

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policing Analyst

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

2026-03-02

Responsibilities Added:

Not applicable. This update is to reflect the change in Position Name to Senior Policing Analyst.

Responsibilities Removed:

Not applicable.

Job Purpose and Organizational Context

Why the job exists:

The increasing importance of community safety and well-being requires an understanding of the intersection between justice, law enforcement, social and health services when addressing criminogenic factors, offending and cri. The Senior Policing Analyst provides leadership to law enforcement agencies through specialized policing programs and is connected with issues raised and initiatives led through strategic oversight of collaborative provincial tables including Police Advisory Committees (PACs). The Senior Policing Analyst provides authority and influence in the direction of a broad and dynamic range of provincial specialized policing programs and topic areas supporting public safety and integrates and coordinates action on issues raised through the operation of its collaborative tables. Core programs and related policy are critical to police operations and have direct impacts to Alberta's police stakeholders, making oversight and management integral and necessary. Program areas include but are not limited to: oversight of the provincial framework for integrated services for priority and prolific/repeat offenders; police response to gender-based violence including family and sexual violence, mental health and addictions crisis response, and emerging and illicit substances; law enforcement justifications; police emergency alerting (including AMBER Alerts and Civil Emergency Alerts); high risk offenders posing risk of significant harm to the public; Protection of Children Abusing Drugs (PChAD) program , illicit and emerging substances, as well as police recognition programs including Police and Peace Officer Memorial Day. This is an expanding program area providing subject matter expertise through active police engagement and thought leadership on federal and provincial initiatives related to these diverse program topic areas. The senior analyst leads engagement activities and provides critical research and analysis as well as strategy and policy recommendations and direction on related policy issues. The position also addresses related citizen and industry complaints.

This is a core position in an expanding program area which provides direction, expertise and thought leadership on federal and provincial initiatives related to specialized policing program topic areas as well as a leadership role on all related policy issues. The position further addresses citizen and industry complaints in all noted key policing areas, providing valuable support to Albertans at large.

Responsibilities

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

1. Provides leadership and support for programs and initiatives pertinent to the Integrated Community Safety and Specialized Policing Unit (ICSSPU), including program and policy development, implementation, and direct support to law enforcement agencies implementing and evaluating provincial initiatives related to the program areas within the unit.

- Leads issue identification, needs assessment and solution building to improve police response to key listed program areas.
- Conceptualizes, drafts, finalizes, implements, evaluates and maintains all related policy and program documents for provincial specialized policing programs, including policing standards, best practice guides, and police and public resources.
- Develops project proposals, concept papers, and business cases to address police training issues and trends and to action change as related to key offending categories.
- Pro-actively prepares briefing documents to advise department executives, senior officials, managers and internal stakeholders on policy and programs related to noted crime categories and critical offender groups, and drafts correspondence for senior leaders in response to information requests and inquiries concerning same.
- Participates in cross-ministry and stakeholder-led activities related to stated offending categories and other related initiatives, including federal-provincial-territorial/cross-jurisdictional tables.
- Ongoing support to stakeholders including 13 independent Alberta police services responsible for implementing provincial specialized policing programs.

2. Provides leadership and support for cross-ministry initiatives related to integrated services and coordinated efforts from multiple service sectors to address crime and root causes of crime.

- Leads collaborative tables and project management activities (i.e., group decision making processes, completing research and analysis, provide advice to senior leadership) related to system integration for

specialized policing programs and related offender categories.

- Builds and maintains strong relationships with other areas involved in integrated services, including partner Divisions in Public Safety and Emergency Services, other ministries (i.e., Mental Health and Addiction, Assisted Living and Social Services, Children and Family Services), and allied professionals (i.e., 13 law enforcement agencies, Recovery Alberta).
- Prepares briefing documents to advise department executives on policies and initiatives related to integrated services supporting all specialized policing program areas.
- Participates on Federal/Provincial/Territorial (FPT) groups or other cross-jurisdictional groups as required, and ensures appropriate briefings for senior leaders.

3. Leads stakeholder activities related to community safety, integrated services, and specialized policing.

- Ensures a focused and consistent message on the ministries' efforts, while supporting diverse ways law enforcement agencies may implement their initiatives.
- Identifies opportunities to enhance the department's outcomes by leveraging stakeholder initiatives.

4. Supports the implementation of provincial legislation such as the Police Amendment Act as required, particularly in areas related to community safety, complex social issues and cross-ministry collaboration.

- Provides subject matter expertise to senior leadership through briefings, concept papers, policy options etc., particularly with a focus on community safety and well-being.

5. Leads and participates in any additional work and projects relevant to the ICSSPU as needed. This includes but is not limited to, leading and supporting the work of various police advisory committees addressing sexual violence, mental health and family violence, as well as areas supporting high-risk offender and emergency alerting initiatives, and the department's annual Police and Peace Officers' Memorial Day.

- Coordinates, on an as needed basis, any special projects, including grant management, in emerging policing program areas.

6. Acts as Manager as needed.

Problem Solving

Typical problems solved:

- Balancing the competing priorities, perspectives and mandates from within the department, other GoA ministries and external stakeholders.
- Aligning and leveraging the intersecting efforts in the department.

Types of guidance available for problem solving:

- Manager, colleagues and senior leadership within the department.
- Financial Services Division and Procurement Services.
- A high level of independence is required for this role due to the breadth and depth of knowledge required on a variety of complex social issues manifesting themselves in the public safety realm.
- Internet and artificial intelligence.

Direct or indirect impacts of decisions:

- This position influences managerial and executive levels of the department, other Government of Alberta ministries, law enforcement agencies and other stakeholders.
- This position provides advice and support and integrates information from diverse sources on several complex issues and programs around the province (i.e., Integrated Offender Management, police advisory committees, community safety and wellbeing, etc.).
- The impact of decisions are significant as many stakeholders (internal to the department, in other ministries and external stakeholders) will experience the impact of decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- PSES senior leadership: provide advice on policy, projects and support the resolution of issues that arise.
- Unit members: daily interaction for information sharing and support issue resolution.
- Other Divisions and government ministries: consultation, information gathering, support issue resolution and subject matter expertise on select portfolios.

External

- Law enforcement agencies: sharing of information, relationship building, secretariat support, project management leadership and/or support, sharing of best practice, subject matter expertise, liaison between law enforcement and other government ministries as needed.
- Other external stakeholders (municipalities, community agencies, Recovery Alberta, other provinces/territories, federal government departments): sharing of information, relationship building, encouraging ongoing visioning and increased attention to the social determinants of justice and community safety.

Required Education, Experience and Technical Competencies

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

If other, specify:

Humanities/Social Services or Criminology

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

Demonstrated ability to build and maintain strong relationships with inter-disciplinary teams.
Experience developing and implementing strategies, policies and initiatives.
Excellent facilitation, verbal and written communication skills.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<ul style="list-style-type: none"> - Community safety, specialized policing programs and other initiatives led by the senior analyst require significant cross-ministry and inter-disciplinary consideration of roles and impacts. - The issues in this portfolio are emergent, requiring a high-level of innovation and systems-level thinking. - This role requires significant breadth and depth of knowledge on justice, public safety, law enforcement, social and health issues.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement 	<p>The issues in this portfolio are emergent, requiring the ability to adjust to new information</p>

		<ul style="list-style-type: none"> • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>and champion new approaches.</p> <p>The inter-disciplinary approach to this work requires an excellent ability to identify, understand and articulate barriers and gaps in order to inform innovative approaches.</p>
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Due to the inter-disciplinary and cross-ministry approach to the issues in this portfolio, the senior analyst is required to quickly establish credibility and shared purpose to achieve desired results, and to build and facilitate environments conducive to multiple stakeholder views allowing for balanced perspectives.</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>By facilitating the Police Advisory Committee, brings together multiple partners with competing priorities and facilitates conversation to resolve differences and collaboratively develop solutions in alignment with ministry and GoA priorities and budget.</p>