

Update

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

Current Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SSII, Alberta Chief Firearms Office

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

2023-03-11

Responsibilities Added:

Job title change.

Clarified project management and project leadership responsibilities (i.e., the position leads complex policy projects).

Responsibilities Removed:

Supervisory duties (no supervision).

Job Purpose and Organizational Context

Why the job exists:

The Alberta Chief Firearms Office (ACFO) was established in September 2021 and administers the federal Canadian Firearms Program (CFP) to Albertans, which is regulated by the federal *Firearms Act* and Part III of the Criminal Code.

Alberta transitioned from a federal to a provincial opt-in office with the goal of meeting the needs of Alberta stakeholders and law-abiding firearms owners. Through the unit's work, the ACFO is addressing the concerns of stakeholders in Alberta by creating policies and strategies to provide autonomy and support for law-abiding firearms owners. The strategy is inclusive of promoting an Alberta-centric system respecting and advocating for the values of law abiding firearms owners in the province, and promoting firearms safety with law enforcement agencies to keep Albertans safe while administering the CFP in Alberta.

There are more than 388,000 firearms license holders across Alberta, 141 approved shooting ranges and over 680 industry businesses and holds the third largest CFO caseload in Canada, preceded only by Ontario and Quebec. On average, an additional 30,000 Albertans complete mandatory firearms safety course training annually, as a first step to obtaining their firearms licence.

Reporting to the Manager, Policy and Research, the Senior Policy Analyst is responsible for contributions to public safety through responsible provincial firearms policy development. This includes independently conducting research and analysis on specified topics and applicable legislation, and preparing materials for senior/executive audiences. The Senior Policy Analyst will also demonstrate good project management practices when independently planning, coordinating, and executing complex assignments/projects.

Deliverables of this position involve managing competing priorities with short and inflexible deadlines. To allow leadership to focus time on matters that require personal attention, the Senior Policy Analyst must work independently in situations with unclear parameters and accountabilities. The position is therefore required to demonstrate acute judgment in dealing with sensitive issues. The role must continuously assess fluctuating systems and processes to ensure that the ACFO maintains the capacity to support safe and efficient firearms administration in Alberta. This also includes overseeing the development of sound policies and programs that will support the mandate of the ACFO, in addition to planning and leading stakeholder engagement efforts with a varied stakeholder group.

Responsibilities

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

1. Leadership and Accountability - The unit is a high-performing team, working toward a common goal of providing the best services to Albertans and businesses, while also acting in the best interest of public safety.

The Senior Policy Analyst cultivates leadership and accountability within the team by:

- o Working in accordance with the *Firearms Act*, the requirements of the Canada Firearm Program and other related federal and provincial legislation.
- o Training and mentoring Policy Analysts and others in the branch on refining various pieces of legislation, regulations and policies relevant to firearms licensing.
- o Exercising and promoting good judgment within the framework of protocols established by the CFO, the *Firearms Act* and the Canadian Firearms Program.
- o Fostering a positive working environment that supports effective collaboration, high performance and appropriate staff development.
- o Assuring appropriate maintenance and security of records, including appropriate disposition of transitory information within the work unit.
- o Acting in the absence and at the request of the Manager (e.g. vacation or illness).

2. Policy and Program analysis - The ACFO administers a highly regulated program. Strategic analysis, operational planning and appropriate implementation are paramount in protecting public safety.

The Senior Policy Analyst leads operational planning activities and the refinement of policies concerning the administration of the *Firearms Act* and other Government of Alberta policy objectives by:

- o Supporting ACFO leadership in achieving the mandate, goals and operations of the ACFO.
- o Creating and overseeing the implementation of administrative and operational mechanisms that facilitate program delivery within the work unit.
- o Collecting, consolidating and interpreting operational data that supports executive decision making and measuring program outcomes.
- o Providing advice to the Deputy Chief Firearms Officer, Directors, Managers, and Regional Operations Managers on a wide range of policy and program issues.
- o Developing and maintaining operational policies, procedures and standards that comply with the *Firearms Act* and regulations, relevant provisions of the *Criminal Code*, other relevant provincial and federal legislation (e.g. the *Freedom of Information and Protection of Privacy Act*), and the Canadian Firearms Program.
- o Consulting and soliciting input from a range of internal stakeholders (e.g. Legal Services, FOIP Office, etc.) on the development of operational policies, procedures and standards related to the delivery of centralized operational services.
- o Researching, preparing and monitoring annual operational plans for all business lines, including individual licensing, business licensing, firearms transfers, firearms authorizations, and non-resident declarations.
- o Interpreting policies and business processes and implementing these within the work unit.
- o Providing strategic advice to senior leadership on the operations of the ACFO such advice on changes to the federal *Firearms Act*, providing context and recommendations for how the ACFO may respond.
- o Leading and planning complex policy projects, often under tight deadlines. This may include tracking and reporting on the progress of several concurrent projects within the unit and branch.

3. Stakeholder and Public Engagement - Public safety objectives are promoted through positive stakeholder relationships.

The Senior Policy Analyst contributes to this public safety objective through stakeholder engagement by:

- o Working collaboratively with staff across the branch in the development of standard operating procedures, policies, and other deliverables. The position must minimize controversy and maximize understanding, particularly where disagreement emerges among internal stakeholders.
- o Liaising, collaborating with colleagues in other jurisdictions, and representing the unit on national working groups and various ad hoc project teams.
- o Independently responding to general inquiries about the ACFO, preparing responses on behalf of the DCFO/CFO and reviewing responses drafted by Policy Analysts or other staff.
- o Consulting and soliciting input from a range of internal stakeholders (e.g. Legal Services, FOIP Office, Communications, Operations, etc.) on the development of operational policies, procedures and standards related to the delivery of centralized operational services.
- o Providing issues management support to the director and manager, including drafting responses to correspondences in ARTS, sending direct replies on behalf of the DCFO, and providing peer reviews and mentorship to new staff on ARTS processes and standards.

4. Issues Management - Issues are handled in a professional and timely manner and contribute to the effective operations of the ACFO.

The Senior Policy Analyst leads the resolution of issues, where possible, undertaking issues resolution prior to the issue requiring a solution at higher levels of intervention by:

- o Leading the development and implementation of issues management strategies to efficiently coordinate the operations of the ACFO.

- o Identifying and managing urgent or politically sensitive matters for the ACFO leadership team, and ensuring the appropriate research, background information and recommendations are available to support resolution.
- o Providing support and recommendations for issues, opportunities, and challenges associated with business and operational planning, and policy and program development.
- o Providing strategic analysis and advice, keeping ACFO leadership team current on the status of existing and potential issues and trends. This is accomplished through a review of incoming information from internal and external sources, environmental scanning, analysis, awareness of political sensitivities, and discussions with key stakeholders.
- o Establishing strategic relationships and processes to allow for timely analysis and resolution of issues when they emerge.
- o Advising on business process enhancement initiatives and improvement opportunities by noting changing business needs, best practices, and industry trends.
- o Supporting the ACFO leadership team by taking on specific assignments, attending meetings, and preparing responses for inquiries from the Minister, ministry staff, the Canadian Firearms Program and other key stakeholders.
- o Initiating critical conversations to keep momentum on priority issues and projects, and ensures follow up with a variety of internal and external stakeholders, such as police agencies, the Canadian Firearms Program and staff across the ACFO.
- o Coordinating and managing background research materials for the ACFO leadership team, providing briefings as required to ensure the ACFO leadership team is fully prepared and briefed for meetings and events.
- o Leading the development of template responses to emerging issues. Issues are often politically sensitive and the position must demonstrate excellent political acumen in how responses are framed for different audiences.

Problem Solving

Typical problems solved:

The position is relied on to ensure that the requirements of the federal *Firearms Act* and other frameworks are met within the work unit, branch and services provided enhance public safety through the responsible administration and management of firearm licensing, serving a variety of internal and external stakeholders.

The position leads high level, strategic decision-making activities, is also accountable for delivering critical tactical functions, and must work with senior staff in the division to design and implement project plans that are sustainable and transparent. The position ensures that information is effectively organized, communicated and documented using appropriate government business processes.

The position advises the ACFO leadership team of any routine or complex issue that may require further personal attention or action, proposes solutions, and implements required changes.

The position requires leadership skills to influence staff across the branch without authority and to effectively influence up and across into other areas of government. It is essential that the incumbent works collaboratively with team members and colleagues and that they understand the mechanics of government's decision-making processes, including the roles and responsibilities of staff in all areas of government.

The position works within a variety of legislation and regulations that govern firearms licensing in Alberta. Within this framework and under the leadership of the ACFO leadership team, the position oversees the delivery of regulated services, and contributes to the development of strategies, initiatives and programs that support excellent service delivery and promote public safety.

The role provides proven project leadership and collaboration skills with the ability to support a high-performing team that achieves results through an evolving mandate, despite multiple time-sensitive competing priorities and despite managing issues that are often technically specialized.

New and/or changing legislation/policies at the federal, provincial and municipal level are a facet of the job. This requires the ability to quickly understand and adapt new practices to implement the changes in a

manner that meets the expectations of the ACFO leadership team.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents including strategic policy templates;
- Historical records that provide previous research and examples;
- Regular conversations with the Manager, Policy and Research

Despite available guidance, many problems encountered by the position will be novel. The incumbent must be prepared to present potential implementable and sustainable solutions in addition to identifying problems.

Direct or indirect impacts of decisions:

This is a responsible and demanding role. The ACFO provides services to over 388,000 firearms possession and acquisition licence holders and firearms-related businesses in Alberta. A commitment to providing excellent services will help ensure that Albertans can continue to live in safe and secure communities.

Relationships must be maintained with multiple internal stakeholders such as with other work units in the ACFO, ADMO, MCU, Legal Services, FOIP and finance. Relationships must also be maintained with federal and provincial/territorial counterparts within the Canadian Firearms Program.

The position provides subject matter expertise on policy and procedural advice to staff and senior leadership. Legislation and policy cannot foresee all situations that may occur, so as issues arise, the Senior Policy Analyst must provide interpretation and advice that can withstand scrutiny in the public realm.

The position must have a strong knowledge of the Canadian Firearms Program and related legislation. Requires the ability to apply a number of policies and procedures in handling a diverse range of inquires and recurring tasks. Must have expertise with office software such as Microsoft products, spreadsheets and basic graphics (e.g. Visio).

The Senior Policy Analyst will be required to consult with a wide variety of internal stakeholders, all with differing perspectives. In particular, the position will be required to interpret information and advice from these internal stakeholders and present it way that is meaningful for decision-makers.

Project leadership is a key element of the role. As the only Senior Policy Analyst in the Policy and Research Unit, the position will lead legislative and operationally complex projects. These projects have a direct impact on how the ACFO contemplates risks and makes licensing decisions, and in turn impacts public safety.

Key Relationships

Major stakeholders and purpose of interactions:

Team members - Daily provide information on project progress, identified risks, proposed resolution of issues.

Manager - Daily provide information on project progress, identified risks, proposed resolution of issues.

ACFO leadership team - Information sharing, coordination of activities related to projects, provide support for resolution of issues.

Deputy Chief Firearms Officer - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.

Other GoA Staff - Information sharing, coordination of input, and updates on project status, as

required.

Justice stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

ADMO and MCU - issues management and action request tracking.

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:

A university degree in a related field and at least four years of progressively responsible experience

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

- Education/Experience:
 - A university degree in a related field (or equivalent work experience), supplemented by at least four years of progressively responsible experience.
 - Relevant experience in operations and issues management, including policy development.
 - Masters Degree in social sciences is an asset (e.g. Public Administration, Political Science, Sociology)
- Skills:
 - Good judgment.
 - Leadership and interpersonal skills required to lead complex projects involving multiple stakeholders.
 - Highly developed communication skills.
 - Advanced planning and organizational skills.
 - Well developed time management and organizational skills.
 - High proficiency in Microsoft Office applications such as Word, Excel, and Outlook.
 - Advanced project management skills.
- Expert knowledge of:
 - The *Firearms Act* and Regulations, Part III of the *Criminal Code* and associated Regulations, and the Alberta Firearms Act and Regulations.
 - Interrelationship between the province and the federal government as it relates to the provincial administration of the *Firearms Act*.
- Advanced knowledge of:
 - Government and departmental processes for approvals, planning, financial management and human resource management.
 - Operational and business planning principles and processes.
 - Applicable provincial acts, for example the *Wild Life Act*, and municipal by-laws restricting the discharge of a firearm.
- Knowledge of:
 - Police agency record-keeping systems and other information sources, both automated and manual, the interfaces between these systems and CPIC, and the parameters required for the generation of firearms interest persons.
 - Case law, legal precedents, jurisprudence, court records and criminal records databases related to

firearms offences.

- The mandate, strategic objectives and organization of the RCMP to coordinate and participate in various strategies and initiatives.
- Firearms devices, including their technical descriptions, components and legal classifications.

• Theoretical knowledge of :

- Rules of disclosure for materials in an investigation, the investigative process, including: liaison with local Crown counsel; disclosure planning and completing court briefs; techniques for preparing and organizing evidence; and support documentation required to present testimony in court.
- Relevant policies and procedures to effectively conduct investigations and analyses
- Investigative techniques in order to assess risks to public safety.

Ability to obtain and maintain an Enhanced Reliability status conducted by the RCMP. Maintenance of this status is a requirement of the position.

• Others:

- Understand how outputs of the team impact the work and lives of others
- Effectively communicate complex information to the manager, senior leadership, internal and external stakeholders, and staff.
- Use communication skills coupled with interpersonal and negotiation skills to foster stakeholder understanding and negotiate resolution.
- Learn new and proprietary software applications.
- Identify key issues, including legal implications, risks and risk mitigation strategies.
- High degree of professionalism and initiative.

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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Considers the whole system when evaluating, researching, and conducting policy analysis, including using Gender Based Analysis Plus and helping others apply this.</p>

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <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 	<p>Works in projects teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</p>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>Support the development engagement plans and executes them to involve stakeholders.</p> <p>Supports discussions during engagements.</p> <p>Uses enthusiasm to motivate project teams and support new/junior staff</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p>
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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
ADM Name	Date yyyy-mm-dd	ADM Signature