

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

strategic policy and legislation for the Ministry of Public Safety and Emergency Services (PSES), which result in legislative and regulatory changes.

The unit leads the development of Cabinet-level policy documents, including those related to legislation, regulations, and major policy initiatives, such as government platform commitments, and provides strategic advice to other areas of the department related to framing and sequencing decisions, including critical path development.

The framework within which this job operates includes:

- PSES Ministry Business Plan;
- Government of Alberta Business and Strategic Plan;
- Federal and provincial policies, legislation, and regulation related to the administration of justice, law enforcement, corrections and emergency management.
- Government of Alberta and Ministry of Public Safety and Emergency Services operational policies and procedures.

The Senior Policy Analyst reports to a Manager, Strategic Policy and is an integral team member for the fulfillment of the accountabilities of the Ministry. This position is responsible for leading and coordinating the development and implementation of multiple policy initiatives that will impact the long-term and future direction of the administration of justice and emergency management in Alberta. The position provides project management expertise to coordinate, monitor and report progress against project implementation plans involving multiple internal and external stakeholders.

This position works collaboratively with Public Safety and Emergency Services partners, other GOA partners to plan, oversee, analyze, and coordinate implementation of substantial high level priority policies and projects. The position conducts critical analysis of relevant information to provide strategic advice and options on a number of major policy initiatives that support the Department's strategic direction.

The results of this work support the Manager, Director, and Executive Director and other branches in PSES. They also support Assistant Deputy Ministers, Deputy Minister, and elected officials, as they make plans and decisions about strategic policy, legislation, programs, and services for the justice system. Knowledge may also be shared with other provincial government departments, law enforcement agencies, other governments, service providers, community organizations, and the public.

Responsibilities

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

This position is critical in supporting PSES in the development of forward-looking, strategic policy, system planning and legislation impacting the justice system, including high-profile ministry priorities. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

Policy Research, Analysis and Advice

- Lead and coordinate small project teams to identify research and develop policy proposals and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding and operation of programs and/or services.
- Lead the development of literature reviews, issue papers, options documents, environmental scans, jurisdictional scan and reports, and horizon scanning.
- Evaluate broader PSES policies, identify strengths and weaknesses of the policies, determine inter-jurisdictional comparisons, assess financial and outcome impacts of these policies, and propose changes to amend and change the policies to achieve government policy directions.
- Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options,

including implementation and delivery mechanisms.

- Draft and sometimes prepare a range of materials (e.g. letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation for senior officials and executive team (e.g. Director, Executive Director, Assistant Deputy Minister, Minister, etc.).
- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
- Support and at times lead internal, cross-ministry and cross-government committees, as required.
- Works to build policy capacity and provide policy advice in the department, including providing knowledge and advice.

Problem Solving

Typical problems solved:

This position requires effective coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the justice system. Collaboration with stakeholders and integration of evidence into policy are key aspects of this position.

In addition to having a moderate understanding the various pieces of legislation/regulations related to the justice system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the justice system, such as agency governance, the interplay between systemic components, and the various rules and regulations governing such interplay. The ability to work on diverse policy issues affecting a myriad of justice issues is key, as is well-developed political acumen.

This position will deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying timeframes and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to adapt and adjust to shifting priorities and timelines and undertake exploratory analysis to support dealing with emergent issues in an effective and expeditious manner. The position will be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward.

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and, in some case, external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate assigned actions and deliverables, including non-complex projects.
- Develop deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager, Policy and Engagement and other departmental experts with subject matter expertise.
- Typically, the assignment and expected outcomes are known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and engagements are influenced by the information presented by this position.
- These decisions ultimately impact the safety and social vitality of Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director - Provide information on project progress, as required.
- Manager - Daily provide information on project progress, identified risks, proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GoA Staff - Information sharing, coordination of input, and updates on project status, as required.
- System stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Undergraduate degree in a relevant field, such as public policy.

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

Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and proficiency in survey tools, such as Opinio or SurveyMonkey.
- Current knowledge of the justice system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.

- Knowledge of PSES legislation, regulation, and policy.
- Understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision making processes within government.
- Awareness of theory and practice of problem-solving and analytical techniques.
- Knowledge of contract development and management.

Skills:

Interpersonal

- Strong teamwork, relationship building, and interpersonal skills (e.g., networking, relationship building, active listening)
- Shows flexibility and adapts to new situations.

Policy Development

- Applies appropriate policy research/evaluation and option development techniques.
- Well-developed and proven policy analysis and evaluation skills.

Project Management

- Proven project management skills for small projects (e.g. developing project charter, project schedule, resourcing, reporting).

Leadership

- Some leadership, sound problem-solving, and sound decision-making skills.

Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills

Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

Abilities:

- Self-motivated, capable of handling a wide range of project responsibilities.
- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to support and coordinate a variety of tasks, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high quality value-added analysis.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to synthesize information into options and recommendations for simple and complicated policies, consultations, and projects.

- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.
- Ability to develop creative solutions.

Education:

- Undergraduate degree in a relevant field, such as public policy, public administration, social sciences, and related work experience.

Work Experience:

- Experience managing and implementing simple projects.
- Several years of experience in policy analysis, development, and evaluation, preferably in public policy.
- Several years of experience in external/public engagement and consultation.
- Justice system-related experience strongly desired.
- Experience with legislation is strongly desired.

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 • Works with others to identify areas for collaboration 	<p>Considers the whole system when evaluating, researching, and conducting policy analysis.</p>
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 	<p>Works in projects teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.</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"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.</p>
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 	<p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</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"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Support the development engagement plans and executes them to involve stakeholders.</p> <p>Supports discussions during engagements.</p> <p>Uses enthusiasm to motivate and guide project teams.</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p>

Benchmarks

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

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