

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title <b>Senior Policy Planner</b>		Name	
Position Number	Reports to Position No., Class & Level <b>M2</b>	Division, Branch/Unit	Ministry <b>Assisted Living and Social Services</b>
Present Class <b>Program Services 4</b>		Requested Class <b>Program Services 4</b>	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

As part of the Disabilities, Inclusion and Accessibility Division, the Income and Employment Branch partners with divisions across Community and Social Services and other departments to provide policy and delivery support services to develop, implement and report on the Assured Income for the Severely Handicapped (AISH), Income Support, Child Support Services and Career and Employment Information Services programs. These programs enable financial stability, employment opportunities and social inclusion for all Albertans.

The Senior Policy Planner provides policy expertise and project coordination for the design, development and maintenance of programs, including legislative and regulatory changes. This expert knowledge and support is provided both within the branch and external to the division. All work is conducted with the goal of ensuring that the interests and priorities of the program policies are effectively represented in projects and activities. The position takes a lead role in coordinating significant policy projects to accomplish outcomes as assigned.

The position's focus is research and analysis, development of recommendations and information material, as well as coordinating cross divisional projects. Results achieved by this position will have influence on current department initiatives and future policies/priorities.

Issues are identified by elected officials, senior department staff, regional offices, Delivery Supports and/or program clients. The Senior Policy Planner receives assignments and direction from the Manager.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**1. Information, Analysis and Advice** – Policy development is supported by appropriate research and analysis.

The Senior Policy Planner supports policy development by:

- Performing complex research of existing and proposed legislation, regulations and policies;
- Collating researched information into complex briefing notes, correspondence or other communication documents;
- Raising awareness to the supervisor if research uncovers emerging issues, along with proposed solutions.

**2. Projects** – Policy development is supported by appropriate project coordination.

The Senior Policy Planner supports policy development by:

- Leading complex projects to resolve program issues where input of different areas of expertise is required;
- Planning, designing and coordinating all aspects of project consultations to meet the needs of project stakeholders;
- Identifying, assessing, analyzing and reporting information and data relevant to projects.

**3. Content Development** – Policy development is supported by appropriate presentation of content.

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The Senior Policy Planner supports policy development by:

- Synthesizing new and existing information from a variety of sources into summary documents;
- Consolidating a wide breadth of information into formats that are effective for the intended audience;
- Using emails, discussion documents and briefing notes to constructively articulate issues and calls for action to executives and decision-makers.

**4. Policy Engagement** – Programs are supported by appropriate policy engagement.

The Senior Policy Planner supports programs by:

- Anticipating reactions to policy content and working proactively to mitigate concerns and clearly express program priorities;
- Independently representing program policy interests at meetings and working groups;
- Influencing outcomes of projects that affect program policy by exercising a high degree of interpersonal skills and by effectively positioning ideas and content.

**5. Leadership and Accountability** – The unit is a high-performing team, working toward a common goal of providing the best policy support for critical programs.

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

- Exercising appropriate judgement, within the framework of established protocols, when completing tasks;
- Fostering a culture of mutual trust and respect among colleagues and managers;
- Cultivating a strong commitment and ethic toward service excellence;
- Assuring appropriate maintenance and security of records, including appropriate disposition of transitory information;
- Ensuring assignments are delivered on time and meet the requirements of management.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The focus of the Senior Policy Planner is to perform research and analysis, develop recommendations and information material on a broad range of issues that may affect the direction and operations of legislated programs that are supported by the unit, as well as coordinate cross divisional projects. Program issues are diverse, complex and often politically sensitive. These programs impact over 120,000 clients per month and represent nearly \$2 billion in annual expenditures.

The Senior Policy Planner is responsible for producing appropriate outputs within their scope of accountability. This position is accountable for:

- Providing final authority to management and internal stakeholders on policy questions;
- Ensuring projects are effectively coordinated;
- Developing content in an appropriate format;
- Effectively articulating advice/information;
- Using appropriate judgement to achieve desired outcomes.

The information and advice provided by the Senior Policy Planner will influence current department initiatives, the design, development and maintenance of future policies and programs, as well as future strategic priorities.

Desired outcomes are clearly outlined.

- Problems are less known, solutions are unknown;
- Overall goal is known, but the ‘how’ is largely to be determined;
- The Senior Policy Planner must identify, define and analyze alternative courses of action.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Senior Policy Planner's judgement generally determines how objectives are accomplished, with solutions often found with the body of knowledge and experience. Research and planning are required to identify multiple possible solutions. The Senior Policy Planner must provide the first level of strategic contribution to management staff based on expertise and key findings.

This position works within the parameters of established legislation, policies, plans and guidelines. Management provides guidance in determining how responsibilities are performed, including reviewing work for quality of analysis. The timelines and comprehensiveness with which services and information are provided is critical.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The position requires the following:

- Undergraduate degree
- Experience in public policy analysis
- Knowledge of:
  - Policy development cycle
  - Ministry business plan
  - Political environment within which the Ministry operates
  - Government decision-making processes
- Extensive knowledge of:
  - Legislation/regulation/policies of relevant programs
- Comprehensive knowledge of:
  - Research methodologies, data analysis, recommendation preparation
  - Government structures and procedures
  - Project coordination strategies
  - Department/divisional objectives
- Theoretical knowledge of:
  - Social support policies within Canada
  - Interrelationships between the province and the federal government
- Ability to:
  - Think strategically and develop solutions to complex problems
  - Understand and articulate issues with broad social and political implications
  - Analyze information and make recommendations based on findings
  - Interpret and describe statistical data
  - Provide facts and advice in an objective manner
  - Understand how outputs impact the work of others
  - Understand how analysis relates to the work of decision-makers across the broader GoA
  - Understand the context of information being communicated at various levels across departments
  - Effectively communicate in exchange of information at the working level
  - Influence situations that may be controversial, including those that occur in other departments
  - Resolve conflicts to facilitate long-term change
  - Work independently as well as in a team environment
- Excellent verbal and written skills
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook
- Capacity to learn new and proprietary software applications
- Well-developed time management and organizational skills

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Primary contacts (daily):

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- Manager – Strategic and tactical direction, immediate supervisory direction and project assignment.
- Branch staff (including other work units) – Information source, team-based projects, input/suggestions.

Secondary contacts (frequent):

- Senior Manager – Strategic direction and information source.
- Other divisional/departmental staff – Input, suggestions, ideas and information.
- Program analysts in other departments – Share information as appropriate, obtain consensus on cross-ministry policy proposals.

Other contacts (occasional):

- Executive Director – Strategic direction and information source.
- ADM Office staff – Specific direction/information.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not have any supervisory responsibilities.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

The scope of work, responsibilities and required knowledge for all positions in the work unit have changed. All of the job descriptions for Program Services staff have been re-written in their entirety.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

## Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date