

Public (when completed)

Common Government

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy and Research Analyst, Indigenous Policy

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

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:

Responsibilities Removed:

NA

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Indigenous Programs and Policy, the Policy and Research Analyst provides research, policy analysis, coordination and support relating to ministry-wide strategic policy and foresight functions within the department and on cross-divisional projects in which the division is participating. The position performs all work with an integrated, systems approach, to ensure the interests and priorities of the department and of the Government of Alberta (GOA) are effectively represented. This position will provide support for the advancement of the Ministry's

Indigenous policies and programs, as well as policy and research support more broadly. The position will support and assist others in the Community and Public Safety Services Branch, when needed.

The Strategy, Support and Integrated Initiatives Division fosters an enterprise-wide approach to policy development by coordinating policy and strategic initiatives across the ministry, and provides analysis, coordination, and support. The position requires strategic and systems thinking, and fosters collaboration, by liaising and engaging with staff in the branch, ministry, and across government, to achieve the required outcomes. The position requires work to be performed on multiple projects simultaneously with varying time lines. The work supports high-level decision-making within the department. When completing projects, the Analyst considers the results within the broader branch and ministry environment, drawing on the application and broad understanding of the branch and ministry's business functions and priorities.

The position requires a highly self-motivated individual with sound judgment and excellent communication skills. This position is required to liaise with key internal and external stakeholders and will represent Alberta Public Safety and Emergency Services in cross-ministry project teams and external committees.

Responsibilities

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

Perform research as a basis for policy development and to ensure initiatives align and best practices are utilized.

- Independently performs high-level research and analysis of public safety-related initiatives issues, Acts and legislation, policies, programs and services of importance to senior officials related to Indigenous people in the justice system and missing and murdered Indigenous women and girls.
- Analyze and interpret findings from recently released policy reports and other relevant documents, and prepare a variety of reports, summaries, recommendations, and conclusions based on this analysis.
- Pro-actively identify issues and emerging trends (e.g., academic research reviews, cross-jurisdictional scans, media coverage of external environment) that impact department policy or legislative options, perform analysis of multiple pieces of data, and prepare briefing materials as necessary and appropriate, and in accordance with divisional processes.
- Participate in strategic foresight initiatives for the ministry and engage with other ministries to identify long-term trends and projections that could impact the ministry's policies.
- Research specific assigned topics, defining the methodology and models needed to address the appropriate research questions, and engage stakeholders as needed.

Have a thorough understanding of the policy cycle, and department and ministry policy initiatives.

- Develop and produce a variety of briefings and policy documents, independently and in collaboration with staff members from the branch and the division.
- Identify linkages, gaps and duplication on ministry and cross ministry initiatives.
- Reviews, evaluates, interprets and/or implements Indigenous policy and programs.
- Identify intended and unintended consequences to policy projects and provide analysis and advice to resolve issues.
- Identify strategic ministry wide policy gaps and opportunities, and costs and benefits of policy options, including implementation and delivery implications.
- Alert the Manager of emerging issues, create summaries and analysis of issues and related impacts, and generate possible options for resolution pro-actively and as directed.
- Prepare responses to Action Requests, such as briefing notes, summaries, and correspondence, adhering to the ministry policy and public messaging and following processes and timing requirements.
- Support the preparation of Cabinet Reports and policy documents reflecting the integration of policy across

the ministry.

- Develop and/or draft tools, resources and processes for the department (e.g., guidelines, templates) to aid in strategic policy development and planning.
- Liaise with staff in the branch and the division on related policy items and issues.

Provide support and coordination for work related to Indigenous Programs and Policy.

- Support the coordination and integration of initiatives across the ministry; and support work done on identifying and addressing Indigenous matters related to Community Public Safety Services.
- Provide status updates and reports on progress toward collaboration and integration across the ministry to the Manager and alert the Manager to issues that could impact the branch's work.
- Participates in events that promote cooperation and collaboration and the exchange of information and expertise amongst internal and external government partners.
- Assists with grants and provides coordination and support to initiatives involving the Government of Canada.

Support the Manager of Indigenous Policy in achieving unit and branch goals.

- Support the Manager's participation on cross-ministry initiatives or other partnerships related to the Ministry's policy agenda.
- Draw on strong coordination and organization skills to work on multiple projects and tasks simultaneously, and balance workload in conjunction with section members and the manager.
- Raise awareness of emerging issues and current events which require the manager's and director's attention, summarizing issues and related impacts.
- Build and maintain strong working relationships across the branch and ministry.
- Participate in branch planning and reporting.

Problem Solving

Typical problems solved:

Working both independently and in a team, promotes, develops and maintains effective communication and collaborative relationships with staff across the ministry and the GoA.

- Perform research, writing and analysis, and options generation independently and in a team environment.
- Ensure that the Director is fully briefed on the work, analysis, and results for the ministry projects, programs, and initiatives.

With minimal guidance, fosters a proactive approach to strategic alignment of policy initiatives and to ensure integration and a system approach to policy development.

- Identify when other divisions, ministries and stakeholder organizations need to be included in projects and initiatives, and advise the manager if senior branch or ministry representatives need to be brought in.
- Share information across the branch, ministry and with our cross-ministry partners, as requested and as needed.
- Establish and maintain working relationships with key contacts in all divisions to facilitate communication and collaboration for the branch's work.

Types of guidance available for problem solving:

Support and guidance for problem solving can be accessed from:

- Legislation, policies, directives, guidelines and budgets.
- Manager, Indigenous Programs and Policy, and other leaders from Community and Public Safety Services Branch and across the division
- Cross-ministry colleagues from the Cross Ministry Working Group (members of GOA Ministries/Divisions).

- External/Partner Stakeholders.
- Non-Government Organizations - Community Based Organizations.
- GOA Committees and member representatives.

Direct or indirect impacts of decisions:

This position has a direct impact on the success and effectiveness of initiatives related to Indigenous Policy and the implementation of Indigenous recommendations and calls to action. This role has direct impact on policy development and program delivery. The position has impact through correspondence regarding government initiatives, responses to community concerns, creation of public facing key messages, and development of internal GoA wide training. The Policy and Research Analyst's actions and contributions support initiatives that bring public awareness, preventative measures and support external organizations in their service delivery.

Divisions within PSES and across government are impacted by the work of this position. This work leads to efficient and effective use of government resources, as well as ensuring access to up-to-date information.

The position develops cross-ministry and intergovernmental relationships to support Indigenous priorities and collaborations. With the support and guidance of the Manager, the Policy and Research Analyst is responsible for integrating the activities of cross-ministry and community partners into recommendations for department policy and program development.

This position develops recommendations for senior executives and the Minister; prioritizes responsibilities to meet project deadlines and stakeholder requirements; and coordinates projects and programs with concurrent timeframes.

Key Relationships

Major stakeholders and purpose of interactions:

This position provides expert advice and develops complex reports and correspondence for:

- Senior and Executive Management and Senior Officials within Community and Public Safety Services - provided daily
- Senior and Executive Management within PSES - provided daily
- Assistant Deputy Minister's Office - provided weekly
- Deputy Minister - provided weekly, sometimes monthly
- Members of the Legislative Assembly - provided daily via ARTS

This position collaborates, shares expert knowledge and provides research-based materials for:

- Members of justice-related organizations, external stakeholders and NGOs such as Native Counseling Services of Alberta, the Institute for the Advancement of Aboriginal Women, John Howard Society, community-crime prevention groups, etc.- daily
- Alberta law enforcement agencies - weekly
- Branch and Divisional colleagues-daily
- Management staff in other Ministries - weekly
- Federal Justice officials and officials from other provincial jurisdictions - monthly

Required Education, Experience and Technical Competencies

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

If other, specify:

University degree, or equivalent, in a related field (law, policy, political science, business or public admin

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

Education:

- University degree, or equivalent, in a related field (e.g., law, policy, political science, Native Studies, business or public administration).

At least 2 years' of relevant public sector experience with relevant research and policy analysis and development.

Experience and/or education with Indigenous policy is preferred.

The following competencies and skills are applicable:

- Knowledge of Indigenous communities in Alberta and understanding of Indigenous perspectives in relation to Public Safety and Emergency Services issues, as well as of programs and policies affecting Indigenous peoples, communities and organizations.
- Understanding of and experience with the policy development and decision-making/approval process for the department and the GOA.
- Knowledge and understanding of the legal and justice systems and GOA policy affecting these systems
- Understanding of the ministry and Government of Alberta operations, cultures, priorities and political implications and risks.
- Knowledge of ministry programs and services, and a solid understanding of the policy context of department programs and initiatives and the business goals and priorities of the branch and ministry.
- Ability to understand politically sensitive issues and maintain a neutral and objective approach.
- Knowledge of federal, provincial and territorial relations.
- Knowledge of environmental scanning.
- Experience in research, policy development and planning within the public sector.
- Solid ability to synthesize information and research into the desired policy document or briefing note.
- Strategic and systems thinker, able to identify emerging issues, strong analytical ability, with the ability to analyze complex issues, synthesize findings and identify actions and solutions.
- Highly-developed verbal and written communication skills, in order to communicate clear and compelling positions.
- Excellent organization and multi-tasking skills, ability to help organize meetings, project teams and committees.
- Ability to be a strategic thinker, anticipate future issues and identify and understand how they could impact the ministry.
- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.
- Strong adaptability and flexibility to accommodate changing priorities.
- Strong relationship building skills and ability to communicate constructive advice with tact and sensitivity.
- Strong consensus-building and collaboration skills, and the ability to work with others to gather information, resolve issues and successfully complete/support projects.
- Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy.
- Ability to generate new ideas and creative solutions.
- Extensive research abilities, ability to consolidate large and diverse amounts of complex information.
- Strong computer skills and ARTS experience.

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 	Through analysis, can indicate challenges and offer informed insights to enhance functionality.

		<ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
Drive for Results	○ ○ ● ○ ○	<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 	Positive and proactive willingness to adjust to change, undefined programs, and innovative processes.
Creative Problem Solving	○ ○ ● ○ ○	<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 	Persistent focus and attention to innovation, research, and best practices for the ultimate goal of ensuring Indigenous People are receiving effective services.
Develop Networks	○ ○ ● ○ ○	<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 	The position develops cross-ministry and intergovernmental relationships to support Indigenous priorities. The Policy and Research Analyst is responsible for integrating the activities of cross-ministry and community partners into recommendations for department policy and program development.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates 	Works collaboratively to develop professional working relationships with internal and external partners.

		communication and collaboration <ul style="list-style-type: none"> • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
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Benchmarks

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

Policy and Planning Consultant - Benchmark Evaluation - 023PS72

Research, Planning & Policy Analyst - Benchmark Evaluation - 023PS68

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