

## New

Ministry

Mental Health and Addiction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Requested Class

Program Services 4

Job Focus

Operations/Program

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

System Overview & Strategic Services, RCDS Branch

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Research & Evaluation

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Policy Analyst plays an integral role in the Strategic Information, Research & Evaluation Unit. The position is accountable for contributing to the development of the analytic environment in Mental Health and Addiction, overseeing research/evaluation related grants and leading work with external partners, and providing leadership on policy files as needed.

To be successful, this position works independently to liaise and collaborate with key stakeholders on problem/case definitions and methodological approaches, manage projects with internal and external stakeholders, and use research and analytical skills to inform policy and decision making and communicating with Albertans.

#### Responsibilities

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

1. Lead the coordinated development of plans and reports to reflect achievements across broad provincial priorities for the mental health and addiction system and ministry business goals
  - Represent the branch's input on broader branch and department or system planning and reporting initiatives
  - Work with the branch leadership to ensure the emerging priorities of the system are appropriately reflected in the branch operational plans and reports
  - Work with units to develop branch and system performance measures and goals in line with department

overarching goals

- Liase with ministry planning and reporting staff to supply the branch's input to division plans and reports
2. Facilitate timely access to clear, concise, accurate information to inform policy and business decision making, problem solving and information management needs for branch staff, senior leadership and ministry offices including the Assistant Deputy Minister, Deputy Minister, Associate Minister and Premier's offices.
- Maintain a working knowledge of government priorities, platform commitments and all unit grants and initiatives.
  - Provides concise explanations to data incorporated in communications, presentations and other documents, work closely with other Analysts, Managers and Directors in the Ministry to gather and verify information.
  - Work collaboratively with internal and external stakeholders to collect data and information valuable to the ministry, often under tight timelines.
  - Prepare key messages, briefing notes and responses for internal use and media inquiries, ensuring that information is clear, concise, accurate, vetted and timely.
3. Support branch leaders in achieving the mandate and goals of the branch and the ministry
- Provide advice and recommendations to the managers and directors to inform unit planning, reporting, and process improvement
  - Provide input and recommendations relating to issues, opportunities, and challenges associated with branch functions
  - Collaborate with unit and branch staff on common initiatives
  - Support other unit functions as needed (e.g., performance measurement and evaluation, research, writing, reporting, Action Request response development and processes, training branch)
4. Lead development and implementation of evaluation strategies in support of branch and ministry (strategies, innovative transformations, etc.) to improve addiction and mental health system accountability and service quality.
- Work with stakeholders across the province, including cross ministry stakeholder groups, to develop and implement evaluation strategies and performance reporting and measurement
  - Manage contracts and grants as needed related to implementation (e.g., for stakeholder consultation or data collection)
  - Identify emerging trends and opportunities for system improvement through data analysis and consultation with a wide range of stakeholders
  - Develop and present reports and updates, linking performance measures to broader ministry and GoA priorities
  - Link branch evaluations and framework implementation with related ministry and cross-ministry initiatives
  - Liase with other units across the government to link performance measurement information to broader ministry analyses
  - Provide evaluation expertise to branch strategies and policy development
5. Foster sustainable, positive working relationships with colleagues and stakeholders to support achievement of ministry priorities.
- Maintain collaborative working relationships with stakeholders, partners and ministry colleagues
  - Support stakeholder consultation to determine needs and inputs into strategy development and implementation
  - Maintain a working knowledge of addiction and mental health programming across local, national and international jurisdictions
  - Represent ministry perspectives and priorities on department and cross-ministry working groups and projects to foster integrated approaches for developing policy options
  - Represent branch advice and content expertise to select stakeholder groups

6. Management of policy files and Research and/or Evaluations grants as needed ensure methodology and timeline are appropriate to answer the question.

### Problem Solving

Typical problems solved:

The addiction and mental health system is multi-faceted, complex, quickly evolving and lacks the shared understanding of the traditional medical system. It intersects a breadth of social and economic policy topics, involves multiple internal and external stakeholders with sometimes ambiguous roles, and can be dependent on factors in the core business of other government ministry portfolios that have other priorities, including portfolios of other levels of government. This impacts all of the work of the position.

The Policy Analyst will be asked to help design, document and analyze outcome measures for the Ministry that look holistically at issues and have little precedence. This will include finding, reading, assessing and summarizing appropriate literature. It will include a willingness to propose new ideas and evaluate them with the entire unit. Clear verbal and written communication of the reasoning and limitations of the proposals is required along with the flexibility to incorporate changes.

The Policy Analyst must be able to look holistically at issues and consider how multiple parts of the system and parts of non-mental health and addiction systems may impact their work, this type of systems thinking will be used to map the intended and unintended impacts of programs in the Ministry and manage fulsome evaluations of the work. There may be time and knowledge constraints to the work that the analyst will need to work within.

The Policy Analyst will be called on to explain differences in mental health and addiction data analysis clearly and follow up with internal analysis demonstrating similarities and differences with external sources. This would involve methodological analysis of external data results, analysis of differences in data sources, assumptions and limitations, proposal of similar analysis using internal datasets and clear verbal and written communication regarding the differences between the analyses and the impact of these differences. This work involves collaborations with colleagues in the unit and branch and also with external stakeholders such as Alberta Health and Alberta Health services.

Types of guidance available for problem solving:

The Policy Analyst will have access to team members within the unit, the manager and director of the unit along with colleagues throughout the System Enhancement and Legislation branch and the MHA Ministry. There are also connections with the Alberta Health teams and Alberta Health Services for data problem solving.

Direct or indirect impacts of decisions:

Decisions made by the person in this position directly impact policy decisions, public statements and Ministry decisions.

### Key Relationships

Major stakeholders and purpose of interactions:

The Policy Analyst will regularly work with colleagues in other units in the Ministry, providing expertise and supporting fulsome evaluations of programs the other units fund. They will interact regularly with external partners to ensure clear and timely communication between the teams.

The position will work closely with community and cross ministry partners who are engaged in addiction and mental health supports.

The position works closely with both Alberta Health and Alberta Health Services

### 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:

**Relevant public policy or health-related discipline**

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

- Four years of progressively responsible experience. Equivalencies considered.
- Experience developing and completing evaluations of health programs strongly preferred
- Experience in health system planning and evaluation preferred
- Experience in an addiction and/or mental health context is preferred.
- Experience working with both qualitative and quantitative data needed
- Project management experience considered an asset
- Ability to use computer software such as SAS, R programming and Python considered an asset

**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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	The addiction and mental health ecosystem is diverse and ever changing, the successful candidate must be able to consider new information, engage with others to learn and bring creative solutions to issues.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	The addiction and mental health ecosystem changes rapidly as new evidence is discovered and shared, similarly, the data ecosystem is also ever changing as new data is accessible (or no longer accessible) this requires the candidate to adjust and remain positive in rapidly changing circumstances.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's	The successful candidate will need to incorporate

		<p>objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>data and knowledge from diverse systems outside of addiction and mental health. It will be pivotal to work with others to identify the unintended consequences of the diverse new programs in the area.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	<p>The unit has a wide range of projects and the successful candidate will need to be self-motivated to stay current on issues and share what they learn with the team</p>

**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