

## Update

Ministry

Seniors, Community and Social Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Program and Policy Advisor

Current 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

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-03-07

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

As part of the Disability Services Division, the Disability Policy and Supports Branch partners with divisions across Seniors, Community and Social Services and other departments to provide policy and delivery support services to develop, implement and report on the Persons with Developmental Disabilities (PDD) and Family Support for Children with Disabilities (FSCD) programs. These programs provide coordinated supports and services to Albertans with disabilities and their families to enable their social inclusion, community participation and independence.

The Program and Policy Advisor is responsible for project management and advancing program and policy work associated with the review, evaluation and/or implementation of provincial disability services programs. The incumbent provides comprehensive and investigative research for the design, development and maintenance of programs, including legislative and regulatory changes. This policy support is provided both within the branch and external to the division. All work is conducted with the goal of ensuring the interests and priorities of the department and the Government of Alberta are effectively represented in projects and activities. The position may be required to support consultation with key stakeholders and take initiative to complete policy projects to accomplish outcomes as assigned.

The position's focus is research and analysis, development of recommendations and information material, as well as coordinating cross-divisional projects that have a narrow scope or strong precedent. Results achieved by this position will have influence on current department initiatives and future policy/priorities.

Issues are identified by elected officials, senior department staff, regional delivery services and/or program clients. The Program and Policy Advisor receives assignments and direction from the manager.

## Responsibilities

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

**1) Information, Analysis and Advice** - Policy development is supported by appropriate research and analysis.

The Program and Policy Advisor support policy development by:

- Supporting Senior Advisors (PS4s) or Management on specific research projects to be used as a basis for policy issue framing, policy development, or review.
- Provide analysis of various options for policy, programs and promising practices.
- Performing research of existing and proposed legislation, regulations and policies.
- Collating researched information into briefing notes, correspondence or other communication documents (e.g., cross-jurisdictional scan, reports, etc.).
- Raising awareness to the Manager if research uncovers emerging issues, along with proposed next steps.
- Determining potential implications for FSCD/PDD programs.

**2) Projects** - Policy development is supported by appropriate project coordination.

The Program and Policy Advisor supports policy development by:

- Leading task-oriented projects to resolve program issues where input of different areas of expertise is required.
- Arranging, coordinating, and recording stakeholder consultations with guidance from the Manager.
- Identifying, assessing, analyzing and reporting information and data relevant to projects.
- Assisting with project planning activities including: defining scope and goals, defining activities and resources, identifying risks and mitigation strategies.

**3) Content Development** - Policy development is supported by appropriate presentation of content.

The Program and Policy Advisor supports policy development by:

- Preparing briefing material and correspondence for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister.

- Synthesizing new and existing information from a variety of sources into summary documents.
- Consolidating information into formats that are effective for the intended audience (e.g., tables, infographics, PowerPoint documents).
- Using emails, discussion documents and briefing notes to provide ongoing communication and constructively articulate issues and calls for action to executives and decision-makers.

**4) Policy Engagement** - Programs are support by appropriate policy engagement.

The Program and Policy Advisor supports program by:

- Anticipating reactions to policy content and working proactively to mitigate concerns and clearly express program priorities.
- Representing program policy interests and works collaboratively at meetings and on committees or working groups with individuals from other divisions and/or departments, and/or stakeholders, in an advisory capacity.
- Influencing outcomes of projects that affect program policy by effectively positioning ideas and content.

**5) Leadership and Accountability** - The unit is a high-performing team, working toward a common goal of providing the best policy support for critical programs.

The Program and Policy Advisor cultivates leadership and accountability within the team by:

- Exercising appropriate judgment, within the framework of established protocols, when completing tasks.
- Fostering a culture of mutual trust and respect among colleagues and managers.
- Cultivating a strong commitment and ethic toward service excellence.
- Assuring appropriate maintenance and security of records, including appropriate disposition of transitory information.
- Ensuring assignments are delivered on time and meeting the requirements of management.

**Problem Solving**

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

**Key Relationships**

Major stakeholders and purpose of interactions:

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.