

Ministry

Environment and Protected Areas

## Describe: Basic Job Details

### Position

Position ID

Position Name

Regional Planning Analyst

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

### Employee

Employee Name (or Vacant)

Vacant

### Organizational Structure

Division, Branch/Unit

Lands Division, LU&IRMS, Integrated Planning & La

Supervisor's Position ID

Supervisor's Position Name

Manager, Reg Plan North/South

Supervisor's Current Class

Manager (Zone 2)

## Design: Identify Job Duties and Value

### Job Purpose and Organizational Context

Why the job exists:

The provincial Land-Use Framework (LUF) sets a vision and approach to govern and manage public and private lands and natural resources to help achieve Alberta's long-term economic, environmental, and social goals. It provides overall direction for land-use and natural resource management and decision-making to manage Alberta's growth pressures and is designed to ensure that benefits realized from Alberta's lands continue for future generations. The regional plans are legally-binding in nature, and each is approved by Cabinet, Provincial government departments and agencies, municipalities and other local authorities, and Albertans are required to comply with each regional plan.

The Regional Planning Analyst is a senior professional position that contributes significantly to advancing Alberta Land Stewardship Act (ALSA) Regional Plans through provision of planning, research, and analysis to inform and shape regional planning and Land-use Framework (LUF) policy, implementation options, and development and implementation options for Land Stewardship Tools. Regional Planning Analysts support the range of priority and policy areas covered by regional plans to inform the work of the Land Use Secretariat (LUS) and the LUF Integration Team (LIT). Each Analyst brings a subject-matter focus in one or more disciplines to support projects:

- energy policy,
- agriculture policy,
- land use planning,
- economics,
- social policy,

- municipal development, and
- various environmental policy areas (water, air, cumulative effects management or other related).

As part of a highly collaborative professional team, this position is responsible to identify issues; analyze relevant information; lead environmental scanning exercises; initiate and coordinate responses; draft materials for decision making; review plans; and, provide value-added information in a timely manner. The position also leads and coordinates committees' priority initiatives and may represent the Secretariat in committees and working groups. The Analyst proactively establishes strong, collaborative relationships with key stakeholders and other jurisdictions, liaising with stakeholders to gather, exchange and analyze information, and provide resulting advice, input, and recommendations.

Advice and recommendations are also provided to the Regional Planning Manager and other senior and executive leaders to inform branch planning, operations and reporting.

## **Responsibilities**

### **Development and implementation of a common approach and supports for regional planning.**

- Research and develop consistent guides, tools, processes for regional planning system design to guide regional planning processes.
- Research diverse perspective and develop recommendations related to the identification and integration of policy, cumulative effects management approaches, integration and trade-off tools, and scenario models that reflect integration of social, economic, and environmental priorities and considerations.
- Provide inputs to shape the development of Terms of Reference for regional planning processes that include a description of provincial priorities to be addressed in the plan and the planning process requirements.
- Develop recommendation for managing ALSA regional plan procedures/processes, such as development of Interpretation Bulletins.
- Provide oversight for ALSA regional plan procedures/processes, such as complaint reviews, once established.
- Support establishment of Regional Advisory Councils, ensuring the public, stakeholders, industries, municipalities, and Indigenous groups have appropriate participation in regional planning processes.

### **Stakeholder relationships and communication support to advance the development, review, and implementation of regional plans.**

- Develop and maintain positive working relationships with other GOA ministry partners in achievement of common outcomes.
- Represent LUS as needed at stakeholder and cross-ministry engagement meetings, workshops, presentations, and committees.
- Collaborate with other GOA ministry staff to ensure coordination and integration of activities and promote collaboration with system stakeholders.
- Liaise with other branches, divisions, ministries, and governments to support frameworks for environmental scanning, program development and implementation, and research and analysis.
- Facilitate timely and effective communication with multiple stakeholders.
- Prepare and collaborate on the development and implementation of a communication strategy and plan(s), key messages, and question and answer materials for public releases and announcements, web site and other modes of delivery.

### **Consultation inputs are effectively analyzed to advance the development, review, and implementation of regional plans.**

- Participate in engagement and consultation with internal and external stakeholders to address emerging issues and provide clarity.
- Review, analyze and compile briefings on input/feedback received through the phases of regional planning consultation including the Regional Advisory Council's Recommendations.
- Review all submissions received by LUS and prepare summary briefing materials on issues for LUS and LIT consideration.
- Conduct analysis of draft regional planning policy options related to input/feedback received through regional planning consultations and identify areas of alignment and potential gaps to be addressed.

- Review, analyze, and compile briefings on input/feedback received in the development of Land Stewardship Tools.

**Regional plans and Land Stewardship Tools are developed, implemented, and reviewed in an effective, efficient manner through provision of sound, integrated policy advice.**

- Engage government departments to identify policy initiatives and their alignment with regional plans, regional planning, and implementation activities, and with advancing development and implementation of Land Stewardship Tools.
- Facilitate discussions with LUF Integration Team representing diverse cross-ministry interests to inform development of policy options and considerations in regional plan development.
- Consider impact and seek insight about the implications of different options from multiple perspectives.
- Consolidate and present cross-government and cross-jurisdictional scans, emerging trends and issues with potential to impact land use and natural resource planning, Land Stewardship Tools, and ALSA policies and programs.
- Identify significant public sector policy shifts at provincial, national and international levels with potential for impact on Ministry initiatives.
- Plan and complete research on policy and practices in other jurisdictions, integrating a specific policy area (e.g., social, agriculture, economic policy perspectives) of expertise with other related perspectives.
- Draft documents and relevant background information and policy recommendations in response, including parts of regional plans as directed.

**LUS plans and priorities are informed through comprehensive planning, policy and data analysis, and monitoring and reporting on regional planning issues.**

- Support analysis of regional plan implementation by LIT annually and as required.
- Coordinate and synthesize responses to requests for information about policies and programs from other ministries, jurisdictions, and stakeholders.
- Prepare responses to information and action requests and briefing materials relating to identified policy gaps, recommendations, and implications for land-use planning.
- Monitor and analyze emerging trends, issues, key drivers and research with potential to impact planning and policy initiatives pertaining to regional planning for current and future land-use challenges.
- Coordinate research, analysis, and evaluation of data and information pertaining to Ministry issues obtained from diverse sources including statistical databases, legislation, policy documents, technical reports, government studies, and academic journals.
- Identify trends and gaps in programs and initiatives and identify and assess resolution strategies.
- Support the development of performance indicators for use in various accountability frameworks.
- Support the development of costing and statistical or other models, or use of modelled results, to provide hypothetical outcomes for various policy and program design options, including cost-effectiveness analysis.

## Problem Solving

Typical problems solved:

**Typical problems solved:**

- Issues are diverse, complex, and often politically sensitive, with this position expected to maintain a broad view of the Government and its strategic priorities when providing information, analysis and planning advice to Secretariat and Ministry managers. Each Analyst may have a specific focus on one or more policy discipline; collaboration across Analysts is required to integrate and harmonize policy advice.
- The position collaborates with staff throughout the LUF Ministries and diverse stakeholders who come with varying approaches, cultures and objectives when identifying issues; clarifying impacts of various policy options; planning and managing research projects; and developing input and recommendations for the consideration of senior decision makers. Adding to the challenge is the need to present information in a way that minimizes conflict and controversy and clarifies divergent opinions. Facilitation and negotiation skills are required to balance approaches, and motivating stakeholders to become involved or continue involvement despite differing perspectives.
- Building and sustaining trust between ministries and stakeholders requires diplomacy and foresight. Championing the potential of powerful partnerships despite biases based on historical relationships is sometimes difficult and

requires understanding stakeholders' situations and working within the system to remove barriers and develop the most effective approaches.

Types of guidance available for problem solving:

#### **Types of guidance available for problem solving:**

Guidance available to ensure the consideration of the interests of all Albertans can be drawn from such sources as the *Alberta Land Stewardship Act* and the Alberta Land Stewardship Regulation and land-use plans; advice and direction from Stewardship Minister and Stewardship Commissioner; the Government of Alberta's Policy on Consultation with First Nations on Land and Natural Resource Management; the Government of Alberta's Policy on Consultation with Metis Settlements on Land and Natural Resource Management, and associated guidelines. Implementation of regional plans also requires an understanding natural resource management related legislation, regulations, policies, and procedures such as the Water Act, Forests Act, Mines and Minerals Act, or Environmental Protection and Enhancement Act, and municipal land planning under the Municipal Government Act.

Guidance is available from the Regional Planning Managers and the Director, Integrated Planning & Land Use Framework Implementation as well as existing GoA legislation, policy, and LUS priorities. The Analyst's professional knowledge and experience also inform problem-solving; the expertise of other staff from throughout the ministry, stakeholders, external governments, and academia will also be drawn upon to facilitate problem solving. Objectives are established in consultation with the Manager, with extensive independence delegated to this position to plan and execute responsibilities.

The position demonstrates initiative and creativity to plan and lead or coordinate complex research projects, and policy review, evaluation, and development. Decisions often need to be made with an absence of all the desired data, because the data does not exist, or is dissipated to a point at which it cannot easily be consolidated. Thus, the Analyst needs to be able to use deductive and inference skills to make the best decision with the information available. The position must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse viewpoints and develop valid recommendations for presentations to Secretariat and Ministry representatives.

The position is delegated considerable independence to exercise judgment when researching, analyzing, and summarizing information and presenting associated reports and proposals to Secretariat decision-makers and prioritizing responsibilities to meet deadlines. Matters with potential for significant impact on business area operations, resource allocation, or planning documents are referred to the Manager, who is also available for guidance when dealing with particularly sensitive issues or situations. The Manager also reviews major briefing and recommendations destined for the executive level to ensure assumptions are valid and Government goals and objectives are appropriately reflected.

Direct or indirect impacts of decisions:

#### **Direct or Indirect Impacts of Decisions**

The work of this position impacts:

- multiple projects focused on the development, implementation, review, and amendment of regional plans and Land

Stewardship Tools in either the North or South region.

LUS policy positions and decisions through provision of comprehensive research and analysis, and integration across multiple policy perspective and disciplines.

#### **Key Relationships**

Major stakeholders and purpose of interactions:

Internal Contacts:

- Regional Planning Manager and Director - receive strategic and tactical direction, immediate supervisory direction, and project assignment. Provide input, support, and recommendations; clarify cross-Ministry and stakeholder interests and perspectives, represent Secretariat interest and perspectives; and provide recommendations for project management to promote integrating activities across sectors.
- Coworkers within the work unit - collaborate on team-based projects; share experiences and information to foster a broader knowledge base and comprehensive approach in all project areas; gain access to expertise in other policy disciplines; share information on Secretariat or Government processes.
- Other Secretariat /Branch or Department Units - collaborate, provide input, suggestions, ideas, and information or to obtain information on Secretariat or Government processes; represent policy perspectives on committees.

- Other LUF Ministries and Committee Working Groups - provide and exchange information and implement strategies; clarify requirements; and collaborate on projects and initiatives; develop a shared agenda for integrating activities across sectors; developing and following Agenda and Priorities, Standing Policy Committee and/or Treasury Board approval.

#### External Contacts:

- Other jurisdictions (municipal and federal government) - provide and exchange information; clarify requirements; and collaborate on projects and initiatives.
- Agencies, boards, and commissions - provide and exchange information; clarify requirements, interests, and perspectives; and collaborate on projects and initiatives; develop a shared agenda for integrating activities across sectors and for implementing strategies.
- Industry representatives - provide and exchange information, clarify processes and requirements, and clarify interests and perspectives.
- Public, municipalities, and Indigenous Communities - provide and exchange information, clarify processes and requirements, and clarify interests and perspectives.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

#### Education and Experience

- A University degree in a related field plus four years progressively responsible related experience in public policy or land and natural resource planning development or implementation, or equivalent, is required.
- To support the range of priority and policy areas covered by regional plans, background in any of the following areas is considered an asset: energy policy; agriculture policy; land use planning; economics; social policy; municipal development; various environmental policy areas (water, air, cumulative effects management or other related).
- Some related land or resource planning development and implementation (decision-making, evaluation, compliance) experience (preferably in a government or decision-making environment).
- Demonstrated experience working with and influencing government staff and diverse external stakeholders.
- Demonstrated critical thinking skills.
- Experience with technology applications, either through work experience or education.

#### Technical Competencies, certification and/or training

- Knowledge of land use related legislation, regulations, policies, and procedures including the *Alberta Land Stewardship Act* and Regulation, the Land Use Framework, the *Public Lands Act*, the *Municipal Government Act*.
- An understanding of natural resource management related legislation, regulations, policies, and procedures such as the *Water Act*, *Forests Act*, *Mines and Minerals Act*, or the *Environmental Protection and Enhancement Act*.
- Focused knowledge base in one of the policy streams (e.g., economics, social policy, environment)
- Theoretical knowledge of, or familiarity in working on socio-economic, political, and land and natural resource management issues.
- Knowledge of theory and principles related to land use and natural resource planning and plan implementation.
- Knowledge of policy, planning, and decision making in large and complex organizations and the interrelationships with key stakeholders.
- Knowledge and experience of policy development, and analysis, including the policy cycle, strategic planning, and issues management.
- Knowledge and experience with the application of both qualitative and quantitative research methods and data analysis.
- Ability to conduct comprehensive research; analyze data and information; synthesize diverse information; assess economic, environmental, and social risks; and make recommendations based on findings.
- Ability to apply critical judgement, particularly considering potentially conflicting ministry perspectives and

complex situations that affect multiple stakeholders and land-users.

- Well-developed relationship development and management skills with varied stakeholders.
- Ability to gain consensus among work teams and committees.
- Ability to function independently as well as in a team environment, and ability to lead, plan and coordinate projects for a diverse team.
- Political acumen and a strong commitment, confidentiality, tact, and diplomacy.
- Ability to understand and articulate issues with broad social and political implications. Superior communications skills and abilities (in written, verbal and presentation form) to convey complex issues and tailor messages to diverse audiences, develop reports and recommendations to senior decision-makers.
- Maintain an organized approach to planning, prioritizing and coordinating assigned projects and overall workloads. Ability to work strategically and simultaneously manage a wide variety of issues.
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook. Familiarity with MS Access is beneficial.
- Strong writing skills for different types of documents and audiences.

## Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Leverages relationships to build input and perspective:</b> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	Proactively identifies and acts on opportunities to engage with other groups to achieve desired outcomes. Utilize collaborative opportunities to create an extensive network of expertise in policy development to support regional planning development and implementation, and the development and implementation of Land Stewardship Tools. Communicates regularly with stakeholders and sets up opportunities for mutual sharing/learning.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Takes a long-term view towards organization's objectives and how to achieve them:</b> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> </ul>	Considers how changes might impact land use and multiple stakeholders, and actively seeks their input and/or involvement regarding those changes. Understand connections and ask questions to understand broader goals and objectives. Bring stakeholders together to create opportunities for people to share information and to build on the skills and knowledge of others to

		<ul style="list-style-type: none"> <li>• Works with others to identify areas for collaboration</li> </ul>	create results. Strategic thinking and synthesizing, conceptual and analytical skills - identify emerging trends, issues, and opportunities relating to land-use and propose effective policy options.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	Works on multiple concurrent projects and processes and can redirect focus across projects or to emerging issues as needed. Helps other Regional Planning Analysts to achieve project goals. Help stakeholders see the need for change and helps them adapt to new processes or policies etc.