

## New

Ministry

Justice

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Policy Advisor

Requested Class

Program Services 3

Job Focus

Supervisory Level

Policy

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

VACANT

## Organizational Structure

Division, Branch/Unit

SSII, Strategic Policy and Planning Branch

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Director, SPP

Executive Manager 1

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

As part of the Strategy, Support and Integrated Initiatives Division, the Strategic Policy and Planning (SPP) branch provides strategic and integrated policy and project services for the department of Justice on a wide range of programs and services under department legislation.

The Policy Advisor provides analysis and research services for the design and development of policy projects. All work is conducted with the goal of ensuring that the interests and priorities of the department are effectively represented in projects and activities. The position takes initiative to complete policy projects to accomplish outcomes as assigned. This position is responsible for supporting the Executive Director, SPP and coordinating the development and implementation of multiple policy initiatives that will impact the long-term and future direction of the administration of justice in Alberta. The position provides project management expertise to coordinate, monitor and report progress against project implementation plans involving multiple internal and external stakeholders.

This position works collaboratively with internal Justice partners, other GOA partners, and stakeholder groups to plan, support oversight, analyze, and coordinate development of substantial high level priority Justice policies and projects. The position conducts critical analysis of relevant information to provide strategic advice and options to the Executive Director, SPP on a number of major policy initiatives that support the Department's strategic directions for the justice system.

The results of this work support the Executive Director, SPP and other branches in Justice. The work also supports Assistant Deputy Ministers, Deputy Minister, and elected officials, by providing appropriate briefing materials as they make plans and decisions about strategic policy, legislation, programs, and services for the justice system. Knowledge may also be shared with other provincial government departments, other governments, service providers, community organizations, and the public.

Issues are identified by elected officials, senior department staff, program staff, and other internal and external stakeholders with an interest in the justice system. The Policy Advisor receives assignments and direction from the Executive Director, SPP.

## **Responsibilities**

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

This position is critical in supporting Justice in the development of forward-looking, strategic policy, system planning and legislation impacting the justice system, including high-profile ministry priorities. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

### **Policy Research, Analysis and Advice**

- Support the Executive Director to lead and coordinate small project teams to identify research and develop policy proposals and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding and operation of programs and/or services.
- Lead the development of literature reviews, issue papers, options documents, environmental scans, jurisdictional scan and reports, and horizon scanning.
- Evaluate broader Justice policies, identify strengths and weaknesses of the policies, determine inter-jurisdictional comparisons, assess financial and outcome impacts of these policies, and propose changes to amend and change the policies to achieve government policy directions.
- Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery mechanisms.
- Draft and sometimes prepare a range of materials (e.g. letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation for senior officials and executive team (e.g. Director, Executive Director, Assistant Deputy Minister, Minister, etc.).
- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
- Support internal, cross-ministry and cross-government committees, as required.
- Works to build policy capacity and provide policy advice in the department.

### **Project Management**

- Support policy development and stakeholder engagement activities, projects and events, including drafting project plans and meeting materials.
- Supports and collaborate on the development and implementation of communication strategy(s) and plan(s), key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.
- Work with internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.
- Provide coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with justice policy issues.
- Support working group meetings with key internal stakeholders, and keep SMEs informed on processes.
- Support complex projects, project planning and monitoring activities for research and policy development projects and engagement projects including: defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies, evaluating project results.
- Support external contractors, as required, including the preparation of requests for proposals and managing the process of evaluating and hiring contractors and monitoring them.

## Issues Management

- Provide concise and relevant information and analysis on various action requests.
- Support, coordinate, and lead the development of a resolution, response or recommendations for action by other areas or executives, to complex issues related to aspects or clients of the justice system. Coordination includes collaborating with multiple stakeholders and having a strong understanding of related and impacted policies, standards, and/or legislation.

## **Problem Solving**

Typical problems solved:

This position requires effective coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the justice system. Collaboration with stakeholders and integration of evidence into policy are key aspects of this position.

In addition to having a moderate understanding of the various pieces of legislation/regulations related to the justice system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the justice system, such as agency governance, the interplay between systemic components, and the various rules and regulations governing such interplay. The ability to work on diverse policy issues affecting a myriad of justice issues is key, as is well-developed political acumen.

This position will support the Executive Director to deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying timeframes 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 adapt and adjust to shifting priorities and timelines and undertake exploratory analysis to support 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.

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Be self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate assigned actions and deliverables, including non-complex projects.
- Develop deliverables and reports aligned to the needs of decision makers.

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;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager, Strategic Policy and other departmental experts with subject matter expertise.
- Typically, the assignment and expected outcomes are known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and intergovernmental initiatives are influenced by the information presented by this position.
- These decisions ultimately impact the safety and social vitality of Albertans.

## Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required. Daily provide information on project progress, identified risks, proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GoA Staff - Information sharing, coordination of input, and updates on project status, as required.
- Justice and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

## 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:

University degree in a relevant field, such as political science, public policy, law, or the social sciences.

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

### Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and proficiency in survey tools, such as Opinio or SurveyMonkey.
- Current knowledge of the justice system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.
- Knowledge of Justice legislation, regulation, and policy.
- Understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision making processes within government.
- Awareness of theory and practice of problem-solving and analytical techniques.

### Skills:

#### Interpersonal

- Strong teamwork, relationship building, and interpersonal skills (e.g., networking, relationship building, active listening)
- Shows flexibility and adapts to new situations

#### Policy Development

- Applies appropriate policy research/evaluation and option development techniques.
- Policy analysis and evaluation skills.

#### Project Management

- Some project management skills for small projects (e.g. developing project charter, project schedule, resourcing, reporting)

#### Leadership

- Some leadership, sound problem-solving, and sound decision-making skills.

#### Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills

#### Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

#### **Abilities:**

- Self-motivated, capable of handling a wide range of project responsibilities.
- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to support and coordinate a variety of tasks, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high quality value-added analysis.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to synthesize information into options and recommendations for simple and complicated policies, consultations, and projects.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.
- Ability to develop creative solutions.

#### **Education:**

- Undergraduate degree in a relevant field, such as public administration, social sciences, and related work experience.

#### **Work Experience:**

- Experience managing and implementing simple projects.
- Experience in policy analysis, development, and evaluation, preferably in public policy.
- Justice System-related experience strongly desired.
- Experience with legislation is strongly desired.

#### **Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Considers inter-relationships and emerging trends to attain goals:</b></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>	Considers the whole system when evaluating, researching, and conducting policy analysis.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Works to exceed goals and partner with others to achieve objectives:</b></p> <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>	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.

<b>Agility</b>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Works in a changing environment and takes initiative to change:</b></p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <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>	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.
<b>Creative Problem Solving</b>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Focuses on continuous improvement and increasing breadth of insight:</b></p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</p>
<b>Build Collaborative Environments</b>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Facilitates open communication and leverages team skill:</b></p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Works with stakeholders and colleagues across the ministry to develop policy options and deliverables.</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p> <p>Uses enthusiasm to motivate and guide project teams.</p>

## Benchmarks

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