

Reclassification

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

government/departmental policy, the Senior Grant and Policy Analyst is responsible for supporting the development, implementation, and evaluation of strategic initiatives related to improving Alberta's continuing care systems through grants. This position is responsible for providing expert knowledge and information to support internal and external partners on grants. This position will also support the development of provincial strategic policy for home care, supportive living, and continuing care homes in Alberta. This position will provide critical support in the implementation priority initiatives, such as Continuing Care Transformation which responds to recommendations from the Facility-based Continuing Care Review and includes the expansion of home and community care through grants, in addition to the management of existing Continuing Care Innovation and Palliative and End of Life Care grant.

The Senior Grant and Policy Analyst brings a depth of research, analysis and policy development skill, combined with project management experience to enable the planning, research, development, implementation and monitoring of grant and provincial policies, legislation, strategies and projects.

The Senior Grant and Policy Analyst must have strong ability to critically synthesize and summarize complex issues and provide sound recommendations and analyze grant proposals and agreements to provide nuanced advice and actions to communities partners, branch colleagues, and leadership. The ability to lead small projects in a timely fashion, effectively engage with a wide variety of stakeholders, integrate continuing care practice and operational perspectives into activities, and take a systems- and future-based approach to planning is essential. Ideally, the Grant and Policy Analyst will also have some experience with, and be able to effectively research, identify and monitor/report on existing system-level performance measures

Responsibilities

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

Grant Management

- Develop and execute grant agreements and ensuring grant agreements are in accordance with Ministry policy and procedures and branch business practices. This involves leading the negotiation, management, drafting, and approval of grants as well as reviewing proposals and providing analysis and recommendations, including an analysis of grant budgets.
- Provide support and oversight to grant recipients and branch colleagues to ensure grant project timelines, reporting, and deliverables are achieved as set out in the grant agreement. This will involve staying current on departmental and government grant and contract policies and procedures and provide expert advice to co-workers and external stakeholders.
- Collaborate with grant recipients to ensure grant recipients understand and adhere to the grant agreements, including explaining the grant clauses and setting reporting and communication expectations.
- Identify, clarify, and remedy emergent issues/concerns related to grant projects.
- Establish and maintain positive and effective working relationships with key internal and external stakeholder for the purposes of grant and project management.
- Serves as the primary program contract person with grant recipients.
- Lead the ongoing improvement of grant processes and practices.
- Review and assess grants to identify opportunities to scale and spread effective programs and/or operationalize.
- Lead and support the development and implementation of the large scale grant calls and programs.
- Evaluate grant and divisional programs/initiatives to assess the degree to which the program or initiative achieved their intended objectives.
- Develop and implement strategies/tools for change management, knowledge translation, and

capacity building.

- Complete Action Requests as required.

Communication and Issues Management

- Uses diplomacy, tact and high-level communication skills to collaborate with internal and external stakeholders on current and emerging issues;
- Where appropriate, communicates information through oral and written briefings such as e-mail, letters, memos, speaking notes and other action request responses;
- Assists in preparing responses to queries from the public and/or clients, or other stakeholders, including providing concise and relevant information and analysis on various action requests;
- Escalates issues as appropriate in a timely manner to management for decision making; and
- Researches and creates various communication materials, such as infographics, visualizations and presentations, for information on continuing care for internal and external audiences at various levels.

Project Management

- Designs, lead, and Supports multi-phase/multi-stakeholder projects and events that influence the evolution of the continuing care system;
- Liaises and collaborates with internal and external stakeholders, including continuing care operators/providers, Alberta Health Services, associations and organizations, public representatives and other Ministry/Government of Alberta staff.
- Coordinates and prepares briefing materials, meeting materials, and maintains governance and project management documents for committees and working groups;
- Develops complex plans, work flow diagrams, etc. and coordinates the tracking and implementation of action items to ensure the timely achievement of progress;
- Coordinates the collection of information and the development of written and verbal reports/ summaries to communicate progress both internally and externally, as applicable;
- Promotes coordinated and aligned activities across stakeholders, and makes recommendations to advance achievement of outcomes, by developing and maintaining awareness of Ministry/ Government plans, priorities and strategies, as well as those of external project stakeholders; and
- Manages and prioritizes issues that come before committees and working groups.

Performance Measurement

- Pro-actively works with relevant stakeholders to contribute to, or lead, performance measurement and outcome monitoring activities at a continuing care system level.
- Identifies, analyzes and uses available data, information and evidence to:
- Monitor strategies, initiatives and continuing care system outcomes;
- Identify system and program issues and areas of strength;
- Research and develop options for decision, analyzing implications of options and developing
 - o practical solutions to address issues (where they may exist) and to inform future policy and
 - o strategic developments; and
- Inform the development of future measures or approaches to outcome monitoring.

Policy Analysis and Advice

- Conducts environmental scans and literature reviews on various topics related to continuing

care;

- Researches, analyzes and evaluates data and information pertaining to continuing care issues from diverse sources, including statistical databases, legislation, policy documents, technical reports, academic journals and more;
- Uses research methodologies to identify emerging issues and trends, and assists in the development of potential scenarios to support the Ministry's response and/or position on an issue;
- Collaborates and liaises with other ministries, Alberta Health Services, health professionals, colleagues and decision-makers to pro-actively identify and address health policy issues and to develop and implement identified strategies;
- Identifies potential impacts of various issues on Albertans, GOA policies and programs;
- Develops coherent, logically presented comprehensive responses and policy recommendations regarding improvements to the continuing care system and potential impacts to the health care system and Albertans served; and,
- Prepares written reports, options papers and briefing materials, with recommendations for next steps for Senior Management Team and the Minister.

Consultation & Stakeholder Engagement

- As required, participates on internal and external working groups (including cross-ministry teams, and stakeholder associations), to provide ongoing support on initiatives and projects;
- Collaborating and liaising with other ministries, AHS, health professionals, housing providers, and decision makers to proactively identify and address health policy issues and to develop and implement identified strategies and programs
- Consults with and seeks advice from Legislative and Legal Services (LLS) if issues are of a legislative or regulatory nature;
- Establish and maintain positive and effective relationships with key internal and external stakeholders and other jurisdictions for the purpose of gaining intelligence and transferring that knowledge into collaborative policy development and management decisions in order to ensure optimal integration of business goals and ministry objectives.
- Engages with stakeholders and the public to increase and improve awareness of the continuing care system and priority initiatives; and
- As required, provides information, input, and recommendations to working teams and committees

Problem Solving

Typical problems solved:

This position requires effective support, coordination, analytical, communication, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the well-being of current and future clients in Alberta's continuing care system.

This position will need to deal with policy issues that cross divisional or Ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities.

These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner.

The position will be required to support multiple projects and tasks at the same time, assess

competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward.

Types of guidance available for problem solving:

Day to day decisions are impacted by political and Ministry platforms and current priorities. Platforms, priorities and direction can change quickly which impact day to day decisions and the work of this position. Decisions are also guided by internal government and department procedures and policies to seek direction and decisions on policy work. Guidance to problem solve is available from peers, as well as branch and division management.

Direct or indirect impacts of decisions:

This position will be called upon to support the implementation of key provincial commitments that will have implications for current and future continuing care clients and their families, continuing care operators/providers, staff working in the continuing care system, and potential impact to other health and social serving sectors

Key Relationships

Major stakeholders and purpose of interactions:

Interacts with other members of the work unit daily for the purposes of team collaboration. Interacts frequently with other branch members for the purpose of grant management. Interacts frequently with other divisions and program areas to develop grants and manage grants. Interacts with the Continuing Care Branch Executive Director, Assistant Deputy Minister etc. as needed to provide information regarding progress and seek feedback and approval, particularly in relation to branch grant management and coordination activities. Collaborates with stakeholders within and outside the Ministry of Health as needed to share or collect information, data, build relationships and achieve goals collaboratively. Interacts with cross-ministry colleagues and stakeholders on committees in different capacities depending on the nature of the group (may chair, support in secretariat functions, or be a participatory committee member).

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:

Degree in Health, Social Sciences, Business, Public Administration, Public Health, or other related degrees

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

This position requires a few years experience in completing policy analysis and development in order to successfully manage projects which require analysis and the development of implementable recommendations. Continuing care or health system experience is preferred in order to understand the complexities of continuing care and develop multi-faceted solutions to policy issues.

Working knowledge of: the continuing care sector; health service delivery; economics; health care or business strategies; health legislation and regulation; the theory and practice of policy analysis; problem solving; team work or consensus building; government goals and decision making process; and, public consultation will be assets in this position.

The position requires knowledge of the government processes, grants and contracts, and program budgeting to support ability to manage grants and contracts..

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 	<p>This positions required few years experience in completing policy analysis and development or grant management in order to successfully lead and manage large grant calls and/or programs and evaluate their effectiveness.</p> <p>Continuing care or health system experience is preferred in order to understand the complexities of continuing care and develop multi-faceted solutions to policy issues.</p> <p>Working knowledge of: the continuing care sector; grants management, health service delivery; economics, health care or business strategies; health legislation and regulation; the theory and practice of policy analysis, problem solving, team work or consensus building; government goals and decision making process; and, public consultation will be assets in this position.</p>
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 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>This position will lead and/or co-lead large scale branch grant related projects, the incumbent will be required to identify and mitigate challenges, work with branch colleagues and grant recipients under tight timelines to move initiatives through while managing grant recipients and branch colleague concerns.</p>

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	This position requires an independent individual who takes responsibility for their own time and work products and who effectively identifies linkages between their work and organizational goals, strategies and direction.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <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 	An open mind is required to creatively consider the range of issues that continuing care policies and programs are intended to address and to develop options that involve stakeholders beyond the immediate team.

Benchmarks

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

Subsidiary 2 - 024PS62 - Workforce Analyst

Subsidiary 2 - 024PS63 - Policy Analyst

These two positions are comparable in terms of the roles and responsibilities of the roles, breadth of knowledge needed and requirement for systems thinking.

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

ADM Name

Date yyyy-mm-dd

ADM Signature