

## Update

Ministry

Children's Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Prevention FV & Abuse, PPSP

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, FV Integrated Strategy

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Prevention Family Violence & Abuse Branch works towards an Alberta that is free from family violence, sexual violence and abuse through a coordinated provincial response with a focus on prevention and strengthening comprehensive and community-based services, supports and programs.

This position reports to the Manager, Family Violence Integrated Strategy in the Prevention of Family Violence and Abuse Branch. At the direction of management, the position takes a lead role, with minimal supervision, in carrying out complex policy and program development and analysis projects.

The position's main purpose is to apply extensive theoretical knowledge and expertise to lead the planning, research, analysis and reporting needed to develop and implement government policies and support analysis of grant funding for service delivery. The position provides their expertise to the branch and division in policy and program creation, evaluation and implementation to prevent and respond to family violence, sexual violence and abuse.

The position works alongside colleagues within the branch to enhance the stakeholder and reporting relationship between the department and community-based/nonprofit organizations, including sexual assault centres and organizations working on family violence prevention and supports. It assists agencies and colleagues to monitor reporting, and prevalence and incidence trends within Alberta, Canada and internationally on many intersecting forms of gender-based violence. The position requires a strategic mindset and systems thinking to identify ongoing complex intersections of program and legislative policy within Alberta.

This position will provide advice and recommendations to senior management on the development of provincial policies

and legislation and provides information and advice on emerging issues, key risks, and opportunities related to family and sexual violence and abuse prevention and intervention programs. The analyst needs to provide gender-based and intersectional analysis/lens (particular to diverse and equity-deserving populations and communities, such as Indigenous, immigrant, youth, disabled and LGBTQ2S+).

## Responsibilities

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

### 1. Provide information, analysis and advice for strategic planning:

- Performs research techniques for high-profile, strategic policies, and programs.
- Provides expert, strategic, and sound advice to senior management and staff on policies and/or programs.
- Conducts or reviews high-level research on emerging issues and trends.
- Designs research projects and programs to produce data that informs future policy and program development.
- Mentors junior staff, as required.

### 2. Project management:

- Takes a lead role, with minimal supervision, in carrying out major policy and planning projects. This includes the review, evaluation, interpretation and/or implementation of provincial policy and programs, within the framework of the department's business plan objectives.
- Plans, designs, and coordinates all aspects of project and initiative consultations and work to meet the needs of project stakeholders.
- If intermittently project or initiative supervising, schedules and assigns appropriate tasks for junior staff as per developed work plan objectives.
- Identifies, assesses, analyzes, and reports information and data relevant to projects.

### 3. Program/policy content development related to family violence, sexual violence and abuse prevention, primary prevention and response:

- Synthesizes new and existing information from a variety of sources into summary documents such as briefing notes.
- Supports the development of policy on new program initiatives based on research findings.
- Identifies gaps in program needs and provides analysis on pertinent research areas.
- Leads branch, divisional and strategic program and/or policy initiatives.
- Review of legal and legislative impacts on service delivery and programs, including information sharing principles with cross ministry partners.
- Consolidates a wide breadth of information into formats for stakeholder consultation.
- Drafts emails, discussion documents, and briefing notes to recommend changes to programs and/or policies.
- Works collaboratively with other departments to support a whole government approach to the delivery of services and initiatives focused on prevention and response to family and sexual violence.
- Understanding of data collection and accountability frameworks relating to the analysis of data/reporting metrics.

### 4. Policy/Program consultation:

- Anticipates challenges with policy content and proactively mitigates concerns and advocates program priorities.
- Independently represents program/policy interests at meetings and working groups.
- Influences outcomes of projects that effect program policy by exercising a high degree of interpersonal skills with stakeholders and by effectively positioning ideas and content.
- Coordinates the timely exchange of information with internal and external stakeholders; reports back to the

ministry on matters of significance.

- Chairs/co-chairs/participation in committees or meetings and/or makes presentations on the interests and priorities, as required.
- Demands a thorough understanding of the Ministry Business Plan and in depth understanding of a wide range of issues relating to family violence, sexual violence and bullying issues.
- Combines information gathering and analysis, resource identification, consultation, facilitation, leadership, planning and networking in one role.
- Consults with Ministry staff, other government ministry representatives, contracted service providers and community stakeholders.
- Coordinates, organizes and implements complex projects.
- Lead, constructs, manages and supports multiple project teams.
- Operates from a sound base of strategic information and decision-making to develop direction and action plans.
- Ensures contracted services effectively meet the needs and priorities of the Ministry.
- Proactively develops and maintains positive relationships and/or partnerships with a broad and diverse range of internal and external stakeholders to develop effective programs.
- Demonstrates analytical and interpretive/evaluative thinking to effectively manage a broad range of needs, both in and out of the Ministry.
- Develops and maintains high levels of credibility and partnerships with government, agency and community stakeholders (e.g., balancing government direction with local autonomy).
- Draws upon a wide spectrum of professional principles and theoretical frameworks to best serve a given situation.
- Exercises discretion, innovation, resourcefulness and adaptability to proactively identify, troubleshoot and resolve issues.
- Supports the development of community public awareness and education efforts.
- Develops community practice supports that meet the needs of a wide range of organization types, at different levels in the organization.
- Designs new initiatives for which there is no precedent setting examples.

5. Other related duties as assigned by management which support the branch goals of prevention of and response to family violence, sexual violence and abuse in Alberta.

## **Problem Solving**

Typical problems solved:

The position functions with independence, using their knowledge and experience to complete assignments. Generally, objectives, practices, and procedures are clearly defined and the position applies independent judgment to determine how objectives will be accomplished. The position follows goals or timelines established by a manager or other senior leaders and raises awareness if research uncovers emerging issues. It will be required to influence situations that may be controversial, requiring strong communication and collaboration skills.

Multiple solutions to situations are possible, requiring thorough research, planning and analysis from the position.

The position prioritizes assigned tasks. The position must use sound judgement to provide a definitive policy or program response, which may not be thoroughly vetted by management. The position may be required to meet the diverse needs of cross ministry, intra-ministry, community or academic stakeholders while maintaining branch and ministry standards and guidelines. The position applies relevant government processes and methodologies to complete work.

The position incorporates a gender-based, inter-sectional lens in policy analysis and problem solving, to provide culturally competent advice so that diverse marginalized communities impacted by family violence, sexual violence and abuse will benefit. The position is required to establish and advance positive relationships and support capacity building within the branch, division, ministry and GoA.

Types of guidance available for problem solving:

The Manager, Family Violence Integrated Strategy provides direct guidance, advice and support. The Director, Preventive Programs and Strategic Partnerships provides leadership, guidance and direction to the unit. The Executive Director of the branch provides vision, leadership and direction for branch priorities and initiatives.

Direct or indirect impacts of decisions:

The position must establish and maintain effective working relationships with internal and external stakeholders to understand the academic, community-level and political environment and context in order to develop policies and legislation that are practical and meet the needs of the Ministry. Policy initiatives and projects can be high-profile or politically sensitive in nature. Significant delays in the development and implementation of policies and legislation can have a negative impact on program and service delivery. Best practice research and recommendations may ultimately lead to changes in program design and related policies which directly impacts the ability of the Ministry to design and deliver effective family and sexual violence prevention and intervention services and supports.

## Key Relationships

Major stakeholders and purpose of interactions:

- Other divisional/departmental staff for input, suggestions, ideas, and information.
- Policy analysts or managers in other departments for information as appropriate, documents related to certain information required by the Family Violence Death Review Committee (FVDRC) membership to conduct their business. Position may be required to collaborate and obtain consensus on cross-ministry policy proposals Memorandums to Cabinet or other policy briefs.
- Stakeholders including funded agencies/service providers, non-profits and community-based organizations, law enforcement agencies, academics, experts in the fields of family violence, sexual violence and abuse prevention and intervention, health-serving agencies, and the public, to provide and exchange information on family violence/sexual violence situations and special case reviews; respond to inquiries; discuss key issues; provide consultation; and create and maintain good working relationships.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Several fields are applicable such as Social Work, Psychology, Humanities, Arts, Public Health, etc.

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

### PRACTICAL JOB KNOWLEDGE:

- Knowledge of Government structures and procedures.
- Understanding of the Government of Alberta (GOA) decision-making process and practices.
- Knowledge of the ministry and GOA related program policies, regulations and legislation.
- Strong knowledge of program analysis and evaluation techniques to assess the effectiveness of new/ changed policies and to evaluate their impact on related policy and planning.
- Working knowledge of the interrelationships between the province and the federal government.
- Demonstrated ability to understand and analyze competing interests of stakeholders to develop policy options/solutions that meet the needs/interests of all partners.

### THEORETICAL KNOWLEDGE:

- Theoretical knowledge in policy, governance, and family/sexual violence theories of change.

- Knowledge of research methodologies, data analysis, and preparing recommendations.
- Knowledge of project coordination strategies and planning.

**SPECIFIC COMPETENCIES:**

- Strong knowledge of family and sexual violence legislation, policies, and practices.
- Current knowledge of emerging issues in preventive policies and practices in violence prevention, strategies and theories related to working with diverse populations and integrated intersectoral approaches to complex social issues.
- Strong knowledge of gender based analysis+
- Good knowledge of prevention and intervention of family and sexual violence issues, developments, trends, and best practices.
- Good knowledge of a variety of common office software (PowerPoint, Word, Excel, etc.).
- Solid understanding of the development, monitoring, and evaluation of policies.
- Working knowledge of financial, information technology, and administrative processes.
- Working knowledge and understanding of operational and human resource planning principles and processes.
  - Interpersonal skills to interact and deal effectively with all levels of the Ministry, Division, other GoA ministries, academics and with external stakeholders.

**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"/>	Takes a long-term view towards organization’s objectives and how to achieve them: <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>	Position needs to be able to see the big picture, anticipate problems, work for wide-ranging solutions.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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>	Position needs to find solutions to complex problems, while addressing risks .

Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <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 others</li> <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>	Position needs to manage multiple demands and timelines in a challenging environment
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <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>	Position needs to broadly engage stakeholders within and outside of government
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <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>	Position needs to work productively with team members and stakeholders

### Benchmarks

List 1-2 potential comparable Government of Alberta:

Policy Advisor - Seniors and Housing