

## Update

Ministry

Public Service Commission

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA18

Cost Centre

10000000614587

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Workforce Policy, Strategic Planning and Policy

☐ 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 Policy Analyst is responsible for supporting the Public Service Commission's (PSC) strategic program and policy agenda related to ensuring that Alberta has an efficient and effective Alberta Public Service (APS) working for its citizens, including the following key objectives:

- deliver client-focused and timely human resource (HR) services to enable the APS to achieve government priorities, including the management of talent through a future-focused workforce, recruitment and retention, employee development, performance and succession programming to ensure a coordinated and efficient human resource system to meet the evolving needs of departments; and
- engage, develop, and support employees and ensure a safe, diverse, inclusive, and respectful work environment in the APS.

The Policy Analyst will contribute to and support the development of strategic policy and operational projects. Under the general direction of the Manager, the Policy Analyst undertakes various short term and long-term assignments to provide policy support in the research, development, and/or implementation of policy initiatives.

#### Responsibilities

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

Depending on the projects assigned, the Policy Analyst will provide support to the Strategic Planning and

Policy Unit in the areas identified below.

1) Support the strategic policy agenda for the Strategic Planning and Policy Unit, and the division and PSC more broadly, by providing research and analysis, and planning and policy advice, and professional expertise and information.

- Identify, evaluate and research complex and sensitive policy issues that impact on the HR mandate of the PSC and develop briefings, presentations, reports, information materials, which may include recommendations for consideration by the Commissioner, DMHRIC and Minister, or support information sharing and HR excellence within the PSC and FPT jurisdictions more broadly.
- Engage in environmental and jurisdictional scanning to support PSC policy initiatives.
- Supports, with supervision, policy and planning projects, including those within the framework of the department's business plan objectives.
- Compile, research, develop and write speeches, issues papers, briefing papers, presentations, statistical reports and correspondence for the ADM, DM, PSC, DMHRIC, the Minister and senior and executive officials within the Ministry.
- Assist with and lead (as identified) unit files and initiatives including ad hoc projects.
- Prepare ministerial and executive responses to Action Requests.
- Provide analysis on data, support initiative tracking, etc.

2) Maintain a supporting or leadership role (as identified) in coordination of input from internal and external stakeholders on issues related to strategic PSC initiatives, projects, and activities.

- Participate on internal and external working teams and committees to collaborate on policy initiatives and projects.
- Consult with key stakeholders in the GoA, and external stakeholders (e.g., FPT jurisdictions).
- Represent the division and PSC on various committees, teams, and working groups.
- Assist with or lead (as identified) project planning and implementation of stakeholder consultation and engagement, typically with internal GoA partners or other FPT jurisdictions, to support advancement of policy initiatives.
- Assist with or lead (as identified) project planning and consultation within PSC and GoA to support advancement of policy initiatives.
- Act as a resource to other divisions on policy expertise and developing strategies, as required.
- Regularly informs stakeholders and partners on status of activities, and collaborates on required follow ups.
- Regularly reports to management and PSC senior leadership on status of files.

3) Prepare a variety of briefings and other materials to inform management and senior leadership of policy advice.

- Communicate information to management and senior leadership through oral and written briefings, background documents, correspondence, ensuring materials are accurate and consistent, and incorporate perspectives of program areas (as required).
- Prepare and execute action requests in response to Minister, Deputy Minister, and Assistant Deputy Minister requests.
- Coordinate meetings including preparing agendas, materials, etc.
- Addresses follow ups/direction, with supervision as required.

4) Support the Manager and Director in advancing the Strategic Planning and Policy Unit's operational goals.

- Participate in unit planning and reporting.
- Provide early awareness of emerging issues that require senior or executive attention.
- Build and maintain strong working relationships to work effectively with others.
- Work collaboratively with staff across the unit, branch, division, PSC, and APS.
- Provide updates and information to Manager and Director to support advancement of policy agenda.

## Problem Solving

Typical problems solved:

This position requires ability to conduct independent research, identify implications, define issues, and identify creative and appropriate solutions. Projects can be complex in dealing with strategically sensitive and multi-faceted issues that are closely related to the department and government's priorities and policy objectives. Issues involved may be unique in nature and require research to determine precedence within departments or in other jurisdictions.

This position understands the complex interrelationships between corporate PSC policies and the impact to client departments; and identifies strategic connections among initiatives to enable successful development and implementation of policies from a strategic, long-term perspective. This position identifies policy problems and their cumulative impacts to implementation, including considerations for continuous improvement and evaluation.

The use of judgment is required as well as flexibility (quickly pulling together or creating accurate materials with short timelines), and adaptability to work in an ambiguous and changing environment with supervision as required.

Types of guidance available for problem solving:

The Policy Analyst seeks direction and advice from the Manager, Strategic Policy, and colleagues within the Strategic Planning and Policy Unit, to help inform approaches to problem solving, but has scope to lead certain projects and approaches.

Direct or indirect impacts of decisions:

The Policy Analyst work supports and contributes to the development of strategic policy initiatives that impact internal, GoA employees.

## Key Relationships

Major stakeholders and purpose of interactions:

Manager, Strategic Planning and Policy - provide updates, raise awareness to emerging issues, receive direction to support policy projects, programs, and initiatives.

Director, Strategic Planning and Policy - provide updates, raise awareness to emerging issues, receive direction to support policy projects, programs, and initiatives.

Other Senior and Policy Analysts within Unit - work effectively as a member of a team to advance policy projects, programs, and initiatives.

Department legal services - to coordinate and present the relevant policy perspectives on legislative issues and seek legal advice on issues.

HR Business Partner Teams - Engage to inform public policy directions, as required.

Interact daily with PSC colleagues for the purposes of informing and developing strategic policy analysis and advice to respond to issues and develop sound human resource policies and programs. Interact regularly with professional staff and managers across the APS to gather and provide information and advice. Stakeholder interactions can occasionally include external clients (including other FPT jurisdictions), to gather or provide information.

## Required Education, Experience and Technical Competencies

| Education Level            | Focus/Major | 2nd Major/Minor if applicable | Designation |
|----------------------------|-------------|-------------------------------|-------------|
| Bachelor's Degree (4 year) |             |                               |             |

If other, specify:

plus 2 years progressively responsible related experience; or equivalent.

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

- Knowledge of policy theories and experience with policy development.
- Experience preparing policy analysis, options and recommendations.
- Adaptability and flexibility to adjust priorities and schedules for self as needed to meet the needs of each initiative with some direction as required.
- Strong project management and organizational skills to manage multiple requests and workloads.
- Strategic and systems thinker able to identify emerging issues.
- Strong interpersonal and collaboration skills to work with multiple internal and/or external stakeholders to gather information, understand different perspectives, resolve issues, and successfully complete/support projects.
- Experience working with multiple internal and external interests, including facilitation, consultation, consensus building.
- Outstanding collaboration skills and a strong teamwork orientation to maximize consultation initiatives within the division and with PSC and its partners and stakeholders.
- Ability to establish credibility and communicate constructive advice with tact and sensitivity.
- Awareness of political acumen and ability to remain neutral and objective.
- Strong writing skills to support preparation of briefing materials, reports, etc.
- Strong verbal communication skills for participation on committees and working groups, delivering briefings, etc.
- Knowledge of government and PSC policies, processes, and procedures.
- Proficiency in Microsoft Office, including Word, Outlook, Excel, and PowerPoint.

## 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                     |   |  |
| Drive for Results | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>Plans based on past experience</li> <li>Holds self and others responsible for results</li> <li>Partners with groups to achieve outcomes</li> <li>Aims to exceed expectations</li> </ul> |  |
| Agility           | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>Takes opportunities to improve work processes</li> <li>Anticipates and adjusts behaviour to change</li> </ul>  |  |

|                  |           |   |  |
|------------------|-----------|---|--|
|                  |           | <ul style="list-style-type: none"> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>   |  |
| Systems Thinking | ○ ● ○ ○ ○ | <p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>  |  |
| Develop Networks | ○ ● ○ ○ ○ | <p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul> |  |

## Benchmarks

List 1-2 potential comparable Government of Alberta: