

Update

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Analyst

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Policy Analyst, reporting to the Manager, Policy Development, within the Strategic Services and Governance Division, is a key member of the team responsible for supporting and implementing the ministry's policy agenda. This position collaborates closely with internal ministry partners, other government ministries, and external stakeholders to provide strategic advice and guidance that supports the Ministry's strategic direction. The role also works extensively with Executive Council and the Policy Coordination Office to ensure that policies and legislative issues are reviewed and routed appropriately, facilitating timely decision-making.

The Policy Analyst is a public policy expert whose main purpose is to lead, influence and support a wide variety of strategic policy initiatives in the ministry. The position is responsible for anticipating potential barriers in legislative and policy planning and implementation, including shifting priorities, communication challenges and political sensitivities, and for proactively designing and implementing solutions. This also role focuses on continuous improvement and seeks opportunities to enhance coordination and outreach across the ministry and government. At the direction of management, the Policy Analyst, with minimal supervision, has a supportive role in carrying out complex policy and program development projects.

The policies, frameworks, and policy recommendations that are formed through this position provide strategic level direction to Ministry staff, school authorities, and educators on the development and delivery of K-12 education programs. The Policy Analyst is also responsible for developing Ministry policy responses and potential courses of action to address unique issues that do not fall under any specific business area. Projects can range from short-term assignments requiring keen and strategic analysis with quick turnarounds, to long-term projects with multiple components, and recommendations which include options, risks, and supporting evidence.

The Policy Analyst ensures that complex issues affecting the K-12 education system are identified and well understood amongst the team. The analyst also ensures that strategic policy options to address these issues are well developed and analyzed to identify implications for the education system, students, parents, school boards, educators, superintendents and other education stakeholders, and that the risks of potential courses of action are mitigated. The analyst is expected to work closely with the Manager, Policy Development, and brief any developments and/or issues in a timely manner.

In addition, the Policy Analyst represents the Policy and Planning Sector on cross-divisional policy groups led by other divisions, providing expert policy advice to promote evidence-based decisions, optimize outcomes for Albertans, ensure long-term sustainability, minimize unintended consequences, and ensure alignment with ministry and Government of Alberta (GOA) strategic direction. This position assists the Manager, Policy Development in training efforts established to increase policy capacity within the ministry.

Responsibilities

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

1. Policy Analysis and Development and Strategic Support

- Lead with minimal supervision, in carrying out major policy and planning projects. This includes the review, evaluation, interpretation and/or implementation of provincial education policy and programs, including effectively moving policy through the government approval process;
- Develops policy frameworks and interfaces with program areas to ensure accurate analysis and current standards are appropriately addressed in new legislation, regulations and/or other policy instruments. Prepares reports, recommendations, briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions. Leads or supports the program area in the creation

and drafting of material required for Cabinet (i.e. Cabinet report, briefing PowerPoints, transmittal memos, etc.) Coordinates the implementation of approved policy and programs as required;

- Identifies and evaluates complex and sensitive issues that may impact the Alberta education system and considers innovative and alternatives policy recommendations and/or practices that might be applicable in an Alberta K-12 context and recognizes the unique factors involved. Working with the program area within the department to determine the nature and scope of the issue and the potential impacts on students, stakeholders and the K-12 education system;
- Identifying the project rationale, scope, outcomes, budget, human resource requirements, accountabilities, critical success factors, timelines and deliverables, and, if necessary, leading or supervising, research activities in support of policy development,
- Support the development of the strategic policy communications and implementation plans (in consultation with Communications), considering stakeholder and public engagement strategies;
- Establishes and maintains strong and positive relationships and communications with colleagues across the department and key internal and external stakeholders. Liaise, as required, with Executive Council's Policy Coordination Office and other areas across the Government of Alberta.
- Assists the Manager, Policy Development, in delivering workshops and seminars to ministry employees on the relationship between policy and other ministry functions, the policy development process, and ways of incorporating a more strategic, "beyond the horizon" approach in their activities.

2. Provides expert advice to the Minister, Deputy Minister, Executive Team, and other senior officials to facilitate the development of effective educational policies.

- Provides timely, accurate, complete and responsive policy advice on key educational issues in order that the ministry establishes the right combination of direction giving instruments to achieve excellent learning outcomes.
- Develops and coordinates briefing notes, background papers, and strategies for senior officials on key findings of current policy directions in other jurisdictions and their implications for Alberta's education system.
- Leads or supports the preparation of high quality and timely responses to Action Requests on policy-related issues by working collaboratively with staff across divisions.
- Supports development of communication strategies and speaking points for the Minister and other senior officials to increase understanding and acceptance of key policy directions.

3. Proactively identifies emerging policy issues to ensure the ministry can achieve its strategic mandate in a dynamic educational environment.

- Keeps the Policy Development and Coordination Director and branch members informed of emerging issues by performing ongoing environmental scanning and identifying inter-jurisdictional and cross-disciplinary issues that may have education policy implications.
- Provides policy and program development advice to ministry staff to ensure that policies are consistent and aligned with the ministry's strategic direction.

4. Develops collaborative relationships with other departments and external stakeholders (eg. school authorities, teachers, parents and students) to promote ministry strategies and increase opportunities for students and educators.

- Supports the development of integrated policy processes within the ministry and on a cross-ministry basis in order to ensure consistency and strategic alignment with common ministry goals and GoA priority initiatives.
- Builds and maintains effective working relationships with representatives from other departments and

jurisdictions to gather intelligence and provide advice to Senior Officials on a variety of provincial, national and international education issues.

- Supports the Branch's responsibility to lead divisions in identifying and aligning strategic policy issues and options by influencing others to adopt a cross-divisional perspective that is aligned with ministry strategies.

Problem Solving

Typical problems solved:

This position demands a high level of creativity, originality and innovation, independent research, ability to identify implications, define issues, and develop creative appropriate solutions. Albertans expect that decisions affecting Alberta's K-12 education system are based on sound policies that are transparent, consistent and fair, address individual and community needs, are sustainable, and anticipate changing social and economic conditions.

Projects involved are usually diverse in dealing with strategically sensitive and complex issues and are closely related to the ministry business plan. Issues involved are often unique in nature, with limited precedence to be found within the ministry or in other jurisdictions.

Types of guidance available for problem solving:

This position relies on professional knowledge and experience, well developed internal and external information networks, synthesis and analysis of information and the support of the manager and director to make decisions. The position would also be able to rely on the Manager, Policy Development, other colleagues within the division, colleagues across program areas, and use existing policies, project plans, legislation/regulations (e.g. Education Act), Government Business plans and strategic documents to guide their work.

Direct or indirect impacts of decisions:

This position will be involved in providing information and advice to cross-ministry partners on priority cross-ministry projects and initiatives. The decisions made will have impacts on the design and delivery of high-stake policy projects and also on Education's mandate and business plan. Failure to have the appropriate policies in place could impact the quality of student education, diminish student achievement, and increased Ministerial liability.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL

- Manager (daily) and other Policy Analysts (daily) to exchange information; planning and project management; grant and contract management; collect, maintain, and analyze data; contribute to issues resolution; collaborate on initiatives and projects; and, identify opportunities for collaboration.
- Other division managers (weekly), and support staff (weekly) to exchange information; resolve issues; clarify applicable policies, guidelines and processes; provide recommendations and advice; participate in working groups; and collaborate on initiatives.
- Director (weekly) and Executive Director (as required) to provide information, assist in the development and completion of assigned initiatives and projects and support issues identification and resolutions.
- The position plays a key role in educating ministry staff with respect the policy development process; how to think more strategically; the key questions that decision-makers typically ask; ministry and Government of Alberta policy protocols; the importance of evidence, policy neutrality and accountability to Albertans; and adopting a "big picture", integrated approach in their work.

EXTERNAL

- Cross-ministry sectors and divisions (as necessary: namely, Advanced Education; Mental Health and Addictions; Health, Children's Services; Seniors, Community and Social Services; Justice; Tourism and Sports) to exchange information; resolve issues; initiate and complete collaborative projects.
- Other external stakeholders (as necessary) to exchange information, provide advice and resolve issues relating to program operations, strategic initiatives/projects, and Alberta Education policies, resources and

guidelines.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Bachelor's degree required, Master's degree preferred in a related field such as political science, public policy, public administration or Education in order to provide the analytical and conceptual thinking abilities required for this role.

Minimum of three years experience in two or more facets of public policy development and coordination (e.g., issue identification, research and analysis, options development, consultation, decision-making, implementation, evaluation/performance measurement).

The incumbent Policy Analyst should have:

- Strong interpersonal and relationship building skills to facilitate working with others and help lead groups, projects and initiatives, and to build a collaborative network across the government and externally;
- Excellent written communication and presentation skills to communicate highly technical issues in simple (non-technical), clear language in a meaningful way to different levels of audience;
- Demonstrate good judgment that weighs the analytical evidence before making recommendations and assesses the sensitivity of information requests.
- Knowledge and experience with stakeholder engagement; and
- Strong research and analytical skills.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none">• Plans for how current situation is affected by broader trends• Integrates issues, political environment and risks when considering possible actions• Supports organization vision and goals through strategy• Addresses behaviours that challenge progress	A clear understanding of the context in which policy is being made and how it impacts policy decisions, including Government of Alberta priorities and overall directions; election cycles, cabinet processes, caucus and how legislation is enacted; budget and business planning processes, and the fiscal and business implications of policies; issues and events that are occurring at local, national and international levels; existing legislation and how it may limit or impact policy options. Knowledge of circumstances particular to Alberta

			<p>education administration and governance (e.g., demographics, configuration of schools and school board jurisdictions) and education delivery (e.g., programs of study, teaching quality standards, classroom conditions, learning and teaching resources, student assessment, technology) are essential to a comprehensive understanding of policy issues, implications and options.</p> <p>The position is also expected to follow and understand emerging trends in national and international policy, and use this knowledge to be proactive and ensure that policy development addresses longer-term contingencies.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>This position requires strong project-management skills to deliver outcomes on dynamic timelines, including outcomes being changed mid-stream.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>The development of strategic relationships with an extensive network of colleagues within the department and the ability to influence cross-divisional, cross-ministry and cross-discipline committees is paramount. An example of this is the drafting of Memorandums to Cabinet, which involve synthesizing input from a multitude of internal and external sources as well as key GoA</p>

			contacts such as the Policy Coordination Office (Executive Council)
Build Collaborative Environments	○ ○ ● ○ ○	<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 • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>This position requires the ability to anticipate and respond to other parties' interests and concerns, seek win/win solutions, and develop alternative approaches when required information and/or resources aren't available.</p> <p>The position must have strong negotiation/ arbitration/conflict resolution skills to resolve differing opinions and conflicts between business unit experts as to the content and form of the Guide to Education as well as in dealing with issues and conflicts between diverse team members on cross-ministry/departmental policy project teams.</p>