

New

Ministry

Public Service Commission

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Learning and Engagement Strategic Planner

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:

The Learning and Engagement (L&E) Branch provides strategic leadership and direction for the design and delivery of learning and engagement programs for the Alberta Public Service (APS). The Branch allows the public service as a whole to meet essential and complex goals, by ensuring learning, development and engagement programs support and enable achievement of government's strategic business objectives by developing staff capacity across the organization.

The Senior Learning and Engagement Strategic Planner provides advanced expertise in the design, coordination, and comprehensive implementation of enterprise-wide learning and engagement strategies for the APS. Reporting directly to the Director of Learning & Engagement Strategy, the position leads the development of strategic frameworks, initiatives, and briefing material that inform decision-making by executives, Deputy Ministers, executive committees, and, where required, elected officials.

Responsibilities

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

1. Strategic Analysis and Advice - To inform executive decision-making, the position undertakes activities such as:
 - Synthesizing complex and often incomplete information from surveys, focus groups, consultations, and program data into clear options and recommendations for executives and Deputy Ministers;
 - Anticipating risks, sensitivities, and potential stakeholder reactions, and reframing analysis to support effective decision-making in politically and organizationally sensitive contexts;
 - Conducting environmental scans and jurisdictional research to identify best practices and emerging trends in learning and engagement, and integrating relevant insights into APS strategies;
 - Framing issues for decision-makers by highlighting key considerations, trade-offs, and alignment with APS strategic goals;
 - Exercising judgement to identify gaps in available information and proposing strategies to mitigate uncertainty when briefing executives.
2. Strategic Projects - To lead high-profile APS-wide initiatives, the position undertakes activities such as:
 - Designing and managing APS-wide projects (e.g., new APS-wide engagement surveys, strategy refreshes, or cross-ministry frameworks) that require complex approvals, coordination, and stakeholder buy-in;
 - Developing comprehensive project plans that identify governance checkpoints, approval processes, and cross-ministry decision requirements;
 - Anticipating and mitigating risks that could disrupt timelines, stakeholder support, or executive confidence in the initiative;
 - Adjusting project scope and approach in response to emerging priorities or direction from executives, while maintaining alignment with APS strategic goals;
 - Representing the Strategy team as the lead project coordinator at meetings and committees and ensuring issues are escalated appropriately for resolution.
3. Strategic Content Development - To support decision-making across the APS, the position undertakes activities such as:
 - Designing comprehensive briefing materials for executives, Deputy Ministers, and where required, elected officials;
 - Synthesizing diverse inputs from surveys, consultations, policy documents, and discussions into cohesive frameworks or strategies;
 - Anticipating the questions, sensitivities, and decision needs of senior leaders, and structuring content to guide constructive discussion and outcomes;
 - Ensuring that materials are tailored to the intended audience, balancing political, organizational, and technical considerations;
 - Independently determining the most effective format, tone, and emphasis to ensure content resonates with stakeholders and supports APS-wide alignment.
4. Strategic Engagement - To ensure APS-wide strategies are understood, supported, and effectively implemented, the position undertakes activities such as:
 - Representing the branch in high-profile and sensitive stakeholder discussions, including cross-ministry committees and interjurisdictional working groups;
 - Anticipating stakeholder concerns and proactively developing approaches to address resistance, build consensus, and maintain trust;
 - Managing complex approval processes by aligning inputs from multiple ministries, People Committees, and governance bodies;
 - Exercising judgement in determining when to advocate, when to compromise, and when to escalate issues for executive resolution;
 - Building long-term relationships that enable successful delivery of APS-wide initiatives, ensuring stakeholders feel ownership of the outcomes.
5. Strategic Integration and Foresight - To ensure APS strategies remain relevant and aligned with APS' evolving needs, the position undertakes activities such as:

- Identifying intersections between strategic priorities, ministry initiatives, and governance frameworks, and advising on how to integrate them into a coherent APS-wide approach;
- Recommending adjustments to existing strategies or frameworks to ensure alignment with new government priorities or organizational directions;
- Conducting environmental scans and monitoring national and international trends in learning and engagement to anticipate emerging needs for the APS;
- Developing foresight products (e.g., trend analyses, risk scans, options papers) that help executives prepare for long-term challenges and opportunities;
- Proactively flagging potential disconnects between APS initiatives and making recommendations to ensure strategic coherence.

6. Leadership and Accountability - To cultivate a culture of an accountable, high-performing team, the position undertakes activities such as:

- Exercising appropriate judgement, within the framework of established protocols, when completing tasks;
- Fostering a culture of mutual trust and respect among colleagues and leadership;
- Cultivating a strong commitment and ethic toward service excellence;
- Assuring appropriate maintenance and security of records, including appropriate disposition of transitory information;
- Ensuring assignments are delivered on time and meet the requirements of management.

Problem Solving

Typical problems solved:

The position is regularly required to address complex, ambiguous, and politically sensitive issues where there is no direct precedent. Problems often involve competing priorities across ministries, limited or incomplete data, and governance structures with overlapping mandates. The position must independently determine how to synthesize multiple perspectives, anticipate risks, and propose solutions that align with APS-wide priorities while maintaining credibility with executives and stakeholders.

Types of guidance available for problem solving:

The Director provides strategic direction and confirms overall priorities, but the position exercises considerable independence in determining approaches, structuring analysis, and deciding how best to present issues for executive consideration. Guidance is generally limited to confirming the desired outcomes or alignment with broader strategies. For most problems, the position is expected to act as the subject-matter expert and determine the most effective path forward.

Direct or indirect impacts of decisions:

Decisions made by the position directly shape the quality and credibility of advice provided to executives, Deputy Ministers, and occasionally elected officials. Sound judgement in structuring options and anticipating sensitivities ensures that executive decision-making is well informed and that APS-wide strategies are coherent and implementable. Indirectly, the position influences how departments and cross-jurisdictional partners engage with APS initiatives. Errors or misjudgements could undermine stakeholder trust, delay the implementation of APS-wide programs, or negatively affect the government's ability to advance its priorities.

Key Relationships

Major stakeholders and purpose of interactions:

Primary contacts (daily):

Director - Strategic and tactical direction, supervisory guidance, and confirmation of program priorities.
Other divisional/departmental staff - Collaboration on projects, input into analysis, and coordination of initiatives.

Other department staff - Information exchange, ideas, and alignment across related initiatives.

Secondary contacts (frequent):

Executive Director - Strategic direction and confirmation of alignment with People Strategy priorities.
Cross-ministry stakeholders - Sharing information, building consensus, and securing input into enterprise initiatives.

Governance committees (e.g., People Committees) - Ensuring initiatives align with governance expectations and committee mandates.

Other contacts (occasional):

Deputy Ministers and elected officials - Providing decision-support materials and framing issues for consideration.

FPT counterparts - Representing the APS in interjurisdictional discussions, exchanging best practices, and shaping national approaches.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration		
If other, specify:			

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

- Extensive experience in policy or program analysis, with a demonstrated ability to synthesize complex information into clear, actionable advice.
- Experience leading enterprise or cross-ministry initiatives requiring coordination of multiple stakeholders and governance approvals.
- Demonstrated ability to prepare high-stakes briefing materials for executives and elected officials.
- Familiarity with APS governance structures, decision-making processes, and the political context in which the public service operates.
- Experience in stakeholder engagement and consensus-building within complex organizational environments.

Knowledge of:

- APS governance structures, decision-making processes, and policy cycle.
- Best practices in learning, engagement, and organizational development.
- Research methodologies, environmental scanning, and trend analysis.
- Political and organizational context affecting APS priorities.

Ability to:

- Analyze and synthesize complex, ambiguous information into clear recommendations.
- Anticipate risks and stakeholder reactions and propose mitigation strategies.
- Independently design and manage enterprise-scale projects.
- Develop high-quality content for executives and elected officials.
- Communicate persuasively, tailoring content and delivery to diverse audiences.
- Build and maintain credibility in cross-ministry, governance, and interjurisdictional contexts.

Proficiency in:

- Collaboration tools and applications used across the APS.
- Capacity to learn and apply new analytical or project management tools as required.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none">• Takes holistic long-term view of challenges and opportunities• Anticipates outcomes	Position must integrate different types of policies and client priorities to identify the correct solution to each problem.

		<p>and potential impacts, seeks stakeholder perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Creative Problem Solving	○ ○ ● ○ ○	<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 	Position must work in a proactive, collaborative and integrated fashion to support ongoing branch and key initiatives.
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 	Position must work in a proactive, collaborative and integrated fashion to support ongoing initiatives. Must be a team player, with clear communication to ensure competing client needs are addressed.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals 	Position must be able to prioritize and manage competing priorities. Also pivot between emerging issues and day to day requests (i.e. branch urgent requirements, ministry announcements and mandates).

		<ul style="list-style-type: none">• Makes decisions and takes action in uncertain situations and creates a backup plan	
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Benchmarks

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

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
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature