

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy & Planning Analyst

Current Class

Program Services 2

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA15

Cost Centre

602189

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SFWH, WPL /Occupational Health and Safety Policy

Current organizational chart attached?

Supervisor's Position ID

50030302

Supervisor's Position Name (30 characters)

Mgr, OHS Policy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-27

Responsibilities Added:

The job description was updated to remove references to work on WCB policy and legislation, otherwise, the job responsibilities remain unchanged.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Workplace Policy and Legislation is one branch within the Safe Fair and Healthy Workplaces (SFHW) division of the Ministry of Jobs, Economy, Trade and Immigration. The Workplace Policy and Legislation branch is a fast-paced and results-oriented environment that strives for excellence while developing and fostering cooperative relationships across the Government of Alberta and with external stakeholders. The branch is comprised of three units that focus on employment standards and workers' compensation, labour relations, as well as occupational health and safety (OHS) policy and legislation.

The Policy Analyst reports to the Manager of OHS Policy. This position is responsible for supporting policy and project management work associated with regular review and update of OHS policy and legislation to ensure it achieves the department's goals and is responsive to the needs of stakeholders. This work includes assisting with background research, supporting consultation planning, analyzing stakeholder feedback, and working with the team to identify policy options and recommendations.

Responsibilities

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

Identify issues, trends and development related to OHS through research and scanning.

- Conduct research with respect to legislative approaches to OHS in Canada and internationally to identify leading practices and to support legislative and regulatory reviews.
- Monitor trends and issues through environmental, jurisdictional and media scanning on OHS issues.
- Undertake background research as needed to prepare correspondence and briefings, either in response to action requests or on a proactive basis to support senior department officials and the Minister.
- Conduct critical literature reviews to support the development of discussion or concepts papers.

Participate in the periodic review of health and safety legislation including the OHS Act, OHS Regulation and OHS Code.

- Participate in planning activities for major projects such as legislative and regulatory reviews. This may involve contributing to the planning and execution of public consultations, engagement with government departments and other jurisdictions, and development of materials necessary for an effective communications plan.
- Collect and analyze stakeholder feedback and their suggestions on changes to legislation, policies and procedures.
- Support the preparation and drafting of documentation required for presentation to Cabinet and Minister including Cabinet Reports, Discussion Papers, Consultation Plan, Policy Papers, Option Papers, Briefing Notes, Presentations and Speaking Notes.
- Participate in discussions held with external stakeholders, including employers, lawyers, or management consultants as well as individual employees or union representatives.
- During legislative review projects, support consultations held with industry associations and representatives regarding the appropriateness of provisions in the OHS legislation.
- Support interactions with provincial and federal counterparts as appropriate and necessary to exchange information and discuss common issues.
- Respond to written and verbal requests for interpretation of the legislation or policies, ensuring the responses are technically and legally accurate.

Support coordination of plans, processes and procedures to support operational and organizational capacity within the OHS Policy Unit

- Help coordinate corporate processes for the branch including input on strategic and operational plan as well as related reporting.
- Develop and implement systems, procedures and guidelines to continuously improve and enhance the effectiveness and efficiency of work done across the unit.
- Assist in the development of project plans or critical paths and related tracking of branch activities.
- Establish effective relations with the unit to understand workflow challenges and develop options to address them.
- Help create meeting agendas, track decisions and action items while tracking progress on actions.

Support issues management and coordination, action requests and correspondence.

- Help provide background and analysis on emerging issues to support senior department officials in decision making.
- Prepare correspondence for department officials in response to action requests or proactively based on emerging issues.
- Analyze and integrate information provided by multiple sources to ensure information products align with strategic direction of the branch and division.
- Coordinate with other team members to ensure the development of high quality responses and products.

Problem Solving

Typical problems solved:

Policy and Legislative Development. The position is required to develop OHS knowledge and expertise and that, along with their policy analysis skills, they can use to identify issues and trends in OHS for the purpose of making policy and legislative recommendations to address those issues and to develop relevant legislative materials. Projects can be strategically and politically sensitive and are closely related to the Ministry business plan or government priorities related to OHS in Alberta. Policy and legislative development projects often impact other Ministries. The position often acts as a resource to these Ministries or to others providing policy expertise or advising on strategies.

Issues Management. Position is required to be proactive in reviewing and assessing current and potential OHS issues within Alberta, Canada and internationally to determine their implications in Alberta. For example, the position may be required to assess the significance and potential impact to Alberta of court cases, policy positions of stakeholder groups and lobbying activities, and events in other jurisdictions. This position must exercise considerable judgement and discretion in terms of determining the relevance of new information and events and how and when to bring them to the attention of leadership.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- Advice and support from the Manager and Director of OHS Policy.
- Support and direction from the broader Workplace Policy and Legislation leadership team, as needed.
- Support from fellow policy analysts within the OHS Policy team and across the branch.
- Legal advice from the Alberta Justice legal services team for the department.
- Support on legislative process, approvals and documents from the departments' Legislative Services team.
- Resources from Policy Coordination Office, Legislative Council Office, and Communications and Public Engagement.
- Research and resources stored on SharePoint, Teams, and the Action Request Tracking System.
- Technical expertise from the Specialized Professional Services unit in the SFHW.
- OHS data and trends from the Data Analytics unit in SFHW.
- Processes and procedures for tracking project deliverables, managing information, and developing briefing materials.

Direct or indirect impacts of decisions:

Direct Impacts:

- High quality research and analysis will support effective policy development for OHS legislation impacting both internal and external stakeholders.

Indirect Impacts:

- As an entry-level position, there are minimal indirect impacts of the decisions made by the Policy Analyst.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- **Manager and Director:** Provide direction and guidance on assigned work, develops strategies for the work of the unit with the support of the team members, support the professional growth of analysts, lead in the

development of a cohesive team, and resolves issues as they arise.

- Executive Director: Provides special assignments, establishes the strategic direction for the branch, and resolves issues that may occur.
- Other Branch Analysts: Support information sharing, collaborate on projects, share subject matter expertise, and provide peer review on deliverables.
- Administrative Support: Provide information and support related to 1GX, Action Requests Tracking, and procurement requests.
- OHS Program Delivery Staff: Share information and data on trends in the administration and enforcement of OHS legislation, support with technical advice and analysis of OHS legislation.
- OHS Specialized Professional Staff: Provide support with technical advice and analysis of OHS legislation.
- Other Divisional Professional Staff: Provide support with information sharing, developing processes, procedures and sharing best practices.
- Communications: Prepare content and key messages for the public with the support of policy staff, review communications materials, and provides strategic communication advice.
- Legislative Services: Coordinate legislative and regulatory changes.
- Legislative Counsel Office: Draft all legislation and regulations in Alberta.
- Alberta Justice: Provide legal analysis on legislative initiatives and provide legal opinions and advice on legal challenges.

External:

- Public: Source of action requests, OHS questions, requesting information on OHS matters in the form of written correspondence, or telephone calls.
- Employers: Key industry and labour stakeholders who typically advocate for changes to OHS policy and legislation that will support their positions.
- Other Ministries: The department will frequently liaise with other Ministries to collaborate on specific initiatives and to share information.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Knowledge

- University graduate in a related field ; no experience required; or equivalent.
- Knowledge of public policy development process including knowledge of legislation affecting OHS in Alberta.
- Knowledge of environmental scanning principles, research techniques, data analysis and project management principles. Ability to research and analyze information from different sources/jurisdictions in order to make cross-jurisdictional comparisons.

Skills

- Ability to understand OHS policy, procedures and guidelines for application to the workplace, along with the ability to identify policy concerns and initiate review/change of policy.
- Ability to think critically and provide effective feedback and well-reasoned options and recommendations.
- Good time management skills with the ability to coordinate multiple projects.
- Well-developed skills in the following areas: written and verbal communication; interpersonal; creative problem solving; organization; facilitation and team building.
- Ability to work well and contribute effectively in a small team environment, including the ability to build and maintain effective working relationships with internal and external stakeholders.
- Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook), Teams, SharePoint.

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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>The Policy Analyst will be able to develop processes to work through policy projects by asking questions, collecting data, understanding the audience and combining different approaches and perspectives to their work. Will involve engagement with the branch leaderships and program staff to collect timely and accurate input. The Policy Analyst will also be a champion for continuous improvement in all of the branch processes and procedures.</p>
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 	<p>Work the Policy Analyst undertakes may come from a number of different sources but primarily from within the division and namely within the branch. The Policy Analyst must possess a high level of organizational awareness, and the ability to build strong relationships with the branch and division staff to be able to access key information and address issues.</p>
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>This position acts as a direct support to the OHS Policy leadership and team as well as with other branch staff on cross-branch initiatives. The Policy Analyst undertakes work and supports the team by developing knowledge in OHS policy and legislation as well as builds knowledge in other areas of the branch including labour relations and employment standards. Relationships with the</p>