

**New**

Ministry

**Mental Health and Addiction****Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

**Policy Analyst**

Requested Class

**Program Services 3**

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

**Policy and programs- LCP - Compassionate Int.** Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Manager, Compassionate Intervention, the 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 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 support continuous improvement and innovation. The Policy Analyst supports the development of recommendations to address system issues. 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 Policy Analyst will support various aspects of implementation of new programs and services that aim to support Albertans on their recovery journey. This implementation support will include project management strategies, liaising with multiple stakeholders, and collaborating with team members to ensure a comprehensive approach to programs and services.

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, 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 guidance by the Manager, the Policy Analyst liaises and consults with other government ministries and key stakeholders such as 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. This role is also involved in 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:

### **Support the 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.

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

- Deliver environmental scans on a range of topics that will inform changes to policy and implementation.
- Consolidate and analyze relevant information to support policy advice.
- 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.

### **Support the development of Cabinet packages that makes recommendations on policy and legislative changes.**

- Support the analysis required to draft parts of or entire Cabinet packages, including options, financial implications, and regulatory impact.
- Prepare and support implementation of strategic engagement plans with a variety of stakeholders
- 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.

### **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:

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 critical thinking skills are applied to research and support options and recommendations. There is an expectation that all information and associated analysis provided by the Policy Analyst is evidence-based, comprehensive, and reliable. The Policy Analyst must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and support valid recommendations for presentation to Ministry representatives. This position also liaises 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:

This position is delegated considerable independence in working within the ministry in accordance with branch and ministry plans, key messages and priorities. Matters with potential for significant impact on business area operations, resource allocation, planning documents, or branch functions are referred to the Manager, Director and Executive Director, who are also available for guidance when dealing with particularly sensitive issues or situations. Senior Policy Analysts are also available to offer insights and recommendations; however, direction is given by the manager and/or director.

Direct or indirect impacts of decisions:

The Policy Analyst has a key role in advancing projects based on general direction and guidance. The Policy Analyst deals with issues which are diverse, complex, and politically sensitive, and the incumbent's deliverables can influence long-term policy and program design.

## Key Relationships

Major stakeholders and purpose of interactions:

The Policy Analyst has regular and ongoing contact with:

- Branch leaders - provide recommendations for the system based on research, issues management, foresight and scanning; provide updates on projects and across grants; raise awareness to significant emerging issues and participate in their resolution; research and respond to specific queries; prepare briefings etc.
- Branch Units - provide research, analysis, and planning services to lead the development, review, and evaluation of policies and programs; provide consultation, advice, and recommendations; lead the development of planning documents; provide back-up as needed
- Other departments and units across the department - collaborate on common initiatives; represent branch perspectives; engage in foresight and scanning initiatives
- Addiction and mental health system stakeholders (e.g., representatives of Recovery Alberta and other service delivery organizations) - engage in manage innovation and continuous improvement; engage in research and innovation projects; inform system planning and reporting processes and enhance system integration and coordination; consolidate branch responses to emerging issues
- 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)	Public Administration	Other	

If other, specify:

Human Services focus

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

2 years progressively responsible related experience.

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
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>	
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> </ul>	

## Develop Networks



- Recognizes and appreciates others
- Works on maintaining close relations with all stakeholders:
  - Identifies key stakeholder relationships
  - Has contact with range of interested parties
  - Actively incorporates needs of a broader group
  - Influences others through communication techniques

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)  
**023PS68-Research, Planning & Policy Analyst**

## 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