

Ministry

Energy

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Energy Ops, PNG Tenure

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

2026-03-19

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Policy Analyst reports directly to the Director and works with minimal supervision. The position is responsible for supporting policy and planning activities for the branch and ensuring alignment and integration with the division and department, and this frequently requires leading projects where the

branch is involved in broader initiatives. The Policy Analyst represents the branch for division and departmental initiatives, bringing tenure-focused operational perspectives and information to policy/program development and planning activities.

The Policy Analyst advises on policy files initiated by the branch, and represents the branch's interests on broader policy initiatives (e.g., development agreements, red tape reduction, geothermal policy, upcoming tenure system review. This position is responsible for providing strategic advice and recommendations to senior level staff on high-level, complex policies and programs and strategic initiatives, such as disposal policy and operational implications of caribou management. This includes coordinating and leading project teams, representing the branch on department and cross-department teams, drafting materials for the ADM, DM, Minister, and Executive Council, and creating information packages for Committee(s) and Cabinet. The incumbent is responsible for drafting briefing materials for the ED, ADMO, DM, Minister, Executive Council, Committee(s), and Cabinet.

The incumbent leads operational planning and risk management activities for the branch, and responds to audit related inquiries. The incumbent is an advisor to the Director regarding significant issues, external work impacts and goal planning. The incumbent maintains and optimizes the branch's internal records management processes and seeks improvements to current business and training systems.

The Policy Analyst coordinates external committees such as the Tenure Industry Advisory Committee and the Inter-Governmental Tenure Committee. The incumbent also develops materials and delivers courses to department personnel, industry and industry associations to explain Alberta's PNG Tenure system.

Responsibilities

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

Support policy coordination activities related to Energy's projects and initiatives.

- Maintain knowledge of, and advise on, current policy issues and changes that may impact Energy's projects and initiatives or may require additional tools to achieved defined outcomes.
- Collect, update and analyse energy data and statistics.
- Monitor upstream and downstream activities including conventional oil, natural gas, oil sands, tight oil, shale gas, pipelines, petrochemicals and refineries.
- Track and anticipate emerging challenges facing Alberta's energy industry, such as market access issues and competitions from other energy producing regions.
- Conduct research and develop briefing materials, operations, and recommendations for the Premier, Minister, Executive Council, and other senior officials.
- Provide advice on the current government practices related to policy approval and the legislative process, including implications for Energy projects and initiatives.
- Advise on timelines and milestones for policy and product development in order to implement changes within desired timeframes. Make recommendations on project plans, resourcing and timelines to reach milestones.
- Maintain a series of products to communicate processes, timelines, and facilitate decisions on timing and sequencing of initiatives.

Manage policy issues related to Energy's priority initiatives, ensuring they are accurate and compliant with government decision-making requirements and statutory requirements.

- Work with functional areas within the department or across government to identify and assess issues related to Energy's projects and initiatives.
- Provide timely, high-quality analysis and advice on policy options and processes (risks, costs, benefits, implementation impacts).
- Coordinate the preparation of required documentation (briefing notes, 4-column documents, drafting instructions,

Ministerial Orders, etc.) for policy changes by providing well informed advice and feedback on decision-making processes.
- Review materials and provide advice on content, reviewing for completeness and accuracy, finalizing materials, and providing any additional information to senior leadership and decision makers.

Coordinate/communicate policy activities across departments and within Energy and Minerals.

- Conduct internal stakeholder analysis to determine ministries and work teams that are connected or impacted by the issue/initiative/policy.
- Liaise with Energy program areas and other ministries to share information about strategic initiatives and to create opportunities for feedback and input.
- Coordinate input from other teams and ministries, including synthesis or information, summarizing, re-writing, and/or editing material as necessary.
- Create tools to report on progress of initiatives across government.

Support good governance for Energy's projects and initiatives.

- Leverage research, foresight, and relationships to structure timely governance discussions.
- Draft materials for senior leadership.
- Provide support to senior leader working groups and project task forces, etc. as needed.

Problem Solving

Typical problems solved:

The problems faced by this position are challenging and complex. Potential solutions require creativity and the ability to foresee and work in an environment that is future-oriented and has limited data. Because of some underlying tension between resource production and value optimization for Albertans, it is expected that the incumbent will need to navigate complex relationships and clearly identify implications of different options that may have differing short, medium, and longer-term issues. Creativity and systems thinking will be essential to finding solutions that respond appropriately to industry interests, and related advocacy efforts, while optimizing values for Albertans.

Types of guidance available for problem solving:

This position needs to apply creativity, problem solving and systems thinking to find solutions that respond appropriately to industry interests, and related advocacy efforts, while optimizing values for Albertans. This position will require self-management on a daily basis, but will also require strong collaboration within the branch, division, across government, and possibly externally with stakeholders to ensure success of projects.

Direct or indirect impacts of decisions:

The Policy Analyst will develop programs and policies, and provide advice and recommendations, that may immediately affect the energy sector (for example, imposing Shallow Rights Reversion, or changing criteria for eligibility for extensions in caribou areas). The Policy Analyst will also contribute to longer term initiatives that will drive the sector in the intermediate and long-term, for example through the completion of a tenure review and resulting modifications to the tenure regime. The results from this work may shape or be shaped by interactions with external stakeholders and will create the regulatory environment for years.

Key Relationships

Major stakeholders and purpose of interactions:

- Works closely with staff within the branch and across the Division, including Executive Director and Directors, to brainstorm ideas, seek direction, and receive approval.
- Collaborates with policy and project teams within Energy and Minerals and across IRMS ministries to develop policies and programs in response to

problems and opportunities in the energy space.

- Consults with solicitors to seek legal advice on issues
- Consults with Geoscience on technical data.
- Works with Mapping to secure maps and data for statistical analysis
- Collaborates with industry stakeholders (e.g. Tenure Industry Advisory Committee, AER, CAPP, individual oil and gas companies) to share information, provide training and jointly analyze problems and opportunities.
- Works with other governments (provincial, territorial and federal) to coordinate meetings.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Business	

If other, specify:

Equivalencies will be considered.

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

Policy development and planning.
 Familiarity with the energy and minerals industries
 Project management experience, including developing project scope, schedules, budgets, managing progress/variances and creating project controls documentation (including charter, workplan, records management plans), .
 Proven ability to establish positive working relationships with a broad variety of clients and demonstrated success in managing complex issues within short timelines.
 Managing information flows to ensure decision-makers have timely access to information.
 Ability to perform effectively on and with a variety of project teams, and with many stakeholders, dealing with highly complex issues and interrelationships.
 Experience with data collection, statistical analysis and interpretation techniques. Advanced knowledge of computer applications including Microsoft Word, Excel, PowerBI, SharePoint, and PowerPoint.
 Experience designing and conducting focused research, including background data collection, interpretation, analysis and identifying and articulating potential solutions to decision makers.
 Experience working with analysis and interpretation of geospatial and georeferenced data.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<ul style="list-style-type: none"> • Understands how their work impacts Alberta's oil and gas sector • Considers dependencies across the branch, and is proactive if their work impacts another member of the team, or unit • Assist clients and colleagues understand issues, and answer their questions in a calm and descriptive manner • Works together towards a common goal. Takes pride in how their work

			contributes to Alberta's economy.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<ul style="list-style-type: none"> • Seeks innovative solutions to improve efficiency and service delivery • Shares ideas for process improvements or systems enhancement with leadership and colleagues • Examines different approaches and tools to eliminate silos and see different viewpoints
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> • Adapts to fluctuating workloads and different levels of complexity • Can assess and adapt to shifting priorities • Remains calm with colleagues and clients, and works diligently to meet timelines • Shows resiliency in times of uncertainty and can quickly adapt to changes in the work environment.
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 	<ul style="list-style-type: none"> • Contributes and discuss ideas with the team and works collaboratively • Celebrates colleagues successes and participates in team building events • Understands the importance of maintaining open and respectful communication with other work areas • Supports others as needed
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past 	<ul style="list-style-type: none"> • Delivers results within predefined timelines • Prioritizes work based on volume and urgency,

	experience <ul style="list-style-type: none"> • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	seeking clarification if needed <ul style="list-style-type: none"> • Identifies issues as they arise that may affect their own, or the team's ability to deliver results and adjusts as required
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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.

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	<hr style="border: 0; border-top: 1px solid black;"/> Date yyyy-mm-dd	<hr style="border: 0; border-top: 1px solid black;"/> Supervisor / Manager Signature
Director / Executive Director Name	<hr style="border: 0; border-top: 1px solid black;"/> Date yyyy-mm-dd	<hr style="border: 0; border-top: 1px solid black;"/> Director / Executive Director Signature
ADM Name	<hr style="border: 0; border-top: 1px solid black;"/> Date yyyy-mm-dd	<hr style="border: 0; border-top: 1px solid black;"/> ADM Signature