

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Water Policy Analyst

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

0000

Cost Centre

0000

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Water & Circular Econ, Water & Waste Sustainability

☐ Current organizational chart attached?

Supervisor's Position ID

0000

Supervisor's Position Name (30 characters)

Senior Water Policy Advisor

Supervisor's Current Class

Program Services 5

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This mid level professional position coordinates the development of robust and integrated water quality policy across the government of Alberta. Working across the department, the government of Alberta, other governments and stakeholders, this position develops and evaluates water policy options, briefings and recommendations for consideration of senior ministry representatives and officials using all dimensions of the policy cycle including research, design, control, evaluation and education. The position considers the broad strategic direction and priorities of the department and the Government of Alberta with respect to social, economic and environmental outcomes that impact Albertans and the natural environment from an integrated water quality, water quantity, groundwater and watershed perspective.

To be successful, the Water Policy Analyst must be able to work independently, as well collaborate in teams with diverse perspectives, and build common understanding from potentially disparate facts and knowledge. The Water Policy Analyst carries out critical analysis, conducts reliable research, communicates professionally and clearly in written and oral formats, and applies knowledge of policy development decision-making processes, environmental and regulatory issues. The Water Policy Analyst must have developed competencies in project management, problem solving, systems thinking and building collaborative relationships.

Responsibilities

1. Analyzes issues and conducts research to verify facts and information, develop advice and propose recommendations to policy/program areas and executives.

Activities:

- Identifies relevant context and stakeholders affected by a particular policy issue, and assess impacts of the issue.
- Provides input and recommendations relating to issues, opportunities and challenges in response to the issue.
- Reviews and develops briefings, responses to Action Requests, key messages and other materials on issues.

2. Advances the ministry's goals through the development of water policies and water related legislation.

Activities:

- Identifies assumptions, constraints, pressures and drivers to establish common understanding of the context surrounding a policy issue(s).
- Determines and implements engagement to inform policy options and recommendations.
- Develops recommendations, and identifies alternative courses of action (options) and identifies associated implications of amending legislation, programs, and policies.
- Coordinates the development of and/or drafts briefings, reports and other decision-making documents for government approval on policy, regulatory and legislative proposals, as required.
- Consults and collaborates with team members, appropriate subject matter experts and program staff to promote coordination and integration within the ministry and across the government of Alberta.
- Reviews and influences federal policies providing government of Alberta perspectives and input.

3. Provides support to enhance policy systems for integration.

- Delivers timely and accurate advice to regulatory program respecting best practices in development of operational policy, guidance and directives.
- Contribute to policy work for inter-departmental policies and/or regulatory alignment and inter-agency implementation with Alberta Energy Regulator, and others, as appropriate.

4. Develops key messages and communicates established and emergent water policies and programs.

- Ensures communication is targeted to various audiences to understand the various issues and intent.
- Clarifies misinformation as needed.
- Provides education and awareness (web materials, presentations, etc).

5. Provides support coordination to policy and other initiatives of the branch, division, department and other departments, as required.

Activities:

- Conducts research using a variety of methodologies to scan for emerging changes, analyzing trends, and considering different scenarios.
- Analyzes, coordinates and evaluates data and information pertaining to Environment and Parks issues obtained from diverse sources, including legislation, policy documents, reports, journals and briefings.
- Participates in Ministry committees, teams and working groups and provides policy advice and expertise to ensure integration in policy and program development.
- Maintains situational awareness and advises of current issues affecting environmental protection and natural resource management, emerging issues and trends.

Problem Solving

Typical problems solved:

The Water Policy Analyst works to identify issues, draw connections and understanding in research and analysis, clarify impacts of various policy and legislative options, and develop input and recommendations for the consideration. The issues and projects are diverse, complex and may be politically sensitive. There is an expectation that information and associated analysis produced by the Water Policy Analyst is substantiated, comprehensive and reliable.

This position demonstrates initiative and creativity when coordinating projects and when evaluating policies and programs to contribute to their development. The Water Policy Analyst must remain aware of trends, issues and best practices to effectively analyse from diverse viewpoints in order to develop valid recommendations.

Types of guidance available for problem solving:

- Regular contact their supervisor (Senior Water Policy Advisor - PS5) and regular interactions with colleagues in the work team.
- Existing legislation and policy.
- Department business plan and branch operational plan.

Direct or indirect impacts of decisions:

The information and advice provided will influence the direction, design and implementation on water policies and controls, which can directly affect various stakeholders. Areas potentially impacted by this job include:

- Management on the environment by the department, in terms of protecting water quality, quantity, water users and aquatic ecosystems.
- Management on municipal, agricultural and industrial development activities, including their land use practices.
- Practices and policies of other ministries and agencies.

Key Relationships

Major stakeholders and purpose of interactions:

Communication with the following stakeholders is required to understand and assess differing perspectives on matters relating to the management of water in order to develop effective policies:

- Subject matter experts within the Government of Alberta
- Other ministries and agencies (eg. Alberta Energy Regulator)
- Industry (oil&gas, mining, pulp&paper, and others)
- Rural and urban municipalities
- Agricultural producers and farmers
- Staff from other jurisdictions (provinces, territories, and the federal government)
- Environmental non-government organizations
- Water/watershed stewardship organizations
- Indigenous communities, organizations and rights holders

Required Education, Experience and Technical Competencies

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

If other, specify:

Environmental studies, science or engineering; sustainable and/or natural resource mgmt; economics; etc

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

- Sound understanding of policy and management practices to protect and manage water resources.
- Strong knowledge and understanding of Alberta's relevant legislation, regulation and policies, including the Water Act, Environmental Protection and Enhancement Act, and Alberta Land Stewardship Act.
- Strong knowledge of government's role, structure, policies and procedures, particularly those related to policy formation, regulatory reform and legislation development, planning and accountability.
- Knowledge and awareness of the political environment and implications.
- Knowledge of policy development and research, planning, and evaluation methodologies and tools.
- Knowledge of project management methodologies and tools.
- Knowledge of strategic planning methodologies
- Analytical skills, including the ability to interpret data and information, define issues, develop and assess options.
- Problem solving abilities: the ability to resolve issues and suggest strategies for resolution.
- Excellent communication skills to clearly present and convey ideas in written products and oral presentations or briefings tailored to a diversity of audiences, and the ability to listen for understanding.
- Interpersonal skills: build relationships, seek common ground and common understanding.
- Time management and organizational skills; ability to manage multiple projects/tasks and complete with quality results, often on short timelines. High level of self-management with strong results orientation.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Makes adjustments to briefings, proposals, reports, presentations, etc when different direction is provided from executives, and able to complete revisions a short turnaround. Able to react calmly to shifts in circumstances and direction in a dynamic decision-making environment and adjusts accordingly, while also learning how to better anticipate for future resiliency.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Approach issues and problems with curiosity to learn and understand it from different perspectives. Proposes and develops realistic and workable solutions based on evaluating facts, challenging assumptions and balancing constraints and competing interests.
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 • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Self-motivated, resourceful, organized, and has strong time management skills to set priorities and project plans to deliver multiple assignments and/or manage multiple deadlines, with quality and professionalism. Proactively seek support and other risk management to ensure success of a project.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p>	Consider multiple perspectives, often conflicting, amongst a broad range of

		<ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	stakeholders. Consider social and economic implications of environmental decisions.
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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
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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