

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta operates in a complex and competitive global marketplace with increasing development pressures on the landscape, and growing expectations from Albertans, and the world, for responsible energy and natural resource development. Within this complex environment, stakeholder and Indigenous relations and sustainable development are critical to managing expectations and meeting Alberta's resource development objectives. Alberta Energy and Minerals' role is to responsibly manage and guide the development of the province's wealth of energy and mineral resources for the benefit of all Albertans, including Indigenous communities.

Alberta Energy and Minerals collaborates and engages with cross-ministry partners through forums such as the Integrated Resource Management System, along with Indigenous communities and stakeholders to support integrated resource management, responsible development, and stewardship of Alberta's Crown-owned natural resources. Alberta Energy and Minerals is committed to building capacity for sustaining strategic partnerships and for engaging with Albertan communities, including non-Indigenous and Indigenous communities - both rural and urban.

Purpose

The Senior Policy Analyst helps to ensure the policy environment related to energy and minerals resource development aligns with Alberta's efforts to balance economic, social, and environmental outcomes in support of the Integrated Resource Management System. Reporting to the Manager, Community Relationships, the Senior Policy Analyst is considered an expert in their field of work and applies extensive theoretical knowledge and expertise to support and lead engagement with Indigenous and non-Indigenous communities to facilitate their involvement in Alberta's energy sector.

At the direction of the Manager, the Senior Policy Analyst takes a lead role, with minimal supervision, in carrying out complex policy and program development projects. The Senior Policy Analyst is involved in the planning, review, evaluation, interpretation, and/or implementation of new policies and programs, within the framework of Alberta Energy and Minerals' business plan objectives. The Senior Policy Analyst also provides guidance to project working groups and stays abreast of current policy and program related issues and trends across the Integrated Resource Management System.

The Senior Policy Analyst works closely with others in Alberta Energy and Minerals including Energy Legal Services, as well as with counterparts in the Ministries of Indigenous Relations, Environment and Protected Areas, Jobs Economy and Trade and other ministries leading government priority initiatives related to resource development and community involvement in the energy sector.

Responsibilities

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

The Community Relationships team plays an important role within the Energy Policy Division as a connection between community outcomes and input and the policy development process. Some key outcomes of the Community Relationships team are: strong partnerships to support policy clarity and certainty in the regulatory system; informed integrated resource management policy files that factor in input and feedback from communities and intergovernmental partners; Alberta Energy and Minerals is supported in achieving its mandate and goals. The Senior Policy Analyst's responsibilities in achieving those outcomes are as follows:

Provide information, analysis and advice:

- Performs research techniques for high-profile, strategic policies, and programs
- Provides expert, strategic, and sound advice to senior management and staff on policies and/or programs
- Conducts or reviews high-level research on emerging issues and trends
- Mentors junior staff on research techniques and methodologies

Project management:

- Takes a lead role, with minimal supervision, in carrying out complex policy and planning projects. This includes the review, evaluation, interpretation and/or implementation of new policy and programs, within the framework of Alberta Energy and Minerals' business plan objectives
- Plans, designs, and coordinates all aspects of engagement with Indigenous and non-Indigenous communities to facilitate their involvement in Alberta's energy sector.
- If supervising, schedules and assigns appropriate tasks for junior staff as per developed work plan objectives
- Identifies, assesses, analyzes, and reports information and data relevant to projects
- Analyzes alternative means of meeting policy objectives, including the review of initiatives of other jurisdictions, and evaluating the various implications of these options
- Prepares reports, recommendations, briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions

Program/policy content development:

- Synthesizes new and existing information from a variety of sources into summary documents such as briefing notes
- Supports the development of policy or new program initiatives based on research findings
- Identifies gaps in program needs and provides analysis on pertinent research areas
- Leads divisional and strategic program and/or policy initiatives
- Drafts emails, discussion documents, and briefing notes to recommend changes to programs and/or policies



Policy/Program consultation:

- Anticipates challenges with policy content and proactively mitigates concerns and advocates program priorities
 - Independently represents program/policy interests at meetings and working groups
 - Influences outcomes of projects that affect program policy by exercising a high degree of interpersonal skills with stakeholders and by effectively positioning ideas and content
 - Coordinates the timely exchange of information with communities and reports back to the ministry on matters of significance
 - Chairs committees or meetings and/or makes presentations on the interests and priorities, as required
- Other related duties as assigned by management which support the purpose of the job without expanding the complexity of the main responsibilities.



Problem Solving

Typical problems solved:

The Senior Policy Analyst functions with independence, using their knowledge and experience to complete assignments. Generally, objectives, practices, and procedures are clearly defined and the position applies independent judgement to determine how objectives will be accomplished. The Senior Policy Analyst follows goals or timelines established by the manager and raises awareness if research uncovers emerging issues. The position will be required to influence situations that may be controversial, requiring strong communication skills. Multiple solutions to situations are possible, requiring thorough research, planning and analysis from the position.

The position must use sound judgement to provide a definitive policy or program response, which may not be thoroughly vetted by management. The position may be required to meet the diverse needs of clients while maintaining branch and ministry standards and guidelines. The position applies relevant government processes and methodologies to complete work.

Types of guidance available for problem solving:

The primary guidance would be from the Manager, Director, and from past policy work, including analysis, engagement and reporting.

Direct or indirect impacts of decisions:

This role helps support, shape, and inform policies that the division develops and provides to decision makers.

This role also seeks opportunities to improve relationships with Indigenous and non-Indigenous communities and Indigenous companies and ways to increase community participation in the energy sector.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Analyst has regular and ongoing contact with:

- Branch, division, and ministry representatives to exchange information, resolve issues, ensure ministry priorities are appropriately considered.
- Representatives of other ministries and agencies to exchange information; resolve issues; and represent Alberta Energy and Minerals' interests in relation to policy development and implementation and other related initiatives and issues.
- Stakeholders and Indigenous and non-Indigenous communities to build relationships; exchange information; represent Alberta Energy and Minerals' interests; and coordinate activities in relation to policy-related initiatives.

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:

Natural resource management, law, Indigenous relations, political science, and other related degrees

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

- Knowledge of government structures and procedures
- Understanding of the GoA decision making process and practices

-Strong knowledge of program analysis and evaluation techniques to assess the effectiveness of new/changed policies and to evaluate their impact on related policy and planning

-Working knowledge of the interrelationships between the province, the federal government, and Indigenous and non-Indigenous communities

-Demonstrated ability to understand and analyze competing interests of stakeholders and communities to develop policy options/solutions that meet the needs/interests of all partners

-Understanding of the role of Indigenous communities in resource development in Alberta

-Knowledge of applicable legislation, regulations, ministerial orders, policies and guidelines (e.g. Mines and Minerals Act, Responsible Energy Development Act, Climate Change and Emissions Management Act, Alberta Land Stewardship Act, First Nations and Metis Settlements Consultation Policy)

-Theoretical knowledge in policy, governance, stakeholder consultation

-Knowledge of research methodologies, data analysis, and preparing recommendations

-Knowledge of project coordination strategies and planning

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 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>Anticipates outcomes and potential impacts across inter-related areas in the energy system and factors this into engagement planning.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Accesses resources, information and technology from other areas, and uses it to analyze issues, resolve problems, and improve performance.</p>
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 	<p>Engages others to think broadly about impacts of projects, brings differing perspectives together, and encourages debate.</p>

		<p>thinking on projects, and works to eliminate barriers to progress</p> <ul style="list-style-type: none"> • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Works with others to identify and remove barriers to progress.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Openly acknowledges personal responsibility for outcomes, even when not all elements of a situation are within direct control but could have been managed through influence.</p>

Benchmarks

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