

## Update

Ministry

Service Alberta and Red Tape Reduction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

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:

The revenue and economic analysis and modeling work required to launch Alberta's forthcoming private, iGaming market have concluded and the related responsibilities and skills are no longer required for this position.

## Job Purpose and Organizational Context

Why the job exists:

The iGaming Team supports the Regulatory Transformation, Compliance, and Gaming, Liquor and Cannabis Policy (RTCGLCP) Division in Service Alberta and Red Tape Reduction through the design and development of legislative and strategic policy frameworks supporting Alberta's online gaming (iGaming) model. The team ensures legislation and policy align with ministry and government priorities. This policy development work impacts multiple ministries, stakeholders and Albertans, with broad social and economic outcomes.

In support of this work, the Senior Policy Analyst collaborates with the iGaming team and takes a lead role to:

- Develop and project manage legislative and strategic policy frameworks supporting Alberta's iGaming model, including social responsibility; policies and appointments pertaining to agencies, boards, and commissions as required; briefing and Cabinet materials, correspondence, and corporate policy priorities in support of the ministry's strategic planning goals and objectives;
- Work collaboratively and liaise regularly with relevant GoA Ministries and other stakeholders as needed to ensure Ministry, Cross-Ministry, GoA, and FPT planning/reporting/policy/special-project requirements are met in a timely and effective manner;
- Maintain awareness of government direction and anticipate how changes will impact stakeholders and relevant regulations and legislation;
- Work directly with other RTCGLCP staff to ensure that iGaming policy considerations are embedded within the strategic plan, and performance measure development; and,
- Perform other duties, as assigned.

Reporting to the Manager, Strategic Policy and Social Responsibility, the Senior Policy Analyst functions within applicable government and ministry legislation, policies, procedures, guidelines, and standards.

This position demands a high level of attention to detail, creativity, originality and innovation, independent research, writing, and review. The Senior Policy Analyst will be required to define issues and develop creative, appropriate strategic policy solutions. Strong analytical skills, the ability to work with complex policy, and attention to detail and accuracy are essential to succeed in this role.

Projects involved are usually diverse and deal with strategically sensitive and complex issues. Issues involved are often unique in nature, with limited precedent to be found within the ministry or government.

This position is required to work collaboratively and develop good working relationships with staff at all levels, both internal and external to the ministry, developing a meaningful network that enables them to meet deadlines, goals, facilitate collaborative processes and ultimately to do their job efficiently and effectively. Building and maintaining relationships with internal and external stakeholders plays a key role in achieving success.

The position requires the ability to prioritize work on multiple projects with multiple deadlines, to multi-task and use strong organizational skills to meet changing priorities and timelines; and to facilitate, collaborate, and mediate among various groups with competing priorities to draft common briefing materials and reach consensus.

## Responsibilities

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

The role of the Senior Policy Analyst is complex and diverse, and includes the following responsibilities:

**Develop and project manage legislative and strategic policy frameworks supporting Alberta's iGaming model, including social responsibility; policies and appointments pertaining to agencies, boards, and commissions as required; briefing and Cabinet materials, correspondence, and corporate policy priorities in support of the ministry's strategic planning goals and objectives.**

### Activities:

- Take a lead role, with minimal supervision, in carrying out major policy and planning projects. This includes the review, evaluation and /or implementation of policies and any appointments related to iGaming, as well as policies and appointments pertaining to other agencies, boards, and commissions, as required, and corporate policy priorities in support of the ministry's strategic planning goals and objectives.
- Work with the Manager to implement each stage of the policy development cycle - issue identification; research

and analysis; options development; decision making; implementation; evaluation/performance management; and consultation.

- Write, review, and prepare policy, legislation / regulation, governance documents and appointment packages for Senior/Executive leadership approval with the aim of achieving high quality, integrated and coordinated strategic policy development and legislative coordination that support the ministry's and Alberta government's strategic policy directions and objectives.
- Identify and evaluate complex and sensitive issues that impact policy development and relevant stakeholders and brief Senior/Executive leadership to facilitate discussion and advice.
- Provide coordination in issues management.
- Leverage the Strategic Plan and, focusing on ministry priorities, establish the research agenda that will focus research capacity on the issues and trends with the biggest impact on the ministry.
- Provide evidence-based alternatives for policy options and recommendations.
- Participate in the development of strategic policy initiatives by analyzing interprovincial and departmental policy documents, drafting briefing materials and providing accurate policy and fiscal advice and direction to Senior/Executive leadership.
- Make recommendations for legislative or regulatory changes associated with a range of initiatives that support the department's strategic plan.
- Lead, with minimal supervision, the preparation of Correspondence, Briefing Notes, Requests for Decision, Cabinet Reports, Committee Presentations, and other documentation, as required.
- Ensure accurate and up-to-date research and records are maintained.
- Plan, design and schedule work to meet requirements of internal and external stakeholders, department management and the ministry's strategic plan.
- Prepare reports, recommendations, briefing materials, and make presentations to management and/or external stakeholders for information and/or decisions. Implement or coordinate the implementation of approved policy and programs, as required.
- Coordinate the collection and analysis of divisional input and draft strategic ministry-wide responses to requests from other Alberta departments, or Albertans submitting Action Requests.

**Work collaboratively and liaise regularly with relevant GoA Ministries and agencies, and other stakeholders as needed to ensure Ministry, Cross-Ministry, GoA, and Federal-Provincial-Territorial (FPT) planning/reporting/policy/special-project requirements are met in a timely and effective manner.**

Activities:

- Effectively represent Service Alberta and Red Tape Reduction's interests and priorities in cross-ministry and interdepartmental initiatives, FPT Working Groups, as well as in engagement with external partners, as needed.
- Effectively manage and represent Service Alberta and Red Tape Reduction's senior officials' (Minister, Deputy Minister, Assistant Deputy Ministers, and senior management) interests and priorities in policy discussions with internal and external stakeholders.
- Advance the interests and priorities of the department and the Alberta government by effectively representing these interests in department discussions, projects, and committees.
- Establish and maintain positive and effective working relationships with key stakeholders, for the purpose of gaining intelligence and advancing the department's interests.
- Coordinate across the ministry/government as required to facilitate stakeholder engagement, including the development of Stakeholder Engagement Plans. Support engagement activities as required, including

preparation of materials and attendance at engagement sessions.

- Coordinate some ministry contact with agencies, boards, commissions, as required, including the timely exchange of information; report back to management on matters of significance.
- Chair committees or meetings and/or presentations, as required.
- Take a leadership role in cross-divisional and cross-Ministerial policy problems, coordinating and leading multidisciplinary teams to generate solutions.

**Maintain awareness of government direction and anticipate how changes will impact stakeholders and relevant regulations and legislation.**

Activities:

- Conduct thorough and accurate research and analysis on topics such as best practices, frameworks, performance measures, processes, policy, and planning models/templates (e.g., development of department/divisional performance measures).
- Analyze, and evaluate information drawn from a diverse range of sources, including legislation, policy documents, technical reports, jurisdictional scans, and administrative and academic journals.
- Develop recommendations and identify options / implications through effective interpretation and application of research findings.

**Work directly with other RTCGLCP staff to ensure that policy considerations are embedded within the strategic plan, and performance measure development.**

Activities:

- Gather, collate, and edit key information from multiple sources needed to support the planning and development of key Ministry and Departmental documentation (e.g., Strategic Plan, Enterprise Risk Management framework requirements, Business Plan, Annual Report, performance measure development, Business Continuity Plan, Disaster Recovery Plan, and various briefings, policies, and procedures, or RTR reporting requirements), as required.
- Write, contribute, review, and edit content of documents, as required, and help ensure key Ministry and Departmental documentation adheres to the Government of Alberta's relevant standards, guidelines and requirements.
- Initiate and lead implementation of processes to improve the overall performance of the work unit.
- Provide coaching and mentoring to junior staff, summer students and interns, as required.

**Perform other duties, as assigned.**

**Problem Solving**

Typical problems solved:

The Senior Policy Analyst is required to demonstrate a high level of analytical and creative thinking --understanding the legislative and policy requirements of the branch, as well as collaborating with internal and external stakeholders, as needed, and project planning appropriately, to achieve positive outcomes. As iGaming is a new initiative, many policies have minimal written comparator policies and established practices, requiring creative thinking and an excellent understanding of external legislative and regulatory requirements (e.g., the federal legislation such as the Criminal Code, as well as provincial legislative requirements such as the *Freedom of Information and Protection of Privacy Act*).

The Senior Policy Analyst may need to navigate some relationships with various partnering and stakeholder groups (e.g., other ministries and departments and agencies) concerning issues with high political sensitivity.

Types of guidance available for problem solving:

Assistance and direction are provided by the Manager to discuss and rationalize the approach and issues relating to the

services being delivered by the incumbent.

Direct or indirect impacts of decisions:

The incumbent supports evidence-based decision-making throughout the policy cycle. Policies pertaining to iGaming align with government and ministry strategic direction and priorities.

## Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Analyst has ongoing contact with:

- Manager, Strategic Policy and Social Responsibility
- Director, iGaming Policy
- Executive Director, iGaming Policy and Strategy
- Assistant Deputy Minister, Regulatory Transformation, Compliance, and Gaming, Liquor and Cannabis Policy
- Officials at various levels internally and in other ministries, divisions, and agencies, as required
- External stakeholders, including agencies and boards, regulatory/legislative colleagues, as required

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Designation

If other, specify:

Master's degree preferred

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

### Knowledge

- University graduation in Public Policy, Political Science, Business or a related field, supplemented by four years progressively responsible related experience in policy analysis and development. Master's degree is preferable. Equivalencies may be considered (one year of related experience for one year of related education).
- Significant understanding of Alberta government policy development and decision-making processes.
- Knowledge of Alberta government business planning, reporting and decision-making processes and structures.
- A broad-based understanding of Alberta government and federal statutes that affect the department.
- Knowledge of the land-based and online gaming industries and the implications of these for Alberta would be an asset.

### Skills and Abilities

- Self-directed with the ability to work independently and collaboratively with others to achieve joint, high-quality outputs in a timely fashion.
- Ability to work strategically and to simultaneously assist in the management of a wide variety of issues, mobilizing resources and finding innovative solutions to complex issues and problems.
- Ability to identify and evaluate complex and sensitive issues that impact Albertans, government agencies, private sector, industry associations and interest groups. Ability to synthesize complex materials and issues and utilize analytical skills to communicate orally and in writing in a clear and concise manner.
- Ability to foster trusting and dependable working relationships with stakeholders.
- Highly developed interpersonal, conceptual and critical analysis skills, as well as strong written and verbal communications skills in order to clarify, identify and communicate issues and ideas to others.
- Strong attention to detail and accuracy.
- Strategic thinking, excellent analytical skills and a grasp of detail in order to assess complex issues and situations, and propose appropriate solutions and recommendations.
- The ability to work under pressure with many competing priorities and tight timelines.
- The ability to use strong project management skills in order to coordinate complex initiatives.
- Knowledge and ability to understand principles and utilize techniques for providing effective and efficient support services to the unit and divisions across the ministry.
- Aptitude for problem solving and decision making, as well as mature judgment, tact and diplomacy.
- Computer proficiency utilizing Windows-based applications (such as Word, Excel, Outlook, and PowerPoint).
- Knowledge of ARTS would be considered an asset.
- Consistent, dependable and efficient, and demonstrate a high degree of awareness of self and others.

## 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		
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"> <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>	iGaming is a high-profile policy area that is rapidly evolving. The Senior Policy Analyst will need to be proactive where possible, adapt quickly to change, and balance competing priorities, while maintaining their composure to continue to lead projects and achieve outcomes.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	iGaming is a new policy area and as such, many policies have minimal comparator policies and established practices, requiring creative thinking and an excellent understanding of external legislative and regulatory requirements. The Senior Policy Analyst will need to engage with and consider a range of perspectives to formulate options and solutions.
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"> <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> <li>• Works with others to identify areas for collaboration</li> </ul>	iGaming is a complex policy area that interacts with the existing legislative and regulatory requirements of multiple orders of government. iGaming policy will also necessarily impact the existing gaming landscape and a diverse group of stakeholders. The Senior Policy Analyst will need to consider this broader context as new policy is developed that aligns with government's strategic priorities.

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	The Senior Policy Analyst must be able to work independently and collaboratively with others, as required, to achieve high-quality outputs in a timely fashion that support completion of large, complex initiatives. The Senior Policy Analyst must also demonstrate strong attention to detail and accuracy.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <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>	The Senior Policy Analyst must be able to foster trusting and dependable working relationships with colleagues across government and with external stakeholders, where required, in order to advance ministry and government priorities and ensure policy development considers a balance of perspectives.

## Benchmarks

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

## 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.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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