

Public (when completed)

Common Government

Update

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

0 No Supervision

Agency (ministry) ^{C 06}

Cost Centre

Program Code: (enter if required)

CA03

10000000612864

02 0

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

IPASS, Policy Branch/Capacity & Coordination 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

2024-01-10

Responsibilities Added:

Supporting policy capacity building within the department. New responsibility identified to capture the developing nature of this activity that was not previously conducted in a structured manner.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Indigenous Partnerships and Strategic Services division (IPaSS) provides a range of supports to Children and Family Services, from coordination of ministry strategic policy initiatives, legislation, regulations, and program reviews, to strengthening relationships with Indigenous communities, leaders, and organizations to improve outcomes for Indigenous children and families, to overall support to program and delivery divisions in advancing priorities to

enhance programs and services to Alberta's children, youth and families.

This position works within the Capacity and Coordination unit within the Policy Branch of IPaSS. Reporting to the Manager, Policy Capacity and Coordination, this position is responsible for supporting the government decision-making process through a solid understanding of the decision-making process and the key players involved, tracking and project management tools, and maintaining regular communication with others in the branch to ensure a consistent and up-to-date awareness of the status of various priorities. This position also supports the planning and implementation of policy projects including building the department's policy capacity, and undertaking various other policy related activities as they develop (eg. research and analysis). Work is done in collaboration with program delivery divisions, cross ministry partners and other external partners as required.

Key areas of responsibility include:

- Policy coordination and process support;
- Research and analysis; and
- Development of briefing materials as well as planning and tracking tools.

This position is expected to develop and maintain links with internal stakeholders on current and developing policy and legislative issues relating to child and family policy (which includes Child Intervention, Child Care, and Prevention and Early Intervention), to ensure there is awareness of emerging issues and directions, that actions are coordinated, and that appropriate input is provided in the development of new policies. The position is guided by policy development principles such as collaboration, creativity, agility, and strategic thinking.

Responsibilities

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

Provide leadership at the analyst level to the Capacity and Coordination unit in support of government priorities and Children and Family Services programs to improve program policy.

1. Provides policy coordination support to facilitate the decision-making process on matters relating to child and family policy

- Develops and maintains project management tools and trackers to ensure decision-makers have the most current information.
- Establishes processes for regular and open communication within the branch and other key individuals to facilitate proactive problem solving, in an environment of constantly shifting timelines and priorities.
- Provides supports on policy projects as directed, including review of an existing policy or new policy proposals.
- Proactively seeks out information which would impact the decision-making process.
- Provides advice to management based on sound judgment through thorough analyses of risks and benefits.

2. Provides support on building policy capacity for the department

- Supports the development and delivery of policy capacity building initiatives, such as training courses.
- Proactively seeks out information to facilitate the logistics of course delivery.
- Applies creative thinking to contribute to ideas to enhance policy capacity within the branch, division and department.
- Drafts project proposals and work plans.

3. Conducts research and analysis, and supports other policy projects as directed

- Supports Senior Analysts or Management on specific research projects to be used as a basis for policy issue framing (eg. report review, jurisdictional reviews, scans of external environment), policy development or review.
- Conducts and provides an intersectional analysis to explore the impacts and outcomes of policies and programs on differentiated demographics, inclusive of: Indigenous ethnicity, age, gender, socio-economic location.
- Analyzes various sources of information, taking into account relevant research, including how other jurisdictions are addressing the same or similar problems and program/policy issues, and provides input to other jurisdictions on how Alberta is dealing with issues.
- Assists with project planning activities for research and policy development projects including: defining scope of the initiatives to be undertaken, identifying risks and developing risk management strategies.
- Engages in environmental scanning and prepare materials that succinctly synthesize information.
- Prepares briefing material and correspondence for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister.

4. Build collaborative relationships which are supported, maintained, fostered and enhanced.

- Participates on internal, cross-ministry, and cross-government committees and working groups as required.
- Creates partnerships with program delivery divisions and cross ministry partners to ensure alignment and coordination in advancing government priorities.
- Maintains a network of positive relationships with key internal stakeholders, including division staff and other government departments to facilitate a creative, partnership approach to social policy alignment and coordination.
- Coordinates activities and meetings within the unit/branch/division to consult on policy priorities and/or share research findings.

Problem Solving

Typical problems solved:

The work of this position requires a high degree of flexibility and agility in adapting to rapidly changing processes and timelines to ensure desired results are achieved. This position demonstrates integrity and creativity as well as the ability to effectively analyze diverse viewpoints when coordinating policy and legislative priorities.

The work of this position also requires interaction and effective working relationships with staff across the department and a wide variety of stakeholders to gather input. Major partners and stakeholders include: departmental staff; departmental and interdepartmental committees; intergovernmental committees.

In addition to understanding the varied Children and Family Services legislation/regulations, this position must also be aware of the complex interrelationships between the ministry's program which includes Child Intervention, Child Care, Prevention and Early Intervention, and Family Violence Prevention.

The role deals with:

- Staff and managers in the unit, division and throughout the department.
- Staff and managers in other departments.

Types of guidance available for problem solving:

This role would have consistent access to mentorship through the manager and other Program Services colleagues in relation to work objectives. Additionally, numerous policy tools are available to support the candidates function for the role.

Direct or indirect impacts of decisions:

This position is a key resource for facilitating the decision-making process, and to ensure that decision-makers are aware of and understand the intersections with various other concurrent priorities. Good quality, accurate and timely information provided by this position is incorporated into planning and tracking documents for Deputy Minister and Minister, as well as scheduling and forward planning documents with Policy Coordination Office in Executive Council.

Key Relationships

Major stakeholders and purpose of interactions:

Manager and Director - receive direction, review progress.

Other Divisional Management and Professional Colleagues - share information, provide research support.

Other Management and Professional Staff in other Divisions, Departments and Governments - obtain and share information.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Undergraduate degree in social sciences, public administration or related field.

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

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Analysis in this policy role requires examining alignment to ministry and Government priorities; requires analyzing potential short, medium and long term impacts of potential policies.</p>
Creative Problem Solving	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Role would be contributing to creative solutions to ensure success given time and process constraints; requires analysis that incorporates differing perspectives.</p>
Agility	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<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>Policy branch works on several concurrent projects that will shift based on direction of Minister's Office - requires ability to work quickly and proficiently to meet needs.</p>
Build Collaborative Environments	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to 	<p>Policy branch works with program areas, as well as interactions with public as required, to support ministry objectives - requires ability to listen and address concerns in an appropriate manner.</p>

		learn from mistakes • Recognizes differing interpretations	
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