Public (when completed)

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Requested Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

TSS/MSI/PPD

☐ 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 Policy and Program Development Section in the Modernization and Strategic Initiatives Branch is committed to supporting the development of Transportation and Economic Corridors overall regulatory framework by providing technical expertise, along with policy and and program implementation capacity, in promotion of on-road safety. It also leads corporate supports for the division and oversees the implementation of program and policy initiatives, including implementation of regulatory changes.

The framework within which this job operates includes:

• Transportation and Economic Corridors Business Plan;

• Government of Alberta Business Plan;

• Federal and provincial policies, legislation, and regulation related to transportation, including the Criminal Code of Canada; and

- Government of Alberta and Transportation and Economic Corridors operational policies and procedures.

Reporting to the Manager, Policy and Program Development, the Senior Policy Analyst plays a lead role in developing and deploying innovative projects including information enhancements, process improvement initiatives, transportation safety programs, regulatory reviews, and operational policy projects.

The Senior Policy Analyst will have a significant project management role on all program initiatives and will be one of the branch's leads on high priority and high-profile files. The Senior Policy Analyst will also take the lead on advising senior Transportation and Economic Corridor officials on the deployment of new initiatives and the improvement of existing programs.

The Senior Policy Analyst plays a key communications role by researching and drafting communications on various technical matters as they relate to transportation safety. This role is a critical link between divisional branches branch, Assistant Deputy Minister's Office, and other divisions within Transportation and Economic Corridors. This position collaborates with diverse subject matter experts to gather information and identify opportunities to inform Albertans and industry on emerging carrier and vehicle safety initiatives.

Responsibilities

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

This position provides support to the branch and unit in the development of programs, strategic policy, system planning and legislation impacting carrier and vehicle safety. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

Program Implementation
- Facilitate planning and program options that align with government and ministry priorities.

- Coordinate multiple project initiatives across different sections, branches and departments, in accordance with approved scope and schedule.

- Collaborate with other teams and technical experts to develop implementable and measurable programs that enhance on-road safety and foster economic development.

- Implement complex business requirements through a variety of tools and technologies with a focus on communication enhancements and education.

- Advise senior management on the development and implementation of high profile initiatives.

- Evaluate project results and present recommendation for next steps.

Policy Analysis and Advice
- Research and develop new policy proposals; 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.

- Evaluate existing carrier and vehicle safety policies, identify strengths and weaknesses of the policies, determines 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.

- Coordinate and 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.

- Lead, participate on, or support internal, cross-ministry and cross-government committees, as required.

- Identify policy issues that need to be addressed and recommends appropriate action to deal with them. This identification occurs as a result of environmental scanning, external contacts, questions from the public or internal or external stakeholders.

- Provide concise and relevant information and analysis on various action requests.

Project Management
- Lead and support multi-phase/multi-stakeholder activities, projects and events that influence the evolution of the transportation system, including demographic, policy, legislative, and economic analysis.

- Prepare and collaborate on the development and implementation of communication strategies and plans, key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.

- Work with and influence internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.

- Provide leadership, coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with carrier and vehicle safety policy issues within the ministry and throughout the province.

Engagement and Consultation (with Key Stakeholders, Clients, and the Public at large)
- Lead project teams to identify, research, and develop engagement plans and actions; identify potential risks and propose strategies to manage/mitigate identified risk; plan for the implementation of engagement; execute engagements.

- Pro-actively build and maintain a network of positive relationships with key stakeholders to identify strategies and initiatives that influence and impact the transportation system.

- Engage with and identify positions and inputs from other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery implications.

- Establish and maintain positive and effective relationships with key internal and external stakeholders and other jurisdictions for the purpose of gaining intelligence and transferring that knowledge into collaborative policy development and decisions in order to ensure optimal integration of business goals and ministry objectives.

- Lead, participate on, or support internal, cross-ministry and cross-government committees. Provide information to support committees and working groups to ensure the view of the branch and Ministry are represented and considered in discussions.

- Resolve stakeholder conflicts, and manage and prioritize issues that come before committees and working groups.

Problem Solving

This position requires effective leadership, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues. Collaboration with stakeholders, integration of evidence into programs and policies, and understanding and working within the governance relationship between stakeholders are key aspects of this position. The ability to apply a multi-disciplinary approach is key.

This position will deal with program and policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames 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 undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner. The position will be required to manage 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. This position will be called upon to drive changes to policy, legislation, programs and services that will have implications for current and future users of the transportation system.

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 programs and 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/or external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).

- Be highly 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 key initiatives and deliverables.

- Develop high-quality deliverables and reports aligned to the needs of decision makers.

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, Program Development and other departmental experts with subject matter expertise.

- Typically, assignments require the application of theoretical knowledge and extensive experience to identify the problem or issue and develop innovative and creative solutions. The outcome is not always known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on programs, legislation, regulations, policies, and engagements are made based on the information presented by this position. Management relies on the accuracy and skills in developing recommendations that incorporate all relevant factors (e.g., trends, ministry position, stakeholder interests).

- These decisions will impact the safety of Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

ADM/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, and 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.

- Transportation 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)	Other		

If other, specify:

Public Administration, Arts, Sciences, Law, or other related education.

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

This position requires demonstrated experience in:

- Relationship building and teamwork;

- Working with a variety of stakeholders, including Indigenous communities;

- Analytical and problem solving skills, including ability to critically analyze issues and integrate information;

- Policy analysis, research, development and implementation, including outreach and consultation activities;

- Developing policy options for senior management, including under tight deadlines and in emergency situations;

- Organizational abilities, including the ability to manage a number of complex issues at the same time while still achieving results within appropriate timeframes;

- Verbal and written communication skills to develop written analysis and deliver information to senior officials, often where the subject-matter is technical; and

- Coordinate a variety of projects, handle tight deadlines, multi-task and re-prioritize workload.

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	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • 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	Considers the whole system when evaluating, researching, and conducting program and policy analysis.
Drive for Results	○ ○ ◉ ○ ○	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	Leads project teams including delegating tasks, monitoring project performance, and ensures projects are completed in a way consistent with direction.
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management.

Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Encourages diverse perspectives and seeks to understand root problems and causes. Uses research and analysis to find ways to improve systems. Employs subject matter experts from other areas to solve problem
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Uses enthusiasm to motivate and guide project teams. Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas. Developed engagement plans and executes them to involve stakeholders.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark