

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Requested Class

Program Services 3

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

Municipal Services Division, MPE/PCU

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Policy & Coordination

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Policy & Coordination, the Policy Analyst supports the coordination of processes related to policy, legislation, regulation, and other decision making documents. The position works closely with subject matter experts and policy leads across the department and provides policy advice and coordination services for the Ministry of Municipal Affairs.

Responsibilities

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

Coordinates and supports policy coordination functions across the department:

- Collect and consolidate ministry-wide information to track the status and forward looking trajectory of key initiatives (policy proposals, legislation, regulations, etc.).
- Coordination of reporting to Executive Council on government commitments for which Municipal Affairs is responsible and Minister mandate items.

Supports policy development by aligning the timing and content of legislative instruments with government policy direction:

- Maintain knowledge of, and advise on, current policy issues and changes that may impact the Ministry's legislation or may require additional tools to achieve the outcome of the Ministry's legislation and mandate.

- Conduct research and develop briefing materials, options, and recommendations on proposed changes to legislation for review by the Manager.
- Provide advice to Ministry staff on current government practices related to policy approval and the legislative process.
- Advise on timelines and milestones for policy development so they can be sequenced with development of legislation/regulations in order to implement policy changes within desired timeframes. Make recommendations on project plans, resourcing, and timelines to reach milestones.
- Maintain reporting documents and tracking documents to communicate processes and timelines and support effective sequencing of initiatives.
- Monitor and identify legislative trends in other government departments and jurisdictions to ensure Municipal Affairs legislation is up to date.
- Support delivery of information sessions to Ministry staff to increase policy capacity within the department.

Collaborate with program area experts to ensure Cabinet and Committee materials are accurate and compliant with government decision-making requirements and statutory requirements.

- Provide timely, high-quality analysis and advice on legislative options and processes (e.g. risks, costs, benefits, implementation impacts).
- Coordinate and prepare required documentation (e.g. transmittal memos, briefing notes, etc.) for policy, legislative, and regulatory changes by collaborating with branch and program area staff and providing feedback on decision making processes for new policy or program initiatives.
- Complete review of policy, legislative, and regulatory packages, providing advice to management and program areas on content, completeness, and accuracy.
- Support program areas to clearly articulate policy options to achieve desired outcomes.

Problem Solving

Typical problems solved:

This position is a key conduit to department leaders and program areas about the current status of policy, legislative, and regulatory projects and priorities across the Ministry. The work can be highly political and often assigned directly from the Deputy Minister's Office. It is a highly collaborate position that requires coordination with multiple areas of the department, including members of Executive Team. The Analyst may interact directly with the Deputy Minister's Office and senior management throughout the department to support the development and coordination of policy, legislative, and regulatory packages for government decision-making.

Types of guidance available for problem solving:

The Analyst must have the ability to draw on and analyze information from a variety of sources and perspectives in order to solve problems. Resources and support are available from the Manager, Policy & Coordination, Director, Policy Coordination, and branch and department staff.

Direct or indirect impacts of decisions:

This position supports the department in ensuring the alignment of priorities within the department. The Analyst is responsible for the planning, coordination, and review of policy documents for the department and ensuring they have been reviewed by appropriate areas, such as Communications and Finance.

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Policy & Coordination on a daily basis.
 Director, Policy Coordination, regularly.
 The DMO occasionally to disseminate information.
 Branch staff regularly to maintain timelines and develop high quality policy materials.
 Department staff on a regular basis to coordinate policy materials and obtain input on reporting and tracking documents.
 Other government departments infrequently as required by the Manager.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, Science, Political Science, etc.
--

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

<ul style="list-style-type: none"> - Excellent interpersonal skills, relationship management, and communication skills, including the ability to consult and communicate with Ministry staff at all levels. - Well developed analytical and research skills and the ability to assess complex problems and issues. - Ability to probe for and present information and options that facilitate government decision-making. - Ability to develop an idea from concept to implementation. - Ability to work collaboratively in multi-disciplinary and multi-level team settings. - Excellent written communication skills with aptitude for detail and accuracy and ability to modify writing style for different target audiences. - Strong project management and time management skills, with ability to work independently and in a team setting. - Ability to work under tight timelines and assess and balance competing demands on confidential and sensitive matters. - Strong political acumen and ability to assess sensitivity and risk to specific legislative issues; and the ability to take actions to mitigate those risks.

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		
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"> • 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 	
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration 	

		<ul style="list-style-type: none"> • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
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"> • 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 	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	

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

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature