

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Policy Analyst		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Policy & Programs Division, Legislation & Community Partnerships Branch/Legislation and Policy Unit	Ministry Mental Health and Addiction
Present Class PS3	Requested Class PS3		
Cost Center	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager, this position is responsible for several functions that shape and inform the direction and priorities of the provincial addiction and mental health system, including related policy and strategy development and implementation, evaluation, and reporting. Specifically, the Policy Analyst plans and completes a range of foresight activities, environmental scans, analysis, coordination, correspondence and research to produce recommendations that strategically shape the Alberta addiction and mental health system and position the branch to best guide the evolution of the system. The Policy Analyst also manages key strategic projects to support continuous improvement and innovation, supports and plans engagement opportunities with stakeholders, cross-ministry partners and the public.

As a critical part of the Legislation and Policy Unit, the position strengthens the unit’s work across its various portfolio, for example, supporting the implementation of the Mental Health Act, monitoring and ongoing review of the Mental Health Act, provide policy and secretariat support for Alberta’s Mental Health Review Panels (MHRP), ensure effective operation of the MHRP and identify opportunities for modernization. To run the effective operational of the MHRP, this position will require to work closely with review panel members and provide oversight to appointments and recruitments to the MHRP.

Under broad guidance by the Manager, the Policy Analyst independently liaises and consults with key stakeholders in Mental Health and Addiction (MHA), Recovery Alberta, other government ministries, and other system stakeholders, and represents the department on cross-ministry committees. This work supports broader system coordination and integration as well as system planning and reporting that orient and focus provincial resources on the priorities of multiple facets of the addiction and mental health system (e.g., diverse populations, diverse service delivery streams, addressing policy and strategies to enhance system capacity and advance on priorities).

Advice, recommendations, and reports are provided to branch and division senior leaders to inform broader decision making. All work is conducted with the goal of ensuring MHA's interests and priorities are effectively represented, and balanced with the needs of Albertans, in addiction and mental health initiatives, projects, and activities.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Plan and complete research and scanning to inform addiction and mental health system strategic direction and priorities. Participate in the development of grant funding processes and approvals

- Lead environmental scanning on a range of topics that will shape policy and strategy development and implementation
- Plan and complete foresight activities to inform mid-to-long term system planning

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- Liaise with other units across the department, GoA and nationally to engage in scanning and foresight activities to build linkages and leverage data for common purposes
- Explore potential areas for the application of foresight strategies by identifying emerging issues, trends, opportunities, and risks relevant to branch policy and strategy
- Synthesize concise yet comprehensive reports, briefings and presentations for multiple audiences, including senior and executive decision-makers
- Engage system stakeholders in foresight and scanning initiatives, communicating findings and reports to enhance system capacity for continuous improvement and innovation

Lead the coordinated development of plans and reports to reflect achievements across broad provincial priorities for the addiction and mental health system and department business goals.

- Represent the branch's input on broader division and department or system planning and reporting initiatives
- Work with the branch leadership to ensure the emerging priorities of the system are appropriately reflected in the branch operational plans and reports
- Develop and maintain the planning and reporting calendar to guide other branch units' input to the branch plan
- Consolidate inputs and develop draft planning and reporting documents
- Work with units to develop branch and system performance measures and goals in line with department overarching goals
- Liaise with division planning and reporting staff to supply the branch's input to division plans and reports

Manage multiple grants or contracts to support innovation across the addiction and mental health system in Alberta.

- Participate in the development of grant and contract funding processes and approvals
- Monitor grants and contracts in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements)
- Work with grant and contract recipients, as needed, to ensure projects stay on track and in compliance with the terms and conditions of agreements and with emerging issues
- Review grant and contract reports and deliverables for quality assurance
- Identify and leverage linkages between grant funded projects to broader ministry and GoA initiatives

Foster sustainable, positive working relationships with diverse stakeholders to support achievement of system priorities.

- Sustain and develop linkages with key stakeholder groups to facilitate collaboration and innovation in strategic initiatives and policies
- Facilitate meetings with stakeholders, key Ministry representatives and other provincial and/or federal stakeholders
- Support and/or lead stakeholder consultation to determine needs and inputs into the research
- Represent ministry and provincial perspectives and priorities on department or cross-ministry, working groups and projects to foster integrated approaches for developing policy options
- Represent branch advice and content expertise to diverse stakeholder groups
- Liaise with other jurisdictions (e.g., Health Canada, foresight organizations) to share information and maintain awareness of emerging themes and leading practices

Provide secretariat support and committee management support

- Manage and oversee the coordination of meetings including agendas, logistics and supporting documents
- Ensure committees are operating within scope and are meeting objectives as outlined
- Liaise between various levels of project governance structures to realize efficiencies and consistency in results
- Manage the development of supporting documents for the committee (e.g., briefings)

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- Follow-up on action plans that result from meetings and ongoing business
- Lead and or participate in committee task groups as needed

Support branch leaders in achieving the mandate and goals of the branch and unit

- Provide advice and recommendations to the Director to inform unit planning and reporting
- Provide input and recommendations relating to issues, opportunities, and challenges associated with branch functions
- Collaborate with unit and branch staff on common initiatives
- Manage assigned projects using project management techniques and tools and adjust project portfolios and plans accordingly to effectively and efficiently achieve high quality, sustainable results
- Support other unit functions as needed (e.g., Action Request response development and processes, training branch users on AR process, performance measurement and evaluation)

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The work of this position directly impacts innovation and future directions for the provincial addiction and mental health system. The impact of recommendations made by the incumbent can be significant; influencing the direction, design, and implementation of addiction and mental health plans, policies, and strategies that directly affect addiction and mental health stakeholders across Alberta.

The addiction and mental health system in Alberta is complex due to the multiple topics, streams of service, populations, and service providers. Addiction and mental health strategies also impact other societal domains such as housing, education, economic development, and other elements of healthcare. When leading research, scanning and foresight activities the incumbent gathers, synthesizes and interprets diverse information from an array of sources and must be able to communicate information clearly and concisely. Due to the forward-looking perspective of this work, insights can be novel and might challenge status quo. There is a need to be able to communicate complex concepts in simple terms to different levels of stakeholders. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Policy Analyst is evidence-based, comprehensive, and reliable. The Policy Analyst must remain aware of trends, issues, and best practises across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to Ministry representatives. This position also liaises extensively with personnel from other divisions, departments, organizations and provinces, representing Alberta's position on addiction and mental health issues.

The Policy Analyst takes a key role, with minimal supervision, in leading projects based on general direction and guidance. The Analyst deals with issues which are diverse, complex, and often politically sensitive. The incumbent is expected to maintain a broad view of the Ministry's strategic priorities, while considering short- and long-term impacts, stakeholder considerations, evidence gained through research as well as multiple social and economic factors when providing advice to senior management.

Strong facilitation skills are applied to resolve problems in a collaborative manner so that projects maintain forward momentum. As the policy analyst will have to maintain effective relationship with the MHRP roster members, this position requires strong people and project management skills. Complex issues are likely to arise, and solutions must be innovative, creative, fiscally responsible and acceptable to service providers.

This position is delegated considerable independence in working within the ministry, across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages and priorities.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Matters with potential for significant impact on business area operations, resource allocation, planning documents, or branch functions are referred to the Manager, Director and Executive Director, who are also available for guidance when dealing with particularly sensitive issues or situations.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Knowledge

- Quantitative and qualitative, primary, and secondary research processes, data analysis techniques, results synthesis and presentation.
- Ministry and GoA policy for e-scanning and foresight
- Current and emerging addiction and mental health issues, including concurrent disorders, complex needs, health promotion strategies and theories, addiction and mental illness prevention and integration of strategies and services across sectors,
- Policy, planning and strategy approval and decision-making processes applicable to the ministry
- Government strategic and policy directions and priorities as they relate to the branch mandate and initiatives,
- Project management approaches and methods
- Relevant stakeholder network, including health and non-health sector groups as well as government and non-government stakeholders,
- Addiction and mental health related legislation and ministry priorities

Skills and Abilities

- Systems thinking to design projects and identify linkages across initiatives
- Creative problem-solving ability to assess options and implications in new ways to achieve outcomes and solutions
- Agility to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment
- Strong interpersonal skills and relationship building skills with varied stakeholder groups
- Ability to apply information integration skills, including analyzing, interpreting and synthesizing information drawn from disparate sources to develop recommendations
- Oral communication skills, including ability to communicate with multiple stakeholders in a politically complex environment (develops networks)
- Written communication skills to draft responses, develop various types of reports and presentations for diverse audiences
- Organizational skills, including ability to self-direct work and to prioritize multiple responsibilities to meet deadlines
- Effective project management skills to ensure progress is on time and on track and that outcomes are being achieved

This work reflects all APS Competencies with a focus on the following:

Creative Problem Solving

- Asks questions to get a deeper understanding of present issues
- Contributing ideas for how work can be done differently to solve common problems

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Agility

- Asks questions, seeks clarification and assess how things will be different when change is introduced or anticipated
- Takes advantage of opportunities to change how work is completed to better anticipate obstacles and improve service

Drive for Results

- Takes past experience into considerations when making plans and adjusts plans based on past learning
- Identifies and acts on opportunities to partner with other groups to achieve desired outcomes

Develop Networks

- Identifies key stakeholder contacts with whom a relationship must be established
- Maintains contacts with a range of colleagues, clients and stakeholders

Education and Work Experience

- University degree in a health or human services field, and a minimum of four years of progressively responsible experience
- Research planning and management, and addiction and mental health related experience are assets

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Analyst has regular and ongoing contact with:

- Branch leaders – provide recommendations for the system based on research, issues management, foresight and scanning; provide updates on projects and across grants; raise awareness to significant emerging issues and participate in their resolution; research and respond to specific queries; prepare briefings etc.
- Branch Units - provide research, analysis, and planning services to lead the development, review, and evaluation of policies and programs; provide consultation, advice, and recommendations; lead the development of planning documents; provide back-up as needed
- Other departments and units across Health – collaborate on common initiatives; represent branch and ministry perspectives; engage in foresight and scanning initiatives
- Addiction and mental health system stakeholders (e.g., representatives of Recovery Alberta and other service delivery organizations) – engage in manage innovation and continuous improvement grants; engage in research and innovation projects; inform system planning and reporting processes and enhance system integration and coordination; consolidate branch responses to emerging issues
- Representatives of other jurisdictions - provide and exchange information; clarify requirements; and collaborate on projects and initiatives.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not directly supervise other positions.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

None significant. The description has been updated to reflect the creation of new health organization (e.g., Recovery Alberta).