

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Analyst

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

2023-07-17

Responsibilities Added:

Not applicable.

Responsibilities Removed:

Not applicable.

Job Purpose and Organizational Context

Why the job exists:

The increasing importance of community safety and well-being requires an understanding of the intersection between justice, law enforcement, social and health services when addressing the root causes of crime. The senior analyst provides leadership to law enforcement agencies through specialized policing programs, and is connected with issues raised and initiatives led through strategic oversight of

collaborative provincial tables including police advisory committees (PACs). The senior analyst provides authority and influence in the direction of a broad and dynamic range of provincial specialized policing programs and topic areas supporting public safety, and integrates and coordinates action on issues raised through PACs. Program areas include but are not limited to: oversight of the provincial framework for integrated support services for repeat and prolific offenders; police response to family violence, sexual violence, mental health and addictions, and emerging and illicit substances; law enforcement justification; police emergency alerting including AMBER alerts and civil emergency alerts; provincial information coordination including public notification of offenders posing a risk of serious harm; as well as police recognition programs including Police and Peace Officer Memorial Day. This is an expanding program area providing subject matter expertise through active police engagement and thought leadership on federal and provincial initiatives related to these diverse program topic areas. The senior analyst leads engagement activities and provides critical research and analysis as well as strategy and policy recommendations and direction on related policy issues. The position also addresses related citizen and industry complaints.

Specifically, the Senior Analyst provides oversight and leadership for the province's Integrated Offender Management (IOM) program, including fulfilling coordination of and supervisory functions for four police secondees paid for by PSES. The position steers and executes the Provincial IOM Committee overseeing 13 Case Development Groups supporting case planning for repeat prolific offenders across the province. The position is also responsible for data collection, analysis and business reporting on IOM, ensuring program accountability. In addition, the position is responsible for chairing the provincial Section 32 Committee responsible for information sharing on high risk sexual and violent offenders who pose a risk of significant harm to the public, and oversees operations for the provincial High Risk Offender Website, profiling violent and sexual offenders for the public's attention in order that they make take suitable precautionary measures.

Responsibilities

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

1. Provides leadership and support for initiatives pertinent to the Integrated Community Safety and Specialized Policing Unit (ICSSPU), including program and policy development and implementation, and ongoing support to law enforcement agencies implementing and evaluating initiatives related to the program areas within the unit.

- Leads issue identification, needs assessment and proposes solutions for implementation to improve police efforts on addressing repeat offending and other related issues.
- Develops project proposals, concept papers, and business cases to address training issues and trends to action changes as they relate to repeat offender and other initiatives.
- Prepares briefing documents to advise department executives on policy and programs related to repeat offenders and drafts correspondence for senior leaders in response to information requests and inquiries concerning offenders and repeat offenders, as well as documents and information related to other types of offenders (including but not limited to, high risk offenders, sexual offenders, domestic violence perpetrators, etc.).
- Participates in cross-ministry and stakeholder-led activities related to repeat offenders and other initiatives.
- Pro-actively briefs senior officials, managers and internal stakeholders on issues related to offenders and repeat offenders, including federal changes to bail reform, other federal-provincial-territorial/cross-jurisdictional matters.
- Ongoing support to stakeholders responsible for implementing repeat offender initiatives.

2. Provides leadership and support for cross-ministry initiatives related to integrated services and coordinated efforts from multiple service sectors to address crime and root causes of crime.

- Leads secretariat support and project management activities (i.e., group decision making processes, completing research and analysis, provide advice to senior leadership) related to system integration, repeat offenders, and specialized policing.
- Builds and maintains strong relationships with other areas involved in integrated services, including other

PSES Divisions, other ministries (i.e., Mental Health and Addiction; Seniors, Community and Social Services), and allied professionals (i.e., law enforcement agencies, Recovery Alberta).

- Prepares briefing documents to advise department executives on policies and initiatives related to integrated services to support Alberta's Recovery-Oriented Systems of Care.
- Participates on Federal/Provincial/Territorial (FPT) groups or other cross-jurisdictional groups as required, and ensures appropriate briefings for senior leaders.

3. Leads stakeholder activities related to repeat offenders, community safety, integrated services, and specialized policing.

- Ensures a focused and consistent message on the ministries' efforts, while supporting diverse ways law enforcement agencies may implement their initiatives.
- Identifies opportunities to enhance the department's outcomes by leveraging stakeholder initiatives.

4. Supports the implementation of the *Police Act* as required, particularly in areas related to community safety, complex social issues and cross-ministry collaboration.

- Provides subject matter expertise to senior leadership through briefings, concept papers, policy options etc., particularly with a focus on community safety and well-being.

5. Supports and participates in any additional work and projects relevant to the ICSSPU as needed.

This includes but is not limited to, leading and supporting the work of various police advisory committees addressing sexual violence, mental health and family violence, as well as areas supporting high-risk offender and emergency alerting initiatives, and the department's involvement in Police and Peace Officers' Memorial Day.

- Coordinates, on an as needed basis, any special projects, including grant management, in emerging policing program areas.

6. Acts as Manager as needed.

Problem Solving

Typical problems solved:

- Balancing the competing priorities and perspectives from within the department, other GoA ministries and external stakeholders.
- Aligning and leveraging the intersecting efforts in the department (i.e. Police Advisory Committees, effective case management in corrections, etc.).

Types of guidance available for problem solving:

- Colleagues and senior leadership within the department.
- Limited guidance may be available on the subject of community safety as this is an emerging area of knowledge.
- A high level of independence is required for this role due to the breadth and depth of knowledge required on a variety of complex social issues manifesting themselves in the public safety realm.

Direct or indirect impacts of decisions:

This position influences managerial and executive levels of the department, other Government of Alberta ministries, law enforcement agencies and other stakeholders.

This position provides advice and support and integrates information from diverse sources on several complex issues and programs around the province (i.e., Integrated Offender Management, police advisory committees, community safety and wellbeing, etc.).

The impact of decisions are significant as many stakeholders (internal to the department, in other ministries and external stakeholders) will experience the impact of decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- PSES senior leadership: provide advice on policy, projects and support the resolution of issues that arise.

Unit members: daily interaction for information sharing and support issue resolution.

- Other Divisions and government ministries: consultation, information gathering, support issue resolution and subject matter expertise on select portfolios.

External

- Law enforcement agencies: sharing of information, relationship building, secretariat support, project management leadership and/or support, sharing of best practice, subject matter expertise, liaison between law enforcement and other government ministries as needed.

- Other external stakeholders (municipalities, community agencies, Recovery Alberta, other provinces/territories, federal government departments): sharing of information, relationship building, encouraging ongoing visioning and increased attention to the social determinants of justice and community safety.

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:

Humanities/Social Services or Criminology

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

Demonstrated ability to build and maintain strong relationships with inter-disciplinary teams.

Experience developing and implementing strategies, policies and initiatives.

Excellent verbal and written communication skills.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	<ul style="list-style-type: none"> Community safety, repeat offending and other initiatives led by the senior analyst require significant cross-ministry and inter-disciplinary consideration of roles and impacts. The issues in this portfolio are emergent, requiring a high-level of innovation and systems-level thinking. This role requires significant breadth and depth of knowledge on justice, public safety, law enforcement, social and health issues.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> Creates opportunities for improvement Is aware of and adapts to changing priorities Remains objective under pressure and supports others to 	<p>The issues in this portfolio are emergent, requiring the ability to adjust to new information and champion new approaches.</p> <p>The inter-disciplinary approach to this work requires an excellent</p>

		manage their emotions <ul style="list-style-type: none"> • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	ability to identify, understand and articulate barriers and gaps in order to inform innovative approaches.
Develop Networks	○ ○ ○ ● ○	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Due to the inter-disciplinary and cross-ministry approach to the issues in this portfolio, the senior analyst is required to quickly establish credibility and shared purpose to achieve desired results.
Build Collaborative Environments	○ ○ ○ ● ○	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	To ensure innovative and meaningful approaches to complex issues, a shared purpose with diverse perspectives is required. The senior analyst is responsible for ensuring the work happens in a collaborative and purposeful manner while effectively managing conflicts that arise as a result of competing priorities and diverse perspectives on complex issues.