

Update

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Current 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

Policy & Programs/Legislation & Comm Partnerships

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-11-18

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Compassionate Intervention, the Senior Policy Analyst is responsible for several functions that shape and inform the direction and priorities of the provincial addiction and mental health system, including related policy and strategy development and implementation, evaluation, and reporting. Specifically, the Senior Policy Analyst plans and completes a range of foresight activities, environmental scans, and research to produce

recommendations that strategically shape Alberta's addiction and mental health system and that support continuous improvement and innovation. The Senior Policy Analyst develops recommendations to address system issues management. This position also coordinates branch planning and reporting functions in line with the vision of the Branch leadership team and ministry and GoA requirements to position the branch to best guide the evolution of the addiction and mental health system.

The system is multi-faceted, covering a breadth of topics and populations (e.g., addiction, mental health, Indigenous, youth, operating grants, research and innovation of services), with multiple stakeholders (e.g., community organizations, Alberta Health Services/Recovery Alberta, regulatory colleges, Indigenous communities and organizations, national organizations, advocacy groups, etc.), and connects to several other government ministries (e.g., Seniors, Community and Social Services; Children and Family Services; Public Safety and Emergency Services; etc.).

Under broad guidance by the Manager, the Senior Policy Analyst independently liaises and consults with other government ministries and key stakeholders such as Alberta Health Services (Recovery Alberta) and represents the department on cross-ministry committees. This work supports broader system coordination and integration as well as system planning and reporting that orients and focuses provincial resources on the priorities of multiple facets of the addiction and mental health system, developing and/or addressing policies and strategies to enhance system capacity and advance on priorities.

Advice, recommendations, and reports are provided to branch and division senior leaders to inform broader decision making. All work is conducted with the goal of ensuring the Ministry's interests and priorities are effectively represented, and balanced with the needs of Albertans, as it relates to addiction and mental health initiatives, projects, and activities.

## Responsibilities

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

### **Lead and/or support the development of Cabinet packages that makes recommendations on policy and legislative changes.**

- Draft parts of or entire Cabinet packages, including analysis, options, financial implications, and regulatory impact.
- Prepare and implement strategic engagement plans with a variety of stakeholders, including but not limited to regulatory colleges, Indigenous communities and organizations, people in pursuit of recovery, and service providers.
- Work with legal counsel and legislative drafters to review draft policy levers such as standards, guides, ministerial orders, and legislation.
- Prepare speaking notes and presentations to cabinet policy committees, Legislative Review Committee and Cabinet.
- Develop and maintain a list of future amendments to existing addiction and mental health legislation.

### **Plan and complete research and scanning to inform addiction and mental health policy and legislative development.**

- Lead environmental scanning on a range of topics that will inform changes to policy and implementation.
- Consolidate and analyze relevant data to provide advice, and an understanding of the current state, leading practices, potential impacts, and considerations related to policy options.
- Identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions and countries.
- Develop policy and legislative options and recommendations that align with GOA processes and standards.

### **Lead the development, implementation, and monitoring of assigned policies and/or strategies in line with ministry and GOA frameworks and priorities.**

- Develop project plans and terms of reference to guide the implementation of policies and strategies.
- Monitor and report on implementation progress.
- Review project deliverables and make recommendations for approval.
- Collaborate with ministry and cross-ministry partners involved with implementation to address emerging issues, raising awareness of more significant issues to management.

### **Represent the unit on ministry and cross-ministry meetings and initiatives to foster collaboration and synergies**

- Participate in Ministry and/or cross-ministry committees, teams, working groups, or initiatives, representing and

providing ministry perspectives and expertise to ensure thoroughness and consistency in policy and program development.

- Collaborate with department staff to ensure coordination and alignment, and promote collaboration within the ministry and system stakeholders.
- Establish and maintain relationships with Ministry and cross-ministry representatives and stakeholders.

**Contribute to work related to the day-to-day functioning of the Branch and Ministry on behalf of the Compassionate Intervention Unit.**

- Draft and contribute to responses to action requests on behalf of the Ministry.
- Prepare briefing notes for senior and political leadership related to emerging mental health and addiction issues.
- Provide input into the Ministry's corporate functions, such as session notes, committee of supply, business plans and reporting to obligations.
- Manage contracts related to development of unit and ministry priorities.

**Problem Solving**

Typical problems solved:

The work of this position directly impacts innovation and future directions for the provincial mental health and addiction system. The impact of recommendations made by the incumbent can be significant; influencing the direction, design, and implementation of addiction and mental health plans, policies, and strategies that directly affect addiction and mental health stakeholders across Alberta.

The mental health and addiction system in Alberta is complex due to the multiple topics, streams of service, populations, and service providers. Mental health and addiction strategies also impact other societal domains such as housing, education, economic development, and other elements of healthcare. When leading research, scanning and foresight activities the incumbent gathers, synthesizes and interprets diverse information from an array of sources and must be able to communicate information clearly and concisely. Due to the forward-looking perspective of this work, insights can be novel and might challenge status quo.

There is a need to be able to communicate complex concepts in simple terms to different levels of stakeholders. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Senior Policy Analyst is evidence-based, comprehensive, and reliable. The Senior Policy Analyst must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to Ministry representatives. This position also liaises extensively with personnel from other divisions, departments, organizations, and provinces, representing Alberta's position on mental health and addiction issues.

Types of guidance available for problem solving:

The Manager and/or Director are available for guidance, particularly when dealing with sensitive or complex issues or situations.

Direct or indirect impacts of decisions:

The Senior Policy Analyst takes a lead role in leading projects based on general direction and guidance, with minimal supervision. The Senior Policy Analyst deals with issues which are diverse, complex, and politically sensitive, and the incumbent's recommendations can influence long-term policy and program design. The position is delegated considerable independence in working within and across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages and priorities.

### Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Analyst has; regular and ongoing contact with:

- Managers and Director, Compassionate Intervention unit - provide updates on projects and the status of deliverables, raise awareness of significant, emerging issues; and provide advice and recommendations based on research and analysis.
- Compassionate Intervention team - lead projects, provide advice and guidance, and share information with other team members.
- Other Ministry staff - provide advice and recommendations, support development of planning documents and activities, exchange information, represent ministry interests and perspectives, collaborate on policy and strategic initiatives; and provide back-up as needed.
- Other departments - provide and exchange information; collaborate on common projects or initiatives; represent branch and ministry perspectives; and clarify requirements.
- Addiction and mental health system stakeholders (e.g., representatives of Alberta Health Services (Recovery Alberta) and other service delivery organizations) - solicit input and feedback into future policy and legislative changes.
- Representatives of other jurisdictions - provide and exchange information; clarify requirements; and collaborate on projects and initiatives

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

#### Knowledge

- Quantitative and qualitative, primary, and secondary research processes, data analysis techniques, results synthesis and presentation.
- Understanding of legislation development and cabinet approval processes
- GoA policy development cycle
- Policy, planning and strategy approval and decision-making processes applicable to the Ministry
- Current and emerging mental health and addiction issues, including concurrent disorders, complex needs, health promotion strategies and theories, addiction and mental illness prevention and integration of strategies and services across sectors
- Ministry and GoA frameworks for operational business planning and reporting, including timelines, formats, and standards
- Government strategic and policy directions and priorities as they relate to the branch mandate and initiatives
- Project management approaches and methods
- Relevant stakeholder network, including health and non-health sector groups as well as government and non-government stakeholders,

- Addiction and mental health related legislation including the *Mental Health Act*, the *Mental Health Services Protection Act* (along with its Regulation and Standards), and the *Protection of Children Abusing Drugs Act*, and ministry priorities

**Skills and Abilities**

- Systems thinking to design projects and identify linkages across initiatives
- Creative problem-solving ability to assess options and implications in new ways to achieve outcomes and solutions
- Agility to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment
- Organizational skills, including ability to prioritize multiple responsibilities to meet deadlines
- Imagination and a level of comfort in challenging the status quo and considering a range of possible futures
- Strong interpersonal skills and relationship building skills with varied stakeholder groups
- Ability to apply information integration skills, including analyzing, interpreting and synthesizing information drawn from disparate sources to develop recommendations
- Strong writing skills, including experience drafting executive materials (e.g. briefing notes, letters, memos, cabinet documents, etc.) and other types of reports and presentations.
- Oral communication skills, including ability to communicate with multiple stakeholders in a politically complex environment (develops networks).
- Experience with projects involving changes to legislation, regulations, and/or policies in order to provide strategic direction and to make feasible recommendations to executive leadership.

**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		
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>	<ul style="list-style-type: none"> <li>• Develop innovative solutions to ongoing or new policies, issues, or projects.</li> <li>• Ensure applicable stakeholders are identified and engaged early to solve issues and provide input for existing projects or policies.</li> </ul>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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</li> </ul>	<ul style="list-style-type: none"> <li>• Respond quickly to changes in direction, requests for information, or new priorities.</li> <li>• Ask questions, seek clarification and assess how things will be different when change is introduced.</li> <li>• Anticipate potential</li> </ul>

		<p>others</p> <ul style="list-style-type: none"> <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>	<p>factors that could impact projects or policies and proactively address these concerns.</p> <ul style="list-style-type: none"> <li>• Take advantage of opportunities to change how work is completed to better anticipate obstacles and improve service.</li> </ul>
Drive for Results	○ ○ ● ○ ○	<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>	<ul style="list-style-type: none"> <li>• Review material and address gaps, errors, and questions through applicable and appropriate means.</li> <li>• Lead and/or support long term and/or complex projects, reviews of legislation, regulations, and/or policies.</li> <li>• Manage project to meet established timelines. <ul style="list-style-type: none"> <li>• Take past experience into consideration when making plans, and adjusting plans when needed.</li> </ul> </li> </ul>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Work with staff across the Ministry to support Ministry priorities.</li> <li>• Participate in stakeholder engagement sessions.</li> <li>• Work with contacts in other ministries to solicit input and share information.</li> <li>• Seek appropriate subject matter experts for both procedures and research requirements.</li> </ul>
Develop Networks	○ ○ ● ○ ○	<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> </ul>	<ul style="list-style-type: none"> <li>• Identifies key stakeholder contacts with whom a relationship must be established.</li> <li>• Maintains contacts with a range of colleagues, and stakeholders.</li> </ul>

		• Maintains stakeholder relationships	
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## 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

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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