

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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

Responsibilities Added:

Assisting with Grant Management Processes - some activities remain from Client/User Mapping
Policy Analysis & Advice - most activities remain from Client/User Mapping and Coordination as an Integrated Team Member
Communication & Stakeholder Engagement - renamed from Response to Client Issues and expanded
Performance Management - has been added to assist with the branch's need for research, evaluation and analysis requirements in unit areas and grant programs.

Responsibilities Removed:

Client/User Mapping and Coordination as an Integrated Team Member, have been removed as the position has been integrated into all branch and unit activities and the branch has been reorganized to meet ministry needs.

Job Purpose and Organizational Context

Why the job exists:

This position will assist the Branch in the provision of research, analysis (including qualitative and quantitative analysis) and evaluation to support program design and policy development initiatives. The Research & Policy Coordinator will work within a highly flexible team environment. The individual will assist with the development of research, policy, and performance measurement frameworks for the branch and develop policy options that balance competing priorities and support established goals and principles. Analysis includes the development of grant program frameworks, review and analysis of stakeholder reporting, and impacts of policy options. The individual will identify issues, analyze relevant information, initiate and coordinate responses, and provide value-added information in a timely manner. The position assists in the planning and development of policies and programs that ensure services and supports are accessible and responsive to the children, youth and families who need them, including those experiencing family violence and sexual violence.

Responsibilities

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

Assists with Grant Program Management Processes

- Supports multi-phase/multi-stakeholder grant programs that influence the evolution of the family violence and sexual violence system of care
- Assists in the preparation of briefing materials and maintains policy, procedure and grant program management documents for the branch;
- Develops plans, work flows, process documents etc. and coordinates the tracking and implementation of action items to ensure the timely achievement of progress;
- Supports the coordination and collection of reporting, data and information and the development of written and verbal reports/summaries to communicate progress both internally and externally, as applicable;
- Promotes coordinated and aligned activities across units, and makes recommendations to advance achievement of outcomes, by developing and maintaining awareness of Ministry/Government plans, priorities and strategies

Policy Analysis and Advice

- Conducts environmental scans and literature reviews on various topics related to family violence and sexual violence
- Researches, analyzes and evaluates data and information pertaining to family violence and sexual violence from diverse sources, including statistical databases, legislation, policy documents, technical reports, academic journals and more;
- Uses research methodologies to identify emerging issues and trends, and assists in the development of policies to support the Ministry's response and/or position on an issue;
- Develops coherent, logically presented comprehensive responses and policy recommendations regarding improvements to the family violence and sexual violence system of care and potential impacts to the service delivery stakeholders and Albertans served;
- Prepares written reports, options papers and briefing materials, with recommendations for next steps for Senior Management Team and the Minister.

Communication & Stakeholder Engagement

- Where appropriate, communicates information through oral and written briefings such

as e-mail, letters, memos, speaking notes and other action request responses;

- Assists in preparing responses to queries from grant funded service delivery stakeholders or other stakeholders, including providing concise and relevant information and analysis on various action requests;
- Researches and creates various communication materials, such as infographics, visualizations and presentations, for information on family violence and sexual violence for internal and external audiences at various levels.
- Collaborates with Ministry staff, key stakeholders, and members of the GoA community on issues and projects;
- Establishes effective relationships with staff, managers directors, and other branches and divisions in the ministry, and service delivery stakeholders to contribute to positive outcomes for program issues.
- Identifies trends, anticipates, and develops plans to meet future needs of existing and potential service delivery stakeholders.
- Consults with branches and other program areas to ensure that service delivery stakeholder concerns are appropriately addressed, while balancing needs of department and program.

Performance Measurement

- Assists and contributes to performance measurement and outcome monitoring activities.
- Analyzes and uses available data, information and evidence to:
 - Monitor programs and outcomes;
 - Identify system and program issues and areas of strength;
 - Research and develop options for decision, analyzing implications of options and developing practical solutions to address issues (where they may exist) and to inform future policy and strategic developments; and
 - Inform the development of future measures or approaches to outcome monitoring.
- Ensures appropriate records management practices within the branch along with the branch administrative lead.

Problem Solving

Typical problems solved:

The work performed by the Research & Policy Coordinator directly impacts:

- The Ministry's transformation, refreshing and renewal programs impacting program design and delivery.
- Funded service delivery stakeholders accountability frameworks and support to the developing of funding approach allocations.
- Branch, division ability to respond promptly, accurately, and appropriately to requests from other ministries leads, stakeholders, MLAs, Cabinet Ministers, Minister, and the public for information on

branch programs and services.

- The capacity of the Minister's office to provide helpful, informative, well written and concise briefings to the Premier, Ministers and MLAs on current and emergent issues.
- The ability of the branch and ADMO leadership team to be informed on emergent issues that may affect the division and the department to focus on issues requiring their direct involvement.
- The public perception of the branch's programs by clients, stakeholders, outside organizations and public who write to the Minister with concerns.

The Research & Policy Coordinator's role encompasses the review, analysis, evaluation and recommendation for resolution of service delivery stakeholders and program delivery and issues. The position identifies program problems and solutions, as well as stakeholder interests and assesses future acceptability of alternatives.

Types of guidance available for problem solving:

Reporting to the Senior Policy Analyst responsible for branch research, evaluation and analysis (Team Lead), this position works both independently and as part of multiple units with general guidance. The incumbent is responsible for assisting with branch wide support and coordination of unit level grant processes and is expected to manage and participate in multiple project simultaneously.

The position also collaborates with internal units and program areas and external stakeholders to ensure consistency with GoA standards and to incorporate subject matter expertise into planning and evaluation.

Direct or indirect impacts of decisions:

Strategic decision recommendations and reports that could impact decisions regarding program policy and service delivery.

Changes to the branch's operational capabilities and approach.

Changes to process and way of work for branch staff and consequent impacts to expectations and touchpoints from service delivery stakeholders.

Successful completion of priority projects.

Key Relationships

Major stakeholders and purpose of interactions:

Team Lead - Regularly - Consults on operational alignment, project oversight and risk management.

Director - Regularly as applicable - Provides strategic direction and support navigating cross-ministry collaboration, stakeholder engagement and alignment with ministry and stakeholder goals.

Units - Daily - Supports senior policy analysts in delivering strategic plans, accountability frameworks, grant management and development of outcomes and deliverables.

Service Delivery Stakeholders - As Required - Engages for input on strategic direction, accountability frameworks and collaborative planning.

Other GoA Ministries - As Required - Participates in cross-ministry planning, evaluating and reporting initiatives

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Arts

2nd Major/Minor if applicable

Designation

If other, specify:

N/A

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

- Experience coordinating tasks or small projects in a fluid work environment.
- Experience gathering, organizing, and tracking information from multiple areas.
- Experience using Microsoft Office applications (Word, Excel, Outlook), ability to adapt to new systems and tools and the capacity to learn proprietary software.
- Intermediate understanding of research methodologies, evaluation frameworks, project coordination strategies and their application in a program delivery setting.
- Ability to follow established processes, interpret procedural guidelines, and maintain accurate program records.
- Ability to communicate clearly and effectively to exchange information at the working level.
- Well-developed time management and organizational skills to complete tasks on schedule.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Position must integrate different types of research, evaluation, policies and Stakeholder priorities to identify the correct process and solution to each problem.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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 	Position is required to achieve results on priorities despite ambiguity in process, evolving challenges, and tight timelines.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning 	Employs various frameworks and models to provide recommendations, alternatives and new perspectives to complex issues.

		<ul style="list-style-type: none"> • Collects breadth of data and perspectives to make choices 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Position must be able to prioritize and manage competing priorities. Also pivot between emerging issues and day to day requests (i.e. branch urgent requirements, ministry announcements and mandates).</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>Position must work in a proactive, collaborative and integrated fashion to support ongoing initiatives. Must be a team player, with clear communication to ensure competing client needs are addressed.</p>