

**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:

Reporting to the Executive Director, the Branch Strategic Initiatives Coordinator (BSIC) leads the comprehensive responses to urgent requests and briefings, while ensuring the smooth running of the branch Executive Director's Office. This position supports the planning and development of policies and programs by assisting the Executive Director and Directors in providing business research and analysis (including qualitative and quantitative analysis) to inform program design, service delivery, and policy development initiatives. The BSIC works within a dynamic multi-functional team environment that values adaptability and cross-functional collaboration.

The Justice Supports Branch operates within a complex and multifaceted service environment. It oversees a broad range of justice-related support programs, specialized policy initiatives, and stakeholder engagement activities. The work is complex and unique to the rest of the division. The branch works in partnership with internal and external stakeholders across multiple systems to ensure that programs are responsive, equitable, and sustainable.

This work environment requires strong analytical skills, systems thinking, and the ability to navigate competing priorities. This position performs research and analysis of information, data, legislation, and regulations, and contributes to the preparation of evidence-informed recommendations and briefings. Responsibilities include developing costing and funding models, analyzing survey results, assessing the impact of policy options, identifying emerging issues, conducting environmental scans, and coordinating stakeholder input. The analyst provides timely and value-added insights to support both strategic and operational decision-making across the branch.

## Responsibilities

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

### **Provide information, analysis, and advice that will assist in the planning and development of branch policies and programs that support divisional and ministry goals.**

#### Activities:

- Analyze, and evaluate data and other information on justice issues drawn from a diverse range of sources, including statistical databases, legislation, policy documents, technical reports, and administrative and academic journals.
- Develop costing and statistical models to assess policy and program design options. Provide analysis on branch grants and external funding opportunities to inform executive decision-making and resource planning.
- Interpret and apply findings by developing recommendations and identifying alternate courses of actions and their implications for branch programs and policies.
- Participate in branch-wide projects to ensure thorough analysis of issues and the employment of proper research methods.
- Prepare action requests and briefings in response to DM/ADM requests as well as in response to news reports and release of major research studies.
- Assist in the development of research reports, position papers, and other types of documents on justice issues, policies, and programs.
- In accordance with the relevant Public Services Commission directives and Alberta legislation, the incumbent will provide after hours or weekend support on ad hoc basis.

### **Provides support to the Strategy, Support & Integrated Initiatives Division (SSII) Assistant Deputy Minister's Office (ADMO) in the delivery of special projects and administrative coordination.**

#### Activities:

- In consultation with the branch executive director, the BSIC contributes to the planning, coordination, and implementation of cross-functional projects and initiatives led by the branch office, ensuring alignment with ministry/division priorities and timelines.
- Assists with administrative functions such as preparing briefing materials, managing correspondence, tracking deliverables, and liaising with internal and external stakeholders to support effective decision-making.
- Providing cover-off to the ADMO for the program services and/or executive support staff when there is an absence.

### **Develop and maintain policy-related information for the branch and provide updates on the status of various justice asks.**

#### Activities:

- In consultation with the executive director and senior leaders, support the development and reporting of the branch strategic plan.
- Develop status/briefing notes on access to justice, Indigenous Policy & Services, including federal-provincial and intergovernmental asks, trends in access to justice initiatives, and the impact of federal/policy decisions.

**Engage in environmental scanning to help inform the planning and development of branch policies and programs.**

**Activities:**

- Identify significant public sector policy shifts and identify those that may have an impact on access to justice in Alberta.
- Identify emerging issues and trends in justice and their potential impacts on division policies and programs.
- Research justice policies and practices in other jurisdictions. Seek out, critically review, and synthesize new and existing literature from a variety of sources (e.g., academic journals, administrative publications, government studies, books, newspapers).

**Disseminate information to branch management and others to support informed planning and decision making.**

**Activities:**

- Ensure appropriate directors/managers are informed of emerging trends and issues that may have an impact on their programs.
- Ensure appropriate directors/managers are informed of activities in other divisions, ministries, and levels of government that may affect the mandate of the Justice Supports Branch.
- Ensure appropriate directors/managers are informed of policies and best practices in other jurisdictions.
- Ensure appropriate directors/managers are informed of new theories and practices in the access to justice field.

**Problem Solving**

Typical problems solved:

**Difficult or Challenging Situations**

- Issues range from routine internal operations (e.g. human resources, accommodations, AR management) to urgent matters from the Assistant Deputy Minister's Office.
- Resolves issues requiring research, problem solving, consultation, and sound judgment under tight timelines in a fast-paced environment.
- Coordinates with branch staff to resolve issues amid competing priorities. Success depends on strong relationships, divisional knowledge, and the ability to foster shared responsibility.
- Develops systems and processes that meet branch needs and align with corporate requirements (e.g., streamlined AR processes that reduce delays and meet deadlines).
- Reviews current standards and processes to support continuous improvement and operational efficiency, aligned with the division's mission and priorities.
- Manages multiple issues of varying complexity, urgency, and scale while maintaining focus on branch and corporate outcomes.
- The ability to manage and respond to change and to accommodate changing priorities.

Types of guidance available for problem solving:

This position seeks guidance from the Executive Directors, branch Directors, the Assistant Deputy Minister's Office, Financial Services Division, Human Resources Business Partners, and other Executive Director's offices as required. Direction is informed by Government of Alberta, departmental, and divisional policies, processes, and procedures.

Direct or indirect impacts of decisions:

- Supports the ministry's desired business plan outcomes of justice for Albertans.
- Informs the Executive Director of major issues, strategies, and progress on resolution.
- Actions impact the operational accountability of the branch and the Executive Director.
- Assesses and coordinates sensitive, confidential, and controversial matters with branch-wide impact.
- Provides advice, support, and information to the Executive Director and branch on organizational management issues.
- Handles complex, varied, and at times unprecedented issues.
- Requires strong analytical, interpretive, evaluative, and conceptual thinking in an unstructured environment with limited guidance.

- Actions carry significant consequences and can detrimentally affect the branch in relation to the ADMO and other divisional work areas.
- Accuracy and timeliness are essential to avoid negative impacts on the branch, ADM, and division.
- Communicates information and direction to staff on behalf of the Executive Director to ensure expectations and standards are met.

**Key Relationships**

Major stakeholders and purpose of interactions:

- Executive Director - direct supervisor, strategic direction, and information source.
- Branch Director Cadre - strategic and tactical direction, and project assignment(s).
- ADMO Staff - Provide prompt and accurate services on a number of issues; problem resolution, collaboration, and sharing of information.
- Other branch analyst(s) and other coworkers within the branch - information source, team based projects.
- Other Divisional staff - input, suggestions, ideas and information.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

**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"> <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>	<ol style="list-style-type: none"> <li>1. Analyzes complex and emerging issues within the justice system, identifying how internal operations, stakeholder priorities, and broader government initiatives intersect.</li> <li>2. Evaluates policy and program options by assessing long-term outcomes, potential risks, and alignment with divisional and ministry goals.</li> <li>3. Anticipates unintended consequences by applying systems thinking and consulting with subject matter experts across the division and Ministry.</li> </ol>

<p>Creative Problem Solving</p>	<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>	<ol style="list-style-type: none"> <li>1. Seeks feedback from divisional staff, HR advisors, and finance partners to improve administrative processes such as AR tracking, recruitment coordination, and workload distribution.</li> <li>2. Reviews outcomes from previous projects, including staffing reallocations, onboarding improvements, and policy implementation, to identify effective practices and share lessons that can strengthen future work.</li> <li>3. Consistently asks operational and strategic questions to understand root causes of workflow delays, assess cross-division impacts, and recommend improvements that support divisional and corporate priorities.</li> </ol>
<p>Agility</p>	<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>	<ol style="list-style-type: none"> <li>1. Proactively identifies opportunities to streamline divisional processes and adapt workflows in response to shifting priorities, policy changes, or emerging operational needs.</li> <li>2. Maintains professionalism and composure in high-pressure situations, seeking input from colleagues and leadership as needed to navigate change effectively while staying aligned with organizational goals and guidelines.</li> </ol>

<p>Drive for Results</p>	<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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>1. Leverages past experience and operational insight to plan effectively, set clear expectations, and deliver results that align with divisional and ministry priorities.</p> <p>2. Builds strong working relationships across branches and corporate service areas to achieve shared outcomes, holding self and others accountable while aiming to exceed service and performance targets.</p>
--------------------------	--	--	--

**Benchmarks**

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

Research and Policy Analyst, Advanced Education

**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.

\_\_\_\_\_  
Date yyyy-mm-dd      Employee Signature

\_\_\_\_\_  
Supervisor / Manager Name      Date yyyy-mm-dd      Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name      Date yyyy-mm-dd      Director / Executive Director Signature

\_\_\_\_\_  
ADM Name      Date yyyy-mm-dd      ADM Signature