

Working Title Policy Analyst	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry

Present Class	Requested Class Program Services 3
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Dept ID	Program Code	Project Code (if applicable)

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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager, Strategic Policy Development, this position is responsible for supporting the Strategic Policy and Planning Branch’s key policy research function, to effectively inform strategic policy development and government decision-making. This position supports policy development by conducting research, drafting briefing materials and reports, planning and supporting projects and undertaking various other policy related activities required in the Branch. Work is done in collaboration with other Community and Social Services divisions, cross ministry partners and other external partners as required.

This position is particularly responsible for ensuring there is awareness of emerging policy issues and directions related to the Ministry’s Strategic Mandate, that actions are coordinated, and that appropriate input is provided in the development of new policies. The work is highly time intensive, with comprehensive policy research required to support multiple concurrent initiatives and information requests under tight timelines.

Key areas of work include:

- Coordinating policy research activities including scanning, applied research, cross-divisional/cross-ministry information gathering, and synthesis/analysis.
- Providing policy analysis and advice as it relates to program policy.
- Build collaborative relationships which are supported, maintained, fostered and enhanced.

This position will support the Ministry's capacity to deliver on strategic services work on priority mandate, platform and legislative commitments. The position is guided by policy development principles which include collaboration, cross-divisional approaches, consistency, flexibility, strategy and capacity building.

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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Provide leadership at the analyst level to the branch in support of government priorities and Community and Social Services programs to improve program policy.

1. Coordinate policy research activities including scanning, applied research, cross-divisional/cross-ministry information gathering, and synthesis/analysis.

- Conducts a range of information gathering, using applied research techniques to identify emerging issues
 - Engage in environmental/jurisdictional scanning and prepare materials that succinctly synthesize information.
 - Conduct literature reviews using the Internet, libraries and other relevant resources

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- applied research, cross-divisional/cross-ministry information gathering and synthesis/analysis required to support policy priorities and/or to respond to information requests from a range of sources (e.g. Deputy Minister, Minister, cross-ministry initiatives, etc.).
- Supports Senior Analysts or Management on specific research projects to be used as a basis for policy issue framing, policy development or review.
- Research, analyze and prepare briefing notes and reports on a range of policy issues and on topics of relevance to the ministry
- Analyzes various sources of information and prepares reports with recommendations.
- Interprets literature, research findings, reports and recommendations of relevance to Division.
- Takes into account relevant research, including how other jurisdictions are addressing the same or similar problems and program/policy issues, and provides input to other jurisdictions on how Alberta is dealing with issues.
- Identify, evaluate and determine appropriate data sources and information pertaining to training and policy issues obtained from diverse sources, including policy documents, research reports and academic journals to research policy issues; conduct analysis and integration of data.
- Prepare written reports and oral presentations on completed research projects and other Branch assignments following Divisional Standards,
- Provide analysis of various options for policy, programs and promising practices.

2. Provide policy analysis and advice as it relates to program policy.

- Policy Framing
 - Provides advice and analysis on a range of policy issues.
 - Incorporates the views of other departments/divisions/branches in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery implications.
- Policy Review/Development:
 - Provides supports on policy projects as directed, including review of an existing policy or new policy proposals.
 - Develops coherently argued, logically presented materials in a timely manner.
 - Prepares briefing material and correspondence for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister.
 - Participates on internal, cross-ministry and cross-government committees, when applicable.
 - Assist with project planning activities for research and policy development projects including: defining scope of the initiatives to be undertaken, defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies and preparing communication plans.
 - Draft project proposals and project charters, requests for proposals, request for qualifications and work plans.
 - Participate in other project-related activities as required such as: preparing business case/proposals, identifying stakeholders, monitoring project progress, tracking project deliverables, and preparing briefings and updates on projects progress.
- Policy Capacity and Coordination:
 - Provides input and/or advice regarding proposed changes to programs or initiatives within the Ministry.
 - Provides accurate information on policy issues or projects in a timely manner.
 - Prepares briefing materials for senior management.

3. Build collaborative relationships which are supported, maintained, fostered and enhanced.

- Create partnerships with Program Delivery divisions and cross ministry partners to ensure collaboration and effective policy development and implementation.
- Maintains a network of positive relationships with key stakeholders, including division staff, other government departments and community organizations, to develop innovative strategies to facilitate a creative, partnership approach to social policy issues impacting the unit.

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- Develop and maintain positive working relationships with branches, other Ministry divisions and regions and other GOA ministry partners in achievement of common outcomes;
- Coordinate activities and meetings within the unit/branch/division as well as with the external stakeholders to consult on policy issues and/or share research findings.
- Support various aspects of stakeholder and public consultation including conducting needs assessment Identify opportunities and develop and coordinate plans to increase the awareness and understanding of performance measures among staff and stakeholders.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position contributes to all components of research projects, policy development and initiatives assigned to/undertaken by the unit, independently or as a team member. This position is a key resource for strategic information, obtained through research, environmental scanning and analysis that have the potential to affect the direction and operations of the Ministry.

The work of this position requires a high degree of flexibility and allows considerable initiative in determining the most effective means of achieving desired results. This position demonstrates integrity and creativity when coordinating complex research projects, and the ability to effectively analyze diverse viewpoints and develop valid recommendations when reviewing and evaluating policy options.

The work of this position also requires interaction and effective working relationships with staff across the department and a wide variety of stakeholders to gather input. Major partners and stakeholders include: departmental staff; departmental and interdepartmental committees; intergovernmental committees; external clients including training providers and community-based social agencies, associations and consultants.

In addition to understanding the varied legislation/regulations related to Community and Social Services issues, this position must also be aware of the complex interrelationships between many portfolios of Community and Social Services.

The role impacts policy through provision of scanning, research and analysis. The role influences the work of service delivery partners.

The role deals with:

- Staff and managers in the unit, division and throughout ministry on issues related to Community and Social Services policy.
- Staff and managers in other departments.
- Other governments, community organizations and other stakeholders on an ongoing basis as part of the efforts to develop effective partnerships.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

KNOWLEDGE AND ESSENTIAL SKILLS

Knowledge:

- In depth knowledge of issues pertaining to Community and Social Services policy.
- In depth and broad knowledge of legislation and regulations pertaining to Community and Social Services policy.
- Knowledge of related programs and developments in other jurisdictions.
- Knowledge of program evaluation processes.
- Knowledge of word-processing, spreadsheets, Microsoft Project, PowerPoint and Internet skills.
- Knowledge of government structures, processes and approval mechanisms.
- Broad knowledge of social programs.

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Skills:

- Strong written communication skills for the preparation of briefing materials and reports.
- Strong verbal communication skills for participation on committees.
- Strong conceptual, analytical and problem-solving skills. Ability to summarize and synthesize complex material. Ability to identify key issues and develop solutions.
- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.
- Political sensitivity and the ability to maintain a neutral and objective approach.
- Strong interpersonal and collaboration skills. Ability to work with others to coordinate information.
- Strong organizational skills, ability to work independently or as part of a team.
- Computer skills, including Internet research, Word, Excel, PowerPoint and Outlook.
- Experience in developing and analyzing social policy.

ACADEMIC BACKGROUND

An undergraduate degree in social sciences or related field, and related experience is required. Equivalencies considered.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Director – receive direction, review progress.

Other Divisional Management and Professional Colleagues – share information, provide research support.

Service Delivery Partners - to come to a shared understanding, to achieve desired outcomes.

Other Management and Professional Staff in other Divisions, Departments and Governments – obtain and share information.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

n/a

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

This position has been updated as a result of Ministry reorganization. The position is part of the Strategic Policy branch within the Strategic Planning, Policy and Quality Assurance Division.

There is recognition that there has been a shift in the policy infrastructure in Community and Social Services. Typically new mandates and support structures have been developed to lead high profile cross ministry and cross divisional priority initiatives, often requiring new work units, governance structures and resources. This is an opportunity to build on existing success in the policy division and establish a sustainable leadership capacity and skill set within Community and Social Services to close this gap and provide strategic oversight to these types of initiatives.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

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 Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.