

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested 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 Learning and Engagement (L&E) Branch provides strategic leadership and direction for the design and delivery of learning and engagement programs for the Alberta Public Service (APS). The Branch allows the public service as a whole to meet essential and complex goals, by ensuring learning, development and engagement programs support and enable achievement of government's strategic business objectives by developing staff capacity across the organization.

The Learning and Engagement Strategic Planner provides expertise in the development, coordination, and implementation of learning and engagement programs and strategies for the APS. Reporting to the Director of Learning and Engagement Strategy, the position supports the creation of strategic frameworks, initiatives, and briefing materials that inform decision-making by executives, Deputy Ministers and executive committees. The role involves analyzing organizational learning needs, coordinating programs and providing advice to ensure initiatives effectively support APS priorities.

## Responsibilities

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

1. Policy, Program and Issues Analysis - Supports executive decision-making by undertaking activities that include:
  - Collecting and analyzing information from surveys, focus groups, consultations and program data to summarize findings and recommend practical options for leadership's consideration;
  - Identifying strategic gaps, potential risks, sensitivities, or stakeholder considerations to inform decision-making;
  - Conducting environmental scans and jurisdictional research to identify relevant practices, trends and emerging approaches in learning and engagement and providing recommendations for consideration in APS strategies;
  - Preparing briefing materials by highlighting key considerations and recommendations in alignment with APS strategic objectives;
2. Strategic Project Coordination and Implementation - The position contributes to the coordination, implementation and monitoring of learning and engagement projects that includes activities such as:
  - Planning and coordinating APS-wide projects (e.g. corporate frameworks, cross-ministry resource groups etc. ) by providing guidance to stakeholders, tracking progress and/or facilitating communications among stakeholders;
  - Developing work plans that identify key milestones, approval processes, and cross-ministry decision requirements for consideration by leadership;
  - Identifying potential risks or obstacles and providing recommendations to leadership to mitigate issues that may affect project timelines or stakeholder engagement;
  - Adjusting project project coordination activities as directed to align with APS priorities;
  - Representing the Strategy team in supporting meetings or committees, escalating issues to supervisor or executives as needed for resolution.
3. Briefing and Content Development - To support decision-making, the position contributes to the development of materials and briefing content related to learning and engagement initiatives that includes activities such as:
  - Preparing briefing materials for leadership and senior executives by summarizing findings from surveys, consultations and policy documents;
  - Synthesizing inputs from multiple sources into clear and organized summaries or frameworks to support evidence-based decision making;
  - Considering potential questions or sensitivities to highlight key points that guide discussions;
  - Ensuring that materials are clear, relevant and aligned with APS strategic objectives;
  - Applying judgment to determine appropriate format and presentation for content.
4. Stakeholder Engagement - The position contributes to stakeholder engagement and helps ensure APS-wide strategies are supported across the public service by undertaking activities that include:
  - Supporting branch representation in stakeholder discussions, committees, or working groups;
  - Identifying stakeholder concerns and assisting in the development of approaches to address issues and build consensus;
  - Coordinating approval processes by compiling inputs from multiple sources or governance bodies to enable the successful launch of APS-wide initiatives;
  - Exercising judgment in flagging issues for escalation to senior staff or supervisor as needed;
  - Contributing to relationship-building efforts that support effective launch and delivery of APS-wide initiatives.
5. Strategic Alignment- To enable alignment of learning and engagement strategies, the position contributes analysis and research to support strategic planning across the APS that include activities such as:
  - Identifying overlaps or connections between initiatives and integrating them into APS-wide approaches;
  - Reviewing and updating strategies to align with evolving government priorities;
  - Conducting environmental scans and monitoring trends in learning and engagement to identify emerging

needs;

- Preparing summaries or research products (e.g. trend analyses, options papers etc.) to inform executive decision-making;
- Highlighting potential gaps or disconnects in initiatives and providing recommendations to leadership.

6. Accountability and Team Contribution - To contribute to a high-performing and accountable team, the position undertakes activities such as:

- Exercising judgment within established protocols when completing assigned tasks;
- Supporting a culture of mutual trust and team work among colleagues;
- Demonstrating a strong commitment to service quality and organizational objectives;
- Ensuring appropriate maintenance and security of records, including proper handling of information;
- Delivering assignments on time and meeting management requirements.

## Problem Solving

Typical problems solved:

The position is regularly required to address complex and sometimes ambiguous issues related to learning and engagement initiatives, often within tight timelines, where information may be incomplete and approaches are not always clearly defined. Problems may involve balancing competing priorities across ministries, working within established governance structures and responding to evolving organizational needs. The position analyzes information from multiple sources, identifies risks or issues and develops evidence-based options and recommendations for senior leadership's consideration. Problem-solving is exercised within established frameworks with escalation of sensitive or high-risk issues to management as appropriate.

Types of guidance available for problem solving:

The Director provides overall direction, priorities and expectations for deliverables. Within this context, the position exercises judgment in organizing information, conducting analysis and preparing materials to support decision-making. Guidance is available through regular check-ins, established frameworks and review of work products, particularly for complex, sensitive or high-impact issues. The position is expected to provide informed analysis and recommendations within its area of responsibility, confirming approaches and direction with supervisor and/or senior leadership as required.

Direct or indirect impacts of decisions:

Decisions made by the position influence the quality, accuracy and usefulness of analysis and materials provided to decision-makers. Sound judgment in organizing information, identifying considerations and highlighting potential issues supports informed decision-making and contributions to the effective development and implementation of learning and engagement initiatives. Indirectly, the position supports consistent engagement with ministries and stakeholders by providing timely and reliable analysis. Errors or omissions could result in incomplete information, rework or delays in project delivery, and may affect stakeholder confidence in specific initiatives, but are typically identified and mitigated through review and established approval processes.

## Key Relationships

Major stakeholders and purpose of interactions:

Primary contacts (daily):

Director - Strategic and tactical direction, supervisory guidance, and confirmation of program priorities.

Other divisional/branch staff - Collaboration on projects, input into analysis, and coordination of initiatives.

Other department staff - Information exchange, ideas, and alignment across related initiatives.

Secondary contacts (frequent):

Cross-ministry stakeholders - Sharing information, building consensus, and securing input into enterprise initiatives.

Cross-Ministry Groups (e.g., Employee Resource Groups) - Ensuring initiatives align with APS priorities, governance expectations and committee mandates.

Other contacts (occasional):

Executive Director - Validation of alignment with enterprise-wide 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:

- Experience in policy or program analysis, with the ability to analyze and synthesize information into clear summaries and recommendations.
- Experience supporting enterprise or cross-ministry initiatives, including coordinating inputs from multiple stakeholders and contributing to governance and approval processes.
- Experience preparing briefing materials and presentations for senior management and executives.
- Working knowledge of APS governance structures, decision-making processes and the organizational context in which the public service operates.
- Experience supporting stakeholder engagement activities and contributing to consensus-building in complex organizational environments.

Knowledge of:

- APS governance structures, decision-making processes, and policy cycle.
- Principles and best practices related to learning, engagement and organizational development.
- Research methods, environmental scanning techniques, and basic trend analysis.
- Political and organizational context affecting APS priorities.

Ability to:

- Analyze and synthesize complex information into clear options or recommendations for leadership consideration.
- Identify potential risks and stakeholder considerations and suggest mitigation approaches.
- Support the planning, coordination and monitoring of enterprise or cross-ministry projects.
- Develop clear, accurate and well-structured briefing materials for senior and executive leadership.
- Communicate effectively in writing and verbally, adapting content to different audiences.
- Build productive working relationships across ministries and with stakeholders.

Proficiency in:

- Using collaboration tools and applications used across the APS.
- Learning and applying new analytical, research or project coordination tools as needed.

**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"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Position analyzes potential outcomes of various program options, identifying both benefits and risks and summarizes these insights into a briefing note for senior leadership's consideration.

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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Position must collect input from multiple teams, stakeholders and data sources to explore different perspectives on how a learning support or program may be improved.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Position works with team members and/or stakeholders to coordinate tasks, share knowledge, and ensure initiatives progress efficiently while maintaining strong working relationships.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Position must be able to identify opportunities to improve processes or workflows, such as streamlining reporting or project coordination and suggest practical adjustments.</p>

**Benchmarks**

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