (extranet and intranet sites) are maintained and current ensuring the public and the RRP partners have access to current and applicable information.
- Ensure all program partners are updated on strategic planning, initiatives, program evaluation, issues/

risks identified and recommendations for improvement.

- Ensure all communication related to program oversight is reviewed, shared as appropriate, and action taken as needed.

Problem Solving

Typical problems solved:

Working both independently and in a cross-ministry team to promote, develop and maintains effective communication and collaborative relationships with staff across the ministries.

- Perform research, writing and analysis, and options generation independently and in a team environment.
- Ensure that the RRP Steering Committee is fully briefed on the work, analysis, and results for the ministry projects, programs, and initiatives.

With minimal guidance, fosters a proactive approach to strategic alignment of policy initiatives and to ensure integration and a system approach to policy development.

- Identify when other divisions, ministries and stakeholder organizations need to be included in projects and initiatives, and advise the RRP Working Group if the RRP Steering Committee needs to be engaged.
- Shares information with our cross-ministry partners, as requested and as needed.
- Establish and maintain working relationships with key contacts in all divisions to facilitate communication and collaboration for the RRP work.

Types of guidance available for problem solving:

Support and guidance for problem solving can be accessed from:

- Legislation, policies, directives, guidelines and budgets.
- Manager, Victim Programs and Initiatives, other unit Liaison positions
- Cross-ministry colleagues from the cross ministry RRP Steering Committee and/or RRP Working Group (members of GOA Ministries/Divisions).
- External Partner Stakeholders.
- Application training guides: IGX, JOIN, etc.
- Other criminal justice subject matter experts knowledgeable about the restitution processes.

Direct or indirect impacts of decisions:

This position has a direct impact on the success and effectiveness of initiatives related to the Restitution Recovery Program and Victim Impact Statement/Community Impact Statement processes.

This role has direct impact on policy development and program delivery.

This position interacts with RRP clients/members of the public that may be/have experienced trauma and must take a best practice trauma informed approach while providing direct assistance

The position has impact through correspondence regarding government initiatives, responses to community concerns, creation of public facing key messages, and development of internal GoA wide training. The Policy and Research Analyst's actions and contributions support initiatives that bring public awareness, preventative measures and support external organizations in their service delivery.

Divisions within PSES and across government are impacted by the work of this position. This work leads to efficient and effective use of government resources, as well as ensuring access to up-to-date information.

The position develops cross-ministry and intergovernmental relationships to support criminal justice process efficiencies.

With the support and guidance of the RRP Steering Committee they are responsible for integrating the activities of cross-ministry and community partners into recommendations for department policy and program development.

This position develops recommendations for senior executives and the Minister; prioritizes responsibilities to meet project deadlines and stakeholder requirements; and coordinates projects and programs with concurrent timeframes.

Key Relationships

Major stakeholders and purpose of interactions:

This position provides expert advice and develops complex reports and correspondence for:

- Senior and Executive Management within PSES - monthly
- Assistant Deputy Minister's Office - quarterly
- Members of the Legislative Assembly - provided as required via ARTS
- RRP Steering Committee and RRP Working Group - quarterly or as required

This position collaborates, shares expert knowledge and provides research-based materials for:

- Members of justice-related organizations, external stakeholders - weekly
- Branch and Divisional colleagues - daily
- Restitution Enforcement Program staff - Treasury Board and Finance - daily
- Victims of crime and victim advocates - daily
- Federal Justice officials and officials from other provincial jurisdictions - quarterly
- RRP Working Group - quarterly or as required

This position acts as a liaison for clients of the RRP program:

-responds to phone calls and inquiries from clients regarding status of Restitution orders and payments

Required Education, Experience and Technical Competencies

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

If other, specify:

Related fields include but are not limited to Law, Criminal Justice, Public Admin, Policy, Social Sciences

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

<p>Education:</p> <ul style="list-style-type: none">• University degree, (e.g., law, policy, political science, human service or public administration); or a related diploma and at least 2 years' of relevant public sector experience with relevant research and policy analysis and development. Experience and knowledge of the criminal justice system is preferred. <p>The following competencies and skills are applicable:</p> <ul style="list-style-type: none">• Experience interacting with individuals that may have experienced trauma.• Able to apply a trauma-informed lens• Knowledge of the criminal justice process, restitution, and civil enforcement processes.• Understanding of and experience with the policy development and decision-making/approval process for the department and the GOA• Knowledge and understanding of the legal and justice systems and GOA policy affecting these systems• Understanding of the ministry and Government of Alberta operations, cultures, priorities and political implications and risks.• Knowledge of ministry programs and services, and a solid understanding of the policy context of department programs and initiatives and the business goals and priorities of the branch and ministry.• Ability to understand politically sensitive issues and maintain a neutral and objective approach.• Knowledge of federal, provincial and territorial relations.• Knowledge of environmental scanning.• Experience in research, policy development and planning within the public sector.• Solid ability to synthesize information and research into the desired policy document or briefing note.• Strategic and systems thinker, able to identify emerging issues, strong analytical ability, with the ability to analyze complex issues, synthesize findings and identify actions and solutions.• Highly-developed verbal and written communication skills, in order to communicate clear and compelling positions.• Excellent organization and multi-tasking skills, ability to help organize meetings, project teams and committees.• Ability to be a strategic thinker, anticipate future issues and identify and understand how they could impact

the ministry.

- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.
- Strong adaptability and flexibility to accommodate changing priorities.
- Strong relationship building skills and ability to communicate constructive advice with tact and sensitivity.
- Strong consensus-building and collaboration skills, and the ability to work with others to gather information, resolve issues and successfully complete/support projects.
- Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy.
- Ability to generate new ideas and creative solutions.
- Extensive research abilities, ability to consolidate large and diverse amounts of complex information.
- Strong computer skills with experience using JOIN and ARTS.

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"/>	<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 	Through analysis, and research can indicate challenges and offer informed insights to enhance functionality.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	Persistent focus and attention to innovation, research, and best practices for the ultimate goal of ensuring Indigenous People are receiving effective services.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards 	Positive and proactive willingness to adjust to change, undefined programs, and innovative processes.

		<ul style="list-style-type: none"> • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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 	Works collaboratively to develop professional working relationships with internal and external partners.

Benchmarks

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

Policy and Planning Consultant - Benchmark Evaluation - 023PS72
 Research, Planning & Policy Analyst - Benchmark Evaluation - 023PS68