

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:

- Position title change
- Supervisory change
- Clarity and better alignment with policy role
- Experience with AI productivity tools

Responsibilities Removed:

- Redundancy in responsibilities removed for clarity

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Policy, the Senior Policy Analyst provides strategic policy leadership, analysis, and advice related to sport, physical activity, and recreation (SPAR) in Alberta.

The position leads assigned initiatives across the policy life cycle, including research, policy development, implementation, evaluation, performance measurement, and reporting. The role works collaboratively with internal partners, other government departments, other levels of government, and non governmental organizations to support provincial and pan Canadian priorities and to provide evidence based advice to senior leadership.

Responsibilities

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

1. Policy Leadership and Advice

- Provide expert, evidence based policy advice related to sport, physical activity, and recreation, including identification of emerging issues and systems impacts.
- Apply strategic thinking and analysis to support policy development and alignment across the Ministry.
- Lead or contribute to the development of SPAR policy and standards in collaboration with internal and external partners.
- Prepare and oversee briefing materials and correspondence for senior leadership, including briefing notes, reports, presentations, and correspondence.
- Participate in legislative and regulatory review, development, and implementation activities, as required.

2. Research, Analysis, and Performance Measurement

- Lead and coordinate research, analysis, and performance measurement activities to support Branch and sector policy objectives.
- Develop and maintain research and data resources to inform policy development and decision making.
- Coordinate surveys and studies related to recreation and physical activity (e.g. Survey of Albertans for Sport, Physical Activity and Recreation).
- Translate research findings and trend analysis into actionable information for internal decision makers and sector partners.
- The position leads research within assigned policy or project areas and may support other initiatives where another analyst is the lead.

3. Collaboration and Intergovernmental Engagement

- Lead collaboration with cross ministry, intergovernmental, and sector partners to advance shared SPAR initiatives and objectives.
- Serve as the departmental lead and representative for assigned initiatives involving federal, provincial, territorial, and municipal partners.
- Coordinate Alberta's participation in intergovernmental working groups and forums.
- Develop research based recommendations and advice for Alberta positions on intergovernmental issues, including materials for Deputy Minister and Minister consideration.
- Facilitate system alignment, partner engagement, and joint planning and evaluation of initiatives.

4. Mentorship and Organizational Support

- Provide mentorship, guidance, and review of work for analysts and Branch staff.
- Serve as a senior resource to management and staff, supporting decision making and effective resource alignment.
- Facilitate information sharing and knowledge translation within the Branch and across the sector.

Problem Solving

Typical problems solved:

The position provides expert advice, research, strategic analysis, and project leadership on complex SPAR policy issues. The role requires the ability to manage multiple concurrent priorities, critically evaluate policy and programming, and provide sound, constructive advice in a dynamic environment. The position operates with a high degree of independence and exercises considerable judgment and flexibility when working with diverse stakeholders and complex issues. The role is directly accountable to the Manager for major initiatives and may act as the sole provincial government representative in meetings.

Types of guidance available for problem solving:

As a senior resource on the team, the position will facilitate information sharing and knowledge translation both within the branch and externally to the sector. This has a direct impact on the sector, since information provided helps to shape program offerings and assist organizations in determining their budget implications, etc. The role acts with a high degree of independence, but is directly responsible to the Manager for major program initiatives. The position is required to exercise considerable judgment and flexibility in discharging the assigned duties and working with a diverse range of agencies, individuals, and issues. The position is often the sole provincial government representative in meetings.

Direct or indirect impacts of decisions:

Informed and expert advice on critical policy issues, leading to informed and effective recommendations and solutions.

Key Relationships

Major stakeholders and purpose of interactions:

- Provincial sport, physical activity, and recreation organizations
- Senior leadership and Branch staff
- Other provincial ministries and government departments
- Federal, provincial, territorial, and municipal governments
- Educational institutions, boards, agencies, and private sector organizations
- Members of the public

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

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

- In depth knowledge of community, provincial, national, and international trends in sport, physical activity, and recreation.
- Strong analytical and writing skills, including experience synthesizing complex issues into briefing and public facing materials.
- Knowledge of Government of Alberta policy development and approval processes.
- Experience in qualitative and quantitative research, strategic analysis, and evidence based policy development.
- Understanding of public and private funding systems supporting recreation and physical activity.
- Knowledge of relevant legislation and policy frameworks (e.g. Societies Act, FOIP, privacy legislation, board and volunteer liability).
- Experience in business, strategic, policy, and project planning.
- Strong interpersonal, communication, presentation, and facilitation skills.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and SharePoint.
- Proficiency with artificial intelligence-enabled productivity tools (e.g. Microsoft Copilot, Google Gemini) to support research, analysis, drafting, and knowledge synthesis.

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 	
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 • Collects breadth of data and perspectives to make choices 	
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
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	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <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 	

Benchmarks

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

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.