

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Current Class

Program Services 4

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Workplace Policy and Legislation

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, LR Policy & Leg

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Workplace Policy and Legislation (WPL) is one branch within the Labour and Workforce Strategies (LaWS) division of the Ministry of Jobs, Economy and Trade. WPL is a fast-paced and results-oriented environment that strives for excellence while developing and fostering cooperative relationships across the Government of Alberta and with external stakeholders. WPL is comprised of three units that focus on labour relations, employment standards, as well as occupational health and safety and workers' compensation policy and legislation.

The Senior Policy Analyst will report the Manager of Labour Relations Policy and Legislation. This position is responsible for advanced policy and project management work associated with regular review and update of labour relations policy and legislation to ensure it achieves the department's goals and is responsive to the needs of stakeholders. The Senior Policy Analyst acts as a technical expert on labour relations legislation and provides timely strategic advice to decision makers with respect to labour relations trends and issues.

Responsibilities

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

Identify and manage issues, trends and developments in the labour relations sector.

– Continuously monitor labour relations trends and developments through frequent scanning of media outlets or other sources and share intelligence with the broader unit, branch or other areas of government if appropriate.

- Monitoring and reporting to senior management on the status of legal challenges.
- Proactively prepare and maintain environmental scans, jurisdiction scans, and literature reviews of policy trends, legislation and other developments related to labour relations provincially, nationally and internationally.
- Analyze trends and brief up on emerging issues early to ensure the department is responsive to evolving labour relations issues, and where appropriate propose actions that could be taken to address emerging issues.

Establish and foster collaborative relationships with internal and external stakeholders.

- Identify and collaborate with internal departmental stakeholders, as appropriate, on strategic initiatives to advance the department's priorities.
- Facilitate information sharing with other departments and collaborate and provide support on cross-ministry strategic initiatives with labour relations implications by providing analysis, intelligence, and recommendations.
- Represent the Ministry's views on labour relations issues on cross-ministry committees or technical working groups.
- Identify key external labour relations stakeholders for the unit and department and develop and maintain networks.
- Create collaborative relationships with key external stakeholders to share information, and discuss subject matter or technical information.

Supporting Albertans in understanding rights and responsibilities under labour relations legislation.

- Prepare correspondence for Albertans that provides responses to questions, responds to concerns, or provides information regarding labour relations legislation.
- Developing information or education resources that help Albertans understand labour relations policy and legislation including Government of Alberta webpages.

Provide policy advice on labour relations issues and support changes to labour relations policy or legislation.

- Proactively research or collect information related to labour relations issues utilizing a variety of methodologies such as jurisdictional or environmental scanning, academic research or other literature, or consulting experts.
- Organize, synthesize, and analyze a large amount of complex information to develop a holistic understanding of labour relations issues and develop appropriate and innovative options to resolve those issues.
- Apply understanding of the policy development and approval process within the Government of Alberta to solve problems and provide advice on appropriate ways to address issues (such as whether non-legislative approaches may be needed or when changes to regulation or legislation should occur).
- Draft or lead the development of strategic, clear and concise briefing materials (such as briefing notes, discussion papers, reports, presentations or other documents) that provide recommendations and options for senior leadership to resolve issues.
- Develop documents for policy and legislative approval such as committee or cabinet packages under tight timelines with limited direction.
- Provide labour relations subject matter expertise and collaborate with legislative services, legal services, legislative counsel office or other units in the drafting of new policies, regulations or legislation.
- Collaborate on the development of strategic communication plans to share information on changes to labour relations policy and legislation and draft supporting materials such as media announcements, key messages, website content, and question and answer documents.

Plan and lead engagement with external stakeholders that informs labour relations policy.

- Lead engagement activities with a diverse range of internal and external stakeholders for the purpose of gathering feedback and input to inform policy and/or legislative changes.
- Coordinate and consult with the Communications and Public Engagement teams and other relevant internal stakeholders in the development and delivery of stakeholder engagement.

- Lead the development of engagement materials such as strategic engagement plans, engagement announcements, engagement surveys or discussion guides and other materials.
- Lead stakeholder engagement, including overseeing the release of correspondence and information to stakeholders, responding to queries and concerns from stakeholders, and addressing issues that may arise during stakeholder engagement.
- Analyze, summarize and interpret engagement participation and results to inform policy advice.

Lead or manage policy projects and support the development of junior policy analysts.

- Lead policy or planning projects, with minimal supervision, such as the review, evaluation, interpretation and/or implementation of changes to labour relations policy and legislation.
- Develop project plans, charters, terms of references and critical paths to ensure project purpose and governance is clear, milestones and deadlines are established, to anticipate risks and mitigation strategies and support management in appropriately resourcing projects.
- Track project progress and proactively brief leadership on project barriers and potential solutions to address those barriers.
- Identify and coordinate work needed from junior policy analysts, administrative staff, or external consultants needed to support policy projects.
- Coach and mentor junior policy analysts on policy project work to help them strengthen their abilities in providing policy advice on labour relations issues and supporting changes to labour relations policy or legislation.
- Train junior policy analysts on branch and unit policies and processes as well as in labour relations technical subject matter.

Problem Solving

Typical problems solved:

Policy and Legislative Development. The position is required to develop labour relations knowledge and expertise and that along with their policy analysis skills to identify issues and trends in labour relations for the purpose of making policy and legislative recommendations to address those issues and to develop relevant legislative materials. Projects are usually strategically and politically sensitive and are closely related to the Ministry business plan or government priorities related to labour relations in Alberta. Policy and legislative development projects often impact other Ministries. The position often acts as a resource to these Ministries or to others providing policy expertise or advising on strategies.

Issues Management. Position is required to be proactive in reviewing and assessing current and potential labour relations issues within Alberta, Canada and internationally to determine their implications in Alberta. For example, the position may be required to assess the significance and potential impact to Alberta of court cases, Alberta Labour Relations Board decisions, policy positions of stakeholder groups and lobbying activities, and events in other jurisdictions. Position must exercise considerable judgement and discretion in terms of determining the relevance of new information and events and how and when to bring them to the attention of leadership.

Assessing Applications. Position is responsible for periodically processing applications from employers who are seeking a Major Construction Project designation under the *Labour Relations Code*. The position would be responsible for assessing and making recommendations on applications as per legislated criteria, while following legislated processes and timelines.

Employee Labour Relations Support Program. Position is responsible for administering the Employee Labour Relations Support Program which entails providing information and assistance related to labour relations matters to employees who are unionized or wish to become unionized.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- advice and support from the Manager and Director of Labour Relations Policy and Legislation;
- support and direction from the broader WPL leadership team, as needed;
- support from fellow policy analysts within the Labour Relations Policy and Legislation team and across the branch;
- legal advice from the Alberta Justice legal services team for the department;
- support on legislative process, approvals and documents from the departments' Legislative Services team;
- resources from Policy Coordination Office, Legislative Council Office, and Communications and Public Engagement;
- research and resources stored on SharePoint, Teams, and the Action Request Tracking System;
- resources from the Alberta Labour Relations Board, including information bulletins, research and information on Board decisions, along with other resources; and
- processes and procedures for tracking project deliverables, managing information, and developing briefing materials.

Direct or indirect impacts of decisions:

Decisions made in labour relations policy and legislation have direct impacts on unionized workplaces in Alberta, and relevant parties including employers, unions and employees. Changes in labour relations policies and legislation impact how employers, unions and employees work together to establish agreed upon terms and conditions of employment (which are outlined in collective agreements) as well as impacts how conflicts are managed among all parties to promote a stable labour relations environment. Most sectors in Alberta are directly impacted by labour relations legislation, including health, construction, and oil and gas, each which contribute to the well-being and functioning of communities in Alberta.

All Albertans are indirectly impacted by decisions in labour relations legislation, which supports labour relations stability and aims to minimize the risks of strikes and lockouts, and therefore seeks to minimize the disruption to the services and goods that Albertans rely upon.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- **Manager and Director:** Provide direction and guidance on assigned work, develops strategies for the work of the unit with the support of the team members, support the professional growth of analysts, lead in the development of a cohesive team, and resolves issues as they arise.
- **Executive Director:** Provides special assignments, establishes the strategic direction for the branch, and resolves issues that may occur.
- **Other Branch Analysts:** Support information sharing, collaborate on projects, share subject matter expertise, and provide peer review on deliverables.
- **Branch Administrative Support:** Provide information and support related to 1GX, Action Requests Tracking, and procurement requests.
- **Other Divisional Professional Staff:** Provide support with information sharing, developing processes, procedures and sharing best practices.
- **Communications:** Prepares content and key messages for the public with the support of policy staff, reviews communications materials, and provides strategic communication advice.

- Legislative Services: Coordinates legislative and regulatory changes.
 - Legislative Counsel Office: Drafts all legislation and regulations in Alberta.
 - Alberta Justice: Provides legal analysis on legislative initiatives and provides legal opinions and advice on legal challenges.
- External:
- Public: Source of action requests and employee labour relations support program questions, requesting information on labour relations matters in the form of written correspondence, or telephone calls.
 - Unions and Employers: Key labour relations stakeholders who typically advocate for changes to labour relations policy and legislation that will support their positions.
 - The Alberta Labour Relations Board (Board): Independent and impartial tribunal responsible for the day to day application and interpretation of Alberta's labour laws.
 - Other Ministries: The department will frequently liaise with other Ministries to collaborate on specific initiatives and to share information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social Sciences

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

- Knowledge**
- Post-secondary education in a field related to the position assignment (e.g., public administration, political science, labour relations) supplemented by three years' related experience.
 - Knowledge of government decision-making and policy development process and procedures, including processes for amending and enacting legislation, public engagement processes, and stakeholder management.
 - Strong knowledge of research methodologies, and policy analysis processes necessary for the development of policy recommendations, action plans, implementation strategies, etc.
 - Knowledge of labour relations issues and relevant legislation, policies, programs, business and strategic planning processes.
 - Knowledge and familiarity with the Alberta economy; and key industries and trends in labour relations and government priorities.
- Skills**
- Strong research, problem-solving, and writing skills, including knowledge of various research methodologies and the ability to identify resources (internal and external) that will support policy work, including the identification of potential solutions and recommendations to complex issues and problems.
 - Capacity to conduct strategic analysis of labour relations issues, trends and events, including the ability to develop innovative and realistic solutions to complex problems and provide recommendations to senior leadership.
 - Ability to make sense of large amounts of complex information to identify the key factors impacting an issue, often under tight deadlines and determine the path forward on a project.
 - Ability to effectively communicate, including the ability to summarize large amounts of complex information (e.g., research, data, analysis), succinctly and in plain language, both in writing and verbally.
 - Demonstrates good judgement, political acumen, and a strong understanding of the environment by knowing

when issues need to be brought to the attention of leadership in addition to making sound recommendations and establishing and/or understanding the direction of strategic projects and initiatives.

- Ability to work independently with minimal direction and can leverage colleagues to drive for results under pressure and tight timelines.
- Excellent time management skills, including the ability to set goals, organize and prioritize work effectively, and communicate to leadership when resources are constrained or lacking.
- Ability to manage a wide variety of projects and processes simultaneously in achieving the unit's goals.

Essential Work Experience

- Experience in developing, researching, and analyzing policy, regulation, and/or legislation.
- Experience in planning, leading and managing projects and issuing recommendations in a multi-faceted stakeholder environment.
- Experience in writing briefing notes, correspondence, reports and other materials for senior leadership.
- Experience in understanding and analyzing competing interests of stakeholders to develop policy and legislation.
- Experience in planning and facilitating stakeholder and/or public engagement.

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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	The position must be able to achieve measurable results in managing larger projects to completion and when developing various briefings, correspondence, and other identified products, within prescribed (and often tight) timelines.

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>The position is expected to consider a wide variety of factors in their work, including how wider societal factors such as the economy, technological change, and the labour market may cause labour relation issues to arise, as well as how labour relations issues align with other workplace legislation, and how the programs and policies of other departments can impact labour relations legislation. The position must also understand the broader government priorities and the pre-existing relationships between stakeholders to ensure that context is incorporated into advice provided to decision makers.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>This position is expected to contribute to the building of a high functioning and collaborative team through forming connections with individual staff members as well as supporting strong team connections, both within the unit, branch, and among internal and external stakeholders, as necessary.</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 	<p>The position must be able to demonstrate resiliency in an often-dynamic environment, where priorities and direction may shift without advance notice. The position is expected to anticipate and be responsive to change by taking appropriate actions, such as adjusting behaviors, and identifying alternate approaches and solutions.</p>

		situations and creates a backup plan	
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Benchmarks

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

Senior Technical Advisor - 024PS11

Policy Advisor - 024PS10
