Alberta

Update

Ministry

Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy 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

Job Purpose and Organizational Context

Why the job exists:

The Preventive Community Services Division designs, develops and implements initiatives that support the needs of Albertans experiencing homelessness and works with civil society organizations, municipalities and Metis Settlements to prevent and address social issues. The division develops and implements policy frameworks, funding strategies, and practices ensuring comprehensive services to support individual, family and community well-being using cross-ministry and multi-stakeholder partnerships.

As part of the Preventive Community Services Division, the Strategic Projects and Program Transformation (SPPT) Branch works with all orders of government and agencies, and individuals across the province to deliver a continuum of preventive, community-based supports and services for the safety and well-being of Albertans.

Within SPPT, the Strategic Program Development and Integration unit leads the design and monitoring of the GoA's homelessness policy responses by analyzing issues, scanning/conducting research, leading homelessness data management and facilitating alignment of unit priorities with departmental, cross-ministry, and intergovernmental initiatives related to the vulnerable populations supported by the division. As part of this mandate, SPDI coordinates PCS's involvement in the Federal/Provincial/Territorial (FPT) Forum on Housing.

Reporting to the Manager of the data and analysis unit, the position is responsible for ensuring that information and data from multiple sources is integrated and translated into guidance that drives provincial policy design and

program funding decisions. To achieve this, the position leads intermediate and advanced data analysis, data collection, reporting, and monitoring activities. The position is also responsible for coordinating SPPT's involvement in a range of community, cross-ministry, and intergovernmental partnerships on initiatives that advance the ministry and branch priorities. The position requires comprehensive knowledge on a broad range of social issues in Alberta.

Responsibilities

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

Responsibilities include developing and leading complex projects, conducting research and data analysis; participating and facilitating cross-ministry and stakeholder engagement on branch priorities; and leading branch data management activities. The position will be required to support a range of subject areas associated with preventive social programs and homelessness.

Serve as a key branch resource on data coordination and analysis activities.

- Collaborate with branch staff as well as staff from funded service providers to manage issues and inquiries related to data collection, data management and reporting.

- Analyze and interpret data from a wide range of sources to produce intelligence products for distribution within PCS, as well as for department leadership, cross-ministry partners, and key stakeholders.

- Lead/participate in data committees and working groups involving community-based organizations and service providers.

- Represent the ministry in cross-ministry, cross-jurisdictional and cross-sectoral data committees (example: FPT Homelessness Data Advisory Committee).

- Work with staff from other divisions in ALSS as well as other GoA ministries to facilitate on-going data management processes and the continuous improvement of those processes.

- Facilitate resolution of data collection and reporting issues between operational teams, stakeholders, and ALSS data enterprise partners on data collection and reporting issues.

Serve as a key branch resource on data strategy design and implementation.

-Support the development and renewal of program performance management tools and processes according to government priorities, including program logic models, performance measures and indicators, and program evaluation and continuous improvement strategies.

- Support the development and maintenance of data collection and reporting tools, including related reporting processes such as the use of the Shelter Exchange application.

- Support the development and implementation of a data governance framework (examples: facilitating the creation of data definitions as well as data collection, data management, and data quality assurance principles, processes and policies).

-Support change management activities in collaboration with community based organizations and grant recipients (example: consulting stakeholders on proposed reporting requirements).

- Implement GoA policies for government-owned data, including GoA information sharing and security standards.

- Troubleshoot technical data and system maintenance issues for the division applications and reporting tools.

Manage complex projects using accepted project management techniques and department protocols to achieve desired outcomes and goals.

- Takes a lead role, with minimal supervision, in carrying out major projects including designing and maintaining comprehensive project plans from inception to completion, tracking critical path milestones and deliverables, facilitating cross-team input on deliverables, and providing assessments to leadership on project risks and mitigation recommendations, (e.g. assessment/ implementation of policy and program recommendations from external stakeholders).

- Plans, designs and schedules work to meet requirements of internal and external stakeholders, department and division management, and the business plan.

- Identifies and evaluates complex and sensitive issues that impact provincial strategies and programs, and may involve municipalities, community-based organizations, other government departments and civil society organizations.

- Prepares reports, recommendations, and briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions.

- Supports the implementation of approved policy and programs as required.

Lead with minimal supervision, the design and implementation of research projects/ad hoc quantitative and qualitative analysis and providing expert interpretation and assessment of results to support branch responsibilities for planning, implementing, and monitoring service delivery responses and operational/ strategic policy priorities and directions.

- Researches assigned issues, creatively solve problems and obtains relevant information for preparing reports/ briefing notes/correspondence on homelessness and social issues.

- Research would include defining the problem, developing approaches and methodologies, identification of implications, formulation of program policies or policy options, recommending policy or program changes.

- Prepares necessary internal documents/reports and recommendations for all levels of leadership, including the Minister as well as information for external use.

- Determines the impact of other government regulations and legislation on SPPT initiatives.

Assemble, lead, and participate in interdisciplinary teams addressing homelessness and other relevant social issues and in interpreting, integrating and implementing provincial policy at regional and local levels.

- Represent the ministry on cross-ministry, interdepartmental and/or external stakeholder committees and convey the department's view on relevant issues or partnership projects.

- Participate in multi-stakeholder discussions and foster collaborative relationships and partnerships to achieve joint solutions to common challenges.

- Adopt and implement problem solving, decision-making and consensus building processes that help partners reach mutually agreeable goals, decisions, and outcomes.

- Chair team meetings and provide secretariat support to project teams (prepare meeting agendas and minutes, handle meeting logistics and arrangements, coordinate meeting follow-ups, anticipate issues, set project timelines, meet with team members, provide guidance and direction, disseminate information).

- Keep team members and Manager informed of progress being made and issues pertaining to each project.

Problem Solving

Typical problems solved:

As the position addresses complex and politically sensitive issues that are often unique in nature and require innovative responses, the ability to define issues, identify implications, and develop creative solutions in a timely manner is essential to the role. The ability to demonstrate quickly pivot amidst changing priorities, and champion direction from senior leadership is also key.

As a ministry expert on GOA-owned program data, the incumbent would be the internal `source of truth' and primary contact for stakeholders with respect to data and information considerations. The position also has broad latitude to provide technical advice, make independent decisions, and engage stakeholders to address and resolve sensitive policy and data issues. The priorities addressed by the position often interface with the priorities of other GOA ministries such as Mental Health and Addiction, Children and Family Services, Justice, Public Safety and Emergency Services, Treasury Board and Finance, as well as health agencies. In representing PCS, the incumbent has considerable opportunity to make independent judgments and recommendations on behalf of the branch and the ministry.

Types of guidance available for problem solving:

The issues addressed by the position are complex and often unique in nature, with limited precedence available to guide judgments and decisions. Guidance is available from the supervisor and Director and Executive Director, as required.

Further guidance can be obtained from:

- GOA/ministry enterprise resources (environmental scanning services, records management guidelines, corporate identity templates, APS Style Guide);

- Branch financial, service utilization, and outcomes data;

- External sector-specific research, policy, and practice resources.

Direct or indirect impacts of decisions:

- The direction of GOA policy responses and the design of services provided to vulnerable populations, including individuals experiencing homelessness.
- The design of services that are received by vulnerable Albertans that are needed to increase their well-being and stability;
- The ability of PCS and ALSS leadership to make policy and funding decisions;
- Ability of PCS colleagues to fulfill accountabilities that rely on accurate, accessible, and current SPPT-managed data and information.

Key Relationships

Major stakeholders and purpose of interactions:

Policy/service delivery staff in other ministries and other governments:
- Represents ALSS and SPPT on various committees; responds to inquiries; participates in discussions on key strategic and operational issues; and creates and maintains positive and productive working relationships.
Policy/service delivery staff on other branch and divisional teams
- Serves as a primary point of contact to access accurate operational documentation and current status reports on branch wide initiatives and priorities.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration		

If other, specify:

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

A university degree in public administration/social sciences or a related field, plus four years of progressively responsible related experience is required.

Experience (2-3 years) working within data management and analysis is required and a knowledge of project management approaches, quantitative and qualitative research methods, and policy analysis and development techniques are assets. Experience with social issues such as homelessness is considered an asset. Equivalencies may be considered.

The position generally demands a high level of originality and agility, as well as the ability to independently analyze complex issues and develop creative and timely responses. The position makes significant use of coordination, communication, consultation, research, analysis as well as presentation, writing, and organizational skills.

Specific knowledge, skills and abilities include:
-Knowledge of the GoA legislative, strategic and operational context of ALSS and other key GOA ministries
-Awareness of issues that affect vulnerable populations in Alberta.
-Experience with cross-ministry collaboration.
-Knowledge of the GoA policy development, operational and business planning processes.
-Ability to communicate effectively in a variety of media with a broad range of audiences and stakeholders.
-Advanced mediation, facilitation, consensus building and team building skills.
-Excellent project planning and management skills.
-Highly developed critical thinking, analytical and problem solving skills.
-Experience managing multiple, complex projects under tight timelines.
- Experience in data management software or language (Business Intelligence Tools, SQL, VBA, Python, Tableau, Power BI)
- Ability to work with statistical data to calculate the impact of policy changes for stakeholders.
-Highly developed qualitative and quantitative research skills and methodologies.
-Working knowledge of data, information and knowledge translation and management processes.
-Experience providing senior and executive management with timely and concise information and advice.
-Proficiency with a range of IT tools, including Windows-based applications as well as project management statistical, graphic, and presentation programs.
- Ability to take initiative and work independently or as a part of a team

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	The position maintains a strong focus on results and the achievement of organizational goals by anticipating the need for information and analysis from ministry leadership. The position also requires initiative and the willingness to take direct accountability, both at the individual and group level, for the outcomes of priority projects. Requisite to the competency is the ability to develop clear plans and take disciplined and and decisive actions to advance the goals of branch, division and ministry.
Creative Problem Solving	○ ○ ○ ◉ ○	Works in open teams to share ideas and process issues:	In providing information, analysis and recommendations on novel

						• Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	homelessness policy issues, the position requires creativity and originality to define issues, identify potential implications, and develop objective evidenceinformed and solutionfocused advice. The solutions must reflect the integration of multiple sources of information, the consideration of the competing interests of a diverse group of stakeholders, and the changing nature of homelessness in the province.
Agility	○	○	○	◉	○	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	The position requires considerable flexibility to adjust to changing priorities and timelines in relation to the ministry's response to vulnerable individuals. The role demands the ability to anticipate and adapt to shifts in executive-level direction on crossministry initiatives and ministry-specific projects. These shifts, which may focus on timelines or resource commitments, require the position to update analyses and project plans while maintaining a focus on objectives and results.
Systems Thinking	○	○	○	◉	○	Integrates broader context into planning: • 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	To effectively generate workable program and policy solutions, the position requires an astute and integrated understanding of the complex social services systems of care that vulnerable Albertans intersect with, along with with individual issues, systemic barriers, and structural factors that

		that challenge progress	influence rates of homelessness in Alberta.

Benchmarks

List 1-2 potential comparable Government of Alberta:

024PS10
024PS06

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
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature