

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

Policy Advisor

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Organizational Structure

Supervisor's Position Name (30 characters)

Manager, Policy and Legislation

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Policy and Legislation within the Policy and Strategic Initiatives Branch, this position is responsible for project management and advanced policy development and analysis, and implementation of strategic policy and strategic framework projects in alignment with ministry priorities related to the provision of public infrastructure. All work is conducted with the goal of ensuring that the interests and

priorities of the department, stakeholders, and the Government of Alberta are effectively represented. The incumbent is required to liaise with key stakeholders and often represents the department in interdepartmental work teams, in addition to taking a lead role in carrying out significant policy and strategy projects.

The Policy Advisor develops, analyzes, and recommends draft policy, strategies, cabinet materials, or frameworks, and participates or leads ministry or cross-ministry initiatives. Strong working relationships are maintained with internal and external stakeholders, and expert policy process leadership and support is provided to branch leaders, senior ministry leadership, and other affiliated stakeholders both inside and outside of the ministry. This position operates within the framework provided by the branch and ministry operational and business plans and priorities, the GOA's established policy and legislative development and decision-making processes and protocols, established consultation and research policies and processes, and direction from branch leadership.

Responsibilities

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

Plan, lead, and report on projects related to development of policy options and/or strategy frameworks to support the achievement of branch and ministry goals and priorities:

- Develop project Terms of Reference, associated project work plans, and staff and budget resource requirements.
- Coordinate the engagement of consultants/contracted resources as needed.
- Supervise project staff and/or consultants to ensure timely project completion, as required by each assigned project, to accomplish expected outcomes.
- Engage the participation of other ministry units and/or other ministries.
- Monitor and report on project status and achievements and raise awareness to significant emerging risks.
- Review project deliverables and make recommendations for approval.
- Evaluate projects and apply lessons learned to future projects or process improvements.

Lead the development, implementation, and monitoring of assigned ministry policies and/or strategies.

- Coordinate the completion of environmental scanning, research, and related analytical functions, including obtaining stakeholders' input.
- Consolidate and analyze relevant data to provide advice, and an understanding of the current state, leading practices, potential impacts and considerations related to policy options.
- Research policies, best practices, and new theories and ensure relevant ministry representatives are informed of the research findings to assist in planning and decision-making.
- Identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions and countries, including developing recommendations and strategic options for consideration by senior Ministry representatives and officials.
- Develop policy options and recommendations in alignment with GOA processes and standards.
- Prepare policy, business, and legislative documents to support approval processes (e.g., Briefing Notes, Ministerial Reports, Cabinet Materials, Requests for Decision, etc.).

Guide the implementation of strategies in line with ministry and GOA frameworks and priorities to:

- Develop plans to guide the implementation of strategies.
- Monitor and report on implementation plan progress.
- Collaborate with stakeholders involved with implementation to address emerging issues; raise awareness of more significant issues to senior management levels.
- Serve as a government-wide contact for policies or strategies on behalf of the Ministry.
- Interpret policies and plans for different stakeholder groups, ensuring established key messages are consistently applied.

Represent the branch on ministry and cross-ministry initiatives to foster collaboration and synergies.

- Participate in Ministry committees, teams, and working groups, representing and providing ministry perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Collaborate with department staff to ensure coordination and integration of activities, and promote collaboration within the Ministry and with system stakeholders.
- Participate in cross-ministry initiatives and research/analysis to support the development and implementation of priority GOA initiatives.
- Establish and maintain relationships with Ministry and government representatives and stakeholders.
- Coordinate, chair, and support committees and sub-committees associated with the ministry's needs.
- Represent the ministry in answering stakeholder enquiries and facilitates meetings with stakeholders, key ministry representatives and other provincial and/or federal stakeholders.

Support the Manager and Director in achieving the mandate and goals of the team and unit:

- Provide input and recommendations relating to issues, opportunities, and challenges associated with unit operations and functions.
- Research and create briefings, draft policy and strategic documents, reports and other materials in response to requests from senior management, as well as in response to news reports and release of major research studies.
- Prepare and present presentations on a variety of topics related to unit initiatives.
- Develop recommendations to support continual improvement of team processes and functions and maintain awareness of associated processes, tools, and best practices that can be tailored to meet unit requirements.
- Remain current and informed as to ministry issues, proactively recommending review and evaluation of policies and programs.
- Provide advice and guidance to other staff on policy development processes.

Problem Solving

Typical problems solved:

This position provides senior management and officials of the ministry with relevant and accurate information on which to base policy, planning, program design decisions through coordination of environmental scanning, research and analysis of options, and the development of policy or strategy recommendations. The impact of recommendations made by the Policy Advisor can be significant, influencing the direction, design, and implementation of ministry plans, policies, and programs that directly affect public infrastructure as well as

other ministries.

The Policy Advisor takes a lead role, with minimal supervision, in leading policy and strategy projects based on general direction and guidance. The Policy Advisor deals with issues that are diverse, complex, and often politically sensitive. The incumbent is expected to maintain a broad view of the ministry and its strategic priorities, short- and long-term impacts, stakeholder considerations, and the evidence gained through research when providing information, analysis, and planning advice to senior management. Multiple factors influencing infrastructure beyond the ministry's interests must also be taken into account (e.g., Treasury Board requirements, existing processes and systems in other ministries).

The Policy Advisor collaborates with staff throughout the ministry when identifying information and data requirements; clarifying goals and expected outcomes; planning and managing projects; and developing input, analysis, and recommendations for the consideration of senior decision-makers. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Policy Advisor is evidence-based, comprehensive, and reliable. The incumbent must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to ministry representatives. This position also liaises extensively with personnel from other divisions, and departments.

Types of guidance available for problem solving:

The Policy Advisor works within the parameters of established legislation, policies, plans, directions, and guidelines, with significant discretion in determining how responsibilities are performed. The Manager and Director provide general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. The timeliness and comprehensiveness with which services and information are provided to ministry client areas is also critical.

Direct or indirect impacts of decisions:

This position is delegated considerable independence in working within the ministry, across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages, and priorities. Matters with potential for significant impact on business area operations, resource allocation, planning documents, or branch functions are referred to the Manager and Director, who are also available for guidance when dealing with particularly sensitive issues or situations. The Manager and Director also review briefings and recommendations destined for the executive level to ensure assumptions are valid and ministry goals and objectives are appropriately reflected.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Policy & Legislation and Director, Policy, Legislation and Intergovernmental Coordination - provide updates on projects; raise awareness to significant emerging issues and participate in their resolution; provide policy and strategy advice and recommendation based on research and analysis of options.
- Other units across the ministry - provide consultation, advice, and recommendations; support development of planning documents; exchange information; represent ministry interests and perspectives, and; collaborate on policy and strategy initiatives.
- Policy and Legislation Team staff - lead projects; provide advice and guidance on policy processes.
- Representatives of other departments, jurisdictions, and the federal government - provide and exchange information; clarify requirements; and collaborate on projects and initiatives.
- External stakeholders - share information; consult for input on projects; manage grants and contracts.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The Policy Advisor requires comprehensive knowledge of:

- The ministry business plan and strategic priorities, as well as the branch mandate and priorities.
- The business of related branches across the ministry.
- Government strategic and policy directions and priorities as they relate to the ministry's business (e.g., GOA and ministry capital planning, accommodation services, management of land acquisition and disposition).
- Research methodologies, techniques, and procedures, including the application of qualitative and quantitative research methods and data analysis.
- The client and stakeholder community impacted by the ministry mandate and operations, including relevant organizations, committees, advisory groups, and representatives.
- Trends and current issues related to provincial infrastructure planning, development, and maintenance, and capital planning issues and opportunities.
- Descriptive statistics and a working knowledge of inferential statistics.
- Relevant ministry policies, functions, and processes (e.g., policy and legislative development process; financial management and contract management policies and processes).
- Government decision-making, implementation, and internal and external stakeholder engagement processes and instruments.
- Government policy and legislation, including policy, Ministerial Orders, Orders in Council, Memorandums to Cabinet, Legislation, Regulation, Guidelines, Frameworks.

The Policy Advisor will require strong and demonstrated:

- Consultation and interpersonal skills.
- Project management skills, including project planning, stakeholder engagement, and tracking.
- Research and information integration skills, including ability to analyze and synthesize information drawn from disparate sources and develop recommendations based on findings.
- Ability to assess and interpret data and information contained in ministry datasets and documents.
- Strong writing skills with experience drafting executive materials (e.g. briefing notes, letters, memos, cabinet documents, etc) and other types of reports and presentations.
- Organizational skills, including ability to prioritize multiple responsibilities to meet deadlines.
- Commitment to client service, confidentiality, discretion, tact, and innovation.
- Ability to communicate effectively with multiple stakeholders in a politically complex environment.
- Conflict resolution and negotiation skills.
- Ability to build and maintain good working relationships with clients.

- Ability to facilitate and chair meetings.
- Experience with projects involving changes to legislation, regulations, and policies in order to provide strategic direction to branches and to make feasible recommendations to executive leadership.

The Policy Advisor must be able to:

- Apply theoretical research methods and analysis tools to practical settings while maintaining a high degree of rigor.
- Assess the accuracy and reliability of data; apply costing and statistical tools effectively; and access and manipulate statistical databases.
- Conceptualize new approaches and innovations in areas such as capital planning.
- Proactively anticipate and plan for ministry business area requirements.
- Develop, liaise and maintain collaborative working relationships with clients, stakeholders, and partners.
- Maintain a strategic ministry focus while delivering results at the program and operational level.
- Function independently as well as contribute effectively within a team environment.
- Demonstrate initiative, professional judgment, and flexibility.

The Policy Advisor must have:

- University Degree in a related field (Public Administration, Business Administration, Social Sciences, or a related discipline), and
- a minimum of four (4) years of progressively responsible related experience is required.

The following experience is considered an asset:

- Project Management certificate and/or experience in leading complex projects.
- Experience with establishing and maintaining positive working relationships with internal and external stakeholders and/or other provincial, territorial, and federal government representatives.
- Experience with stakeholder engagement using online consultation platforms and/or digital communication tools.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Respond quickly to changes in direction, request for information, or new priorities. • Maintains multiple project timelines to ensure compliance with legislation requirements, or approval deadlines. • Anticipates potential factors that could impact projects or policies and

		<p>roles, and integrates change in existing work</p> <ul style="list-style-type: none"> • Readily adapts plans and practices 	<p>proactively address these concerns.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<ul style="list-style-type: none"> • Develop innovative solutions to ongoing or new policies, issues, or projects. • Ensures applicable stakeholders are identified and engaged early to solve issues and provide input for existing projects or policies.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<ul style="list-style-type: none"> • Review material and address gaps, errors, and questions through applicable and appropriate means. • Lead and support long term and/or complex projects and reviews of legislation, regulations, and policies. • Anticipates any issues that may emerge and proactively address issues. • Manage project time lines to ensure legislated timelines
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> • Work with staff across the Ministry to support Ministry priorities, policy, and legislation. • Participates in stakeholder engagement sessions. • Synthesizes what we heard. • Works with contacts in other ministries to collect input and incorporate it into strategic policies. • Work with colleagues and staff across the Ministry to brainstorm solutions to issues in processes and to address requests. • Seek appropriate

			subject matter experts for both procedures and research requirements.
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 	<ul style="list-style-type: none"> • Create and maintain contacts across the ministry to best address any ongoing strategic policies or emerging issues. • Connects with stakeholders as required to address support policy development and research requests, coordinate input or meetings, and ensure accuracy and completeness of reports.