

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Manager, Strategic Workforce Issues, the Policy Analyst provides research, analysis, and policy development support for Alberta's strategic workforce initiatives, including the tariff workforce response, federal funding agreement implementation, and other priority workforce projects assigned by the Manager.

The Policy Analyst supports the translation of policy directions into operational products and program documentation. The position conducts research and evidence-based analysis, drafts policy and program materials, tracks implementation progress, and coordinates stakeholder engagement activities to advance the Manager's priorities.

The position exists to provide dedicated policy and analytical capacity that enables the Manager to move quickly on complex workforce initiatives that require sustained research, writing, and coordination support. The Policy Analyst contributes to the effective implementation of workforce development programming that impacts employers and workers across Alberta.

Responsibilities

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

1. Support Implementation of Alberta's Tariff Workforce Response

- a. Draft program documentation, briefing notes, stakeholder communications, and policy memos to support implementation activities.
- b. Track implementation deliverables, monitor timelines, and prepare status updates for the Manager.
- c. Coordinate logistics for stakeholder engagement activities including scheduling, preparing materials, and documenting outcomes.
- d. Review emerging information from industry, federal partners, and other jurisdictions and summarize implications for Alberta's tariff workforce response.

2. Support Federal Funding Agreement Implementation

- a. Research federal accountability and reporting requirements for funding agreements and summarize obligations for the Manager and program delivery teams.
- b. Monitor program activity data and flag potential compliance issues or gaps for Manager review.
- c. Prepare draft implementation status reports and correspondence for Manager review.

3. Conduct Policy Research and Analysis for New Workforce Initiatives

- a. Research workforce policy trends, best practices, and comparable programs in other jurisdictions to identify options and opportunities.
- b. Prepare discussion papers, options analyses, briefing notes, and presentations for Manager and senior leadership consideration.
- c. Support development of implementation plans by translating policy intent into detailed operational steps and timelines.

4. Support Stakeholder Engagement and Partnership Activities

- a. Prepare background materials, agendas, presentations, and meeting summaries to support stakeholder engagement activities led by the Manager.
- b. Conduct outreach to other ministries, provinces, and external organizations to gather information and support coordination activities.
- c. Draft stakeholder correspondence, consultation materials, and engagement products for Manager review.
- d. Document outcomes from stakeholder meetings and translate feedback into policy or program recommendations for Manager consideration.

5. Support Project Planning and Coordination

- a. Maintain project tracking tools, workplans, and documentation to support the Manager in monitoring progress on priority initiatives.
- b. Coordinate meetings, prepare agendas, draft meeting summaries, and follow up on action items across working groups.
- c. Draft responses to enquiries from government officials, industry partners, and the general public

for Manager review.

Problem Solving

Typical problems solved:

The Policy Analyst is an expert resource on workforce programming and labour market policy. The position may be asked to conduct literature and jurisdictional scans on workforce initiatives being undertaken in response to economic disruptions, assess how Alberta's programs compare to other jurisdictions, and develop options with sound, evidence-informed rationale. The position analyzes program data and implementation results and generates options on how to adjust or improve programs, including options for eligibility criteria. The Policy Analyst may be asked to draft complex policy documents, ministerial correspondence, and stakeholder communications with limited lead time. The position must balance competing information sources, reconcile gaps between policy intent and operational realities, and identify practical solutions that maintain program integrity.

Types of guidance available for problem solving:

The Policy Analyst is capable of working independently to solve day-to-day research, writing, and coordination challenges. The position seeks guidance from the Manager on matters involving significant policy judgment, political sensitivity, or cross-ministry implications. Structured guidance exists through established government policy frameworks, federal agreement requirements, and program parameters. The position draws on colleagues across the branch and ministry for technical input and uses professional judgment to synthesize diverse sources of information into actionable recommendations for the Manager.

Direct or indirect impacts of decisions:

The role supports the achievement of the Government of Alberta's and JETI's core business and strategic plan goals: Alberta has a skilled and resilient labour force. The Policy Analyst's research, analysis, and policy products directly shape the options and recommendations that the Manager and Director use to make implementation decisions affecting Alberta workers, employers, and workforce development program delivery. The position works on high-profile and time-sensitive initiatives that have significant impact on how Alberta responds to economic disruptions and on the province's relationships with federal partners and industry stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

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Required Education, Experience and Technical Competencies

Education Level

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Focus/Major

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2nd Major/Minor if applicable

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Designation

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If other, specify:

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

- Experience conducting policy research, literature reviews, and jurisdictional scans on complex social or economic policy issues.
- Demonstrated ability to analyze qualitative and quantitative data and develop evidence-informed options and recommendations.
- Experience preparing briefing notes, discussion papers, presentations, and other government policy products for senior audiences.
- Knowledge of labour market dynamics, workforce development programs, or employment policy is an asset.
- Familiarity with federal-provincial program funding arrangements and intergovernmental relations is an asset.
- Strong written communication skills with the ability to convey complex information in clear, plain language.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, SharePoint).

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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Considers inter-relationships and emerging trends to attain goals:</p> <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 | <p>The position analyzes how tariff workforce response programming connects to federal agreements, program delivery realities, and stakeholder needs, ensuring policy products account for downstream impacts on multiple systems and partners.</p> |
| 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 | <p>The position requires considerable analytical and evaluative thinking to synthesize diverse information sources and develop practical, evidence-informed options and recommendations for novel workforce policy challenges.</p> |
| 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 | <p>The position responds to emerging workforce issues, shifting federal priorities, and compressed timelines, adapting research and writing priorities quickly to support the Manager's fast-paced implementation agenda.</p> |
| Build Collaborative Environments | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others | <p>The position supports cross-functional coordination across policy, intergovernmental relations, and program delivery teams, creating and maintaining the</p> |

