

Working Title Senior Policy Analyst	Name Vacant
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Position Number	Reports to Position No., Class & Level Manager, Strategy Development	Division, Branch/Unit Strategy and Policy / Policy and Labour Market Information Branch/ Labour Force Policy and Strategies Unit	Ministry Alberta Jobs, Skills, Training and Labour
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Present Classification PS4	Requested Classification
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Dept ID	Program Code	Project Code (if applicable) N/A
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Labour Force Policy and Strategies Unit in the Strategy and Policy Division has the primary responsibility for the overall direction of Alberta’s labour force policy development to ensure the effective and efficient development of the province’s labour force potential. The Branch directs and leads a wide variety of programs and projects related to the provincial labour force strategy, coordinating GoA efforts to ensure a collaborative approach with stakeholders to labour force development. The Branch leads in the negotiation and implementation of new labour market agreements between Alberta and Canada.

Reporting to the Manager, Workplace Policy and Strategies, the Senior Policy Analyst is responsible for:

- Providing high quality, expert policy recommendations that contribute to Ministerial and Senior/Executive Management decision-making through the provision of effective policy analysis and strategic advice. This involves the identification, monitoring, research and analysis of policy trends and issues, identification and evaluation of options for action, and the development of expert recommendations, briefings and other reports for consideration by management, executive management and the Minister.
- Leading the development or implementation of program policies, program design and strategies. This includes leading project management, evaluation, stakeholder consultation processes, as well as coordinating cross-ministry working groups. Work involves consulting with other government departments and a wide range of stakeholders.
- Developing expert briefings for intergovernmental forums such as the Forum of Labour Market Ministers, Deputy Ministers and Assistant Deputy Ministers meetings and working groups. The Senior Policy Analyst may also be involved in the negotiation and implementation of new labour market agreements between Alberta and Canada.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

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Policy Analysis, Development and Recommendation

- Conduct research, ongoing e-scanning, and analysis of labour force issues and trends to identify new areas of work to be examined by the unit.
- Prepare high quality options papers and briefings that will frame the issue, its implications, and provide recommended actions for consideration.
- Identify labour force policy and program developments in other jurisdictions using e-scanning, internet resources, statistical data analysis, literature review and other research methodologies.
- Undertake policy analysis, and contribute to the development of policy and program options and recommendations that are well-researched and well-analyzed to identified labour force issues.
- Collaborate with other branches/divisions, other Alberta Ministries, and federal, provincial and territorial jurisdictions to develop policy and program options.
- Support work to develop evaluation frameworks and performance measures and indicators.
- Draft responses to labour force development inquiries from government officials and the general public.
- Coordinate and prepare briefing material for Minister, Deputy Minister, and Senior Officials as required.

Support Cross-Divisional, Cross Ministry and Stakeholder Collaboration

- Prepare materials including policy options papers, project charters, terms of references, annotated agendas and meeting summaries to support committees and working groups.
- Represent the department on select forums, committees and working groups relating to issues impacting Alberta's labour force development strategy/policy.
- Support stakeholder collaboration activities, including the development of consultation materials.

Project Management and Implementation

- Draft project charters
- Identify resource needs and key stakeholders
- Prepare Requests for Proposals and manage third-party research contracts, as required
- Organize, facilitate and lead meetings and conference calls, and undertake follow-up activities.
- Coordinate development of briefing materials for the Minister, Deputy Minister and Assistant Deputy Minister.
- Support implementation of branch and unit operations (i.e. planning and reporting, organizational culture projects, etc.) as needed.

Committee Work

- Represent the department on selected interdepartmental and intergovernmental forums (including federal/provincial/territorial (FPT) forums, committees and working groups relating to issues impacting Alberta's labour force development strategy/policy.
- Organize and moderate conference calls, committee and working group meetings as required; prepare annotated agendas and meeting summaries.
- Contribute to the development of F/P/T, PT and interdepartmental projects, terms of reference, and the formulation of policy options.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The work requires coordination within JSTL, with Alberta Human Services, Alberta Intergovernmental and International Relations (IIR) and other Alberta Ministries, other provincial/territorial jurisdictions, the federal government, and key stakeholders. The position requires a high level of knowledge in order to provide effective policy analysis. It also requires creativity and independence to execute decisions on planning and consultation for the completion of assignments under tight deadlines. The role also collaborates with a wide variety of stakeholders in developing new strategies to ensure the broadest possible input.

The scope of activities includes:

1. Gathers business intelligence related to labour force development activities in other jurisdictions to inform Alberta's future policy directions.
2. Collaborates with federal counterparts and colleagues from other provinces/territories on inter-governmental projects that may impact JSTL programs and services.
3. Work with IIR and other Alberta government departments to ensure consistent provincial strategies and responses to F/P/T and P/T labour force development related issues.
4. Work with the federal government, (e.g. Employment and Skills Development Canada), other P/T jurisdictions, and key stakeholders to advance Alberta's labour force development objectives.
5. Work with staff in other departments to facilitate the development of effective, strategic responses on issues with cross-Ministry implications.
6. Development of strategic frameworks to address the unique needs of specific client groups.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Skills and Abilities:

- Ability to anticipate or identify potential issues and trends, communicate these issues and its implications to generate recommendations for action.
- Ability to undertake effective policy analysis and generate realistic options and recommendations on complex issues. Great conceptual, analytical skills are required with the ability to think critically.
- Excellent written and verbal communication skills, including the ability to clearly convey ideas when briefing or presenting to different audiences. Well-developed writing skills are essential – ability to be articulate, clear, concise and write in plain language.
- Strong problem solving skills and decision making, as well as mature judgment, tact and diplomacy.
- Strong project management, coordination and collaboration skills.
- Strong interpersonal and negotiation skills.
- Ability to align work activities with the organizational goals, priorities and strategies.
- Ability to work effectively independently with limited direction, as well as contribute as a team member.
- Ability to manage and prioritize multiple projects and tasks, and deliver results under tight timelines.
- High level of self-management and results oriented.
- Ability to shift priorities based on emerging issues and shifts in direction or priority.

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Knowledge:

- Knowledge of labour force development related activities, policies, issues and trends, and relevant provincial/territorial and federal policies.
- Awareness of economic and social issues and trends and its implications on Alberta's labour force.
- Knowledge of research methodologies and the ability to interpret research results.
- Familiarity with program and policy development frameworks and program evaluation procedures.
- Knowledge of project management methodology and tools.
- Sound understanding of the political, fiscal and organizational environment and constraints.

Education:

- University graduate in a related field and 4 years of related experience (equivalencies will be considered).

CONTACTS: The main contacts of this position and the purpose of those contacts.

Contacts will primarily be with:

- Manager and Director– daily
- Labour Force Policy and Strategies unit staff - daily
- Executive Director – weekly
- JSTL staff - daily
- Federal Government staff – weekly
- Other Government of Alberta staff – weekly
- Stakeholders - monthly

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

N/A

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.