

Working Title Policy & Research Analyst	Name Vacant
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Resolution and Court Administration Services, Strategic and Business Support	Ministry Justice & Attorney General
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Present Classification PS 3	Requested Classification PS3
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Dept ID	Program Code	Project Code (if applicable)
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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 [Section 2.3](#)).

- Reporting to Manager, Planning and Business Support, the incumbent:
- Assists senior and executive management with issues management by providing responses to action requests or other requests for information.
 - Undertakes various short and long-term research assignments on government initiatives, issues, policies, programs, and services that affect court operations in Alberta;
 - Conducts research and analysis on a wide range of issues, and on initiatives to support strategic and operational planning, and prepares recommendations or provides timely, accurate, and complete information to senior and executive management, including the Minister of Justice and Solicitor General, in the form of briefing notes, reports, policies, or proposals; and
 - Works collaboratively on committees with individuals from other divisions and/or departments, and/or external stakeholders, in an advisory capacity.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Dealing with enquiries made to the Minister's and/or Deputy Minister's Office by MLAs or the public.

Activities:

- Assist senior and executive management with issues management.
- Prepare briefing notes or other responses to action requests for Minister, Deputy Minister, or Assistant Deputy Minister consideration/signature.
- Access diverse contact base or perform research to respond directly to telephone calls, e-mails, and letters regarding resolution and court services operations, procedures, services, and programs.
- When appropriate, direct individuals to specific areas for more detailed information or assistance.
- Based on the need or circumstance, inform individuals of all options available to them to resolve or address the concern and forward informational publications if available.
- Advise Minister's and/or Deputy Minister's Office in writing of outcomes.

2. Use qualitative and quantitative research methodology to aid in information gathering and sharing.

Activities:

- Undertake various short- and long-term research assignments.
- Use professional and personal contacts to gather information for research, etc.
- Collect additional data by interviewing individuals, examining legislation, reviewing files/publications/studies, developing/distributing/analysing questionnaires and surveys, and utilizing electronic resources.
- Identify symptoms, define problems, develop and propose recommendations and alternatives that will increase operational effectiveness and/or support strategic planning.
- Review and analyse reports, studies, articles, and publications received from external sources on a daily basis that impact, or may impact, Court Services operations, programs or initiatives.

3. Participate in project coordination and initiative implementation within the Division and other divisions within the Ministry and/or within other departments with the provincial government.

Activities:

- Branch/divisional representative on long-term project and coordination committees.
- Branch/divisional representative on initiative-based committees.
- Work collaboratively with other branches/divisions/departments to review and make recommendations for changes/enhancements.
- Participate in the investigation and prioritization of issues of the committee or its designated working group(s).
- Gather information through various contacts/resources to present to committees.
- Advise appropriate individuals or areas of committee's progress or status.

4. Develop and strengthen working relationships with external and internal stakeholders.

Activities:

- Participate with other professional personnel/managers in the development and facilitation of intra and inter divisional/departmental initiatives.
- Participate in focus groups, workshops, and conferences specific to court related issues and initiatives or public sector employment.

5. Prepare the Division's key planning/reporting documents

Activities:

- Maintain awareness of all of the Division's operations, activities and strategic relationships.
- In consultation with the Manager, Planning and Business Support, assist with the preparation of the Division's operational plan, quarterly reporting, and annual report.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Policy, program, and initiative research, advice, and recommendations directly impact all court operations in the province (approximately 1480 staff) as well as other divisions and departments that share or have an interest in initiatives, programs, or services with Court Services.
- Number of long-term committees at intra- and inter-divisional/department levels.
- Participate in initiative (project) oriented committees.
- Short and long-term research projects.
- Planning and operational coordination including areas of researching and analysing.

Stakeholders include: judiciary, lawyers, public, MLAs, other divisions, other departments, federal and municipal governments, court organizations, private interest groups, witnesses, jurors, interpreters, law enforcement agencies, and constituents.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Graduate degree in the social sciences or related area, or undergraduate degree in the social sciences or related area, and two years of relevant experience.

Knowledge of the justice system and related legislation.

Knowledge of information sources including academic papers, government publications and internet sources.

Excellent research, analytical, interviewing, writing, and communication skills.

Knowledge of statistics and data collection.

Application of statistical and research methodologies.

Ability to work independently, organize duties, establish and adjust priorities to complete tasks and meet deadlines.

Flexibility and the ability to adapt and thrive in a continually changing work environment.

Computer skills (word processing, spreadsheets/charts, databases, email, Power Point, internet searches).

Strong interpersonal skills, team player.

Project management skills.

Creative/critical thinking and problem-solving skills.

Initiative.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Internal Contacts:

All staff and managers in the division, up to and including the Assistant Deputy Minister.

External Contacts:

Other justice divisions, Government of Alberta departments and agencies, governments, Court Services partners and stakeholders, and members of the public.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

None

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

None

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Manager

Name	Signature	Date

Executive Director

Name	Signature	Date

Division Director/ADM

Name	Signature	Date