

## Update

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Current Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Forestry, Forest Stewardship and Trade Branch



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director SFIP

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-05-16

Responsibilities Added:

Supervision of PS3 Policy Analyst.

Reporting to Director Strategic Forest Initiatives & Policy, rather than PS5 Senior Policy Lead.

Responsibilities Removed:

None.

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Strategic Forest Initiatives & Policy Section, the Senior Policy Advisor provides leadership to Forestry Division in the policy development process consistent with Government processes and standards. It also provides divisional policy process, strategic foresight, and systems thinking expertise. The position actively collaborates with departmental legislative planners, and other policy

development specialists. The position is a lead contact between the department's Corporate Strategic Services (Legislative Services) Branch, policy analysts in other branches, divisions, and ministries. It aids in ensuring alignment of forest policy development with wider departmental and government-wide policy initiatives and with government policy standards.

## Responsibilities

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

**Policy Research:** Provide information, analysis, and advice that helps inform the design, control, implementation, and evaluation of forest policies and controls that support ministry goals. Strategic foresight principles used. Activities include:

- Identification or foresight of emerging environmental issues and trends in forest policy and their potential impacts on existing policy tools.
- Identification of significant public sector forestry policy shifts and identify those that may have an impact on forest policy and governance.
- Research of forestry policies, practices, and policy controls in other jurisdictions.
- Analysis and evaluation of data and other information on forestry policy from a variety of sources (e.g. academic journals, administrative publications, government studies, books, newspapers).
- Coordination and response to requests for information about complex applications of forestry policies and programs from other divisions, ministries, jurisdictions, and stakeholders.
- Adapting research priorities in response to changing realities, political climate, environmental pressures, social context and economic drivers as they pertain for forestry policy options.
- Liaison with other jurisdictions to keep up to date with recent forestry policy development options

**Policy Design.** Develop recommendations and options to identify alternate courses of actions and their implications for forestry policies in each component of the adaptive policy process cycle. System design principles used. Activities include:

- Lead in the development of departmental positions on forestry management issues and provide advice and input into the development of a provincial policy agenda on forest management and forest industry development.
- Provide project leadership on forest policy projects, research/compare other jurisdictional requirements, and assume supports the writing comprehensive position papers, policies and standards.
- Leads the development of research reports, position papers, and other types of documents on forestry issues, policies, and programs by compiling, reviewing, and summarizing economic, social, and technical data and relevant information.
- Coordinate the identification and development of innovative policy tools and options in addition to or in place of traditional regulatory mechanisms. (e.g. market-based instruments, education and engagement, social license)
- Collaborate with other branches, divisions, ministries, and governments in conducting research and analysis to develop thorough and consistent forestry related policies.
- Lead and/or facilitate multi-stakeholder committees, workshops, and initiatives that provide opportunities for public and stakeholder input into the policy development process.

**Policy Control.** Coordinate and integrate information on forestry policy tools to support and align with formal planning and decision making. Activities include:

- Consult and collaborate with departmental and other government staff to coordinate, integrate, and align with existing policies, frameworks, and formal plans to develop thorough and consistent forestry policies across the Government of Alberta. (e.g. assess options and implications for management limits/ thresholds/ targets in forest management)
- Ensures that consultation and collaboration with area/operational staff to integrate, align and develop policy options with operational practices such as approvals, codes of practice, and other legislative tools that meet both industrial and governmental operating needs and efficiencies.
- Coordinate resourcing options within GoA, industrial players, and industrial associations to leverage departmental resource for policy projects.
- Ensure that policy research results are communicated to stakeholders and the public in accordance with departmental policies, procedures, and practices.
- Develop and oversee the establishment of process and protocol for a robust and adaptive policy cycle. (i.e. ensuring training, monitoring, data management, evaluation, reporting and governance structures and accountabilities are in place and functioning to assess policy performance)

**Policy Evaluation:** Develop and maintain policy-related information for the department and provide updates on the status and effectiveness of the forest management policy controls in Alberta. Activities include the following:

- Support the development and reporting on Departmental performance measures as they relate to forest management objectives.
- Develop status/profile reports on strategic forestry policy, including inter-provincial comparisons, trends in cost and adoptions, and the impact of policy decisions on economic, ecological and environmental outcomes.
- Develop and recommend strategies and adaptive measures to assure policy outcomes are being met.

**Policy Education/Communication:** Develop key messages to communicate the policy options for forestry policy in Alberta that will inform the policy agenda so individuals understand policy issues, intent, concepts, and Alberta context. Provide specific messages to clarify and correct any misinformation about intent, policy content or potential consequences of proposed policy options.

- Develop a forest policy agenda to support Forest Stewardship and Trade branch in achieving its strategic and operational policy needs. Liaise with Wildfire Management Branch policy leads to align and integrate policies that cross wildfire and forest management subject areas.
- Support the Assistant Deputy Minister's office ensuring that the forestry policy direction is clearly communicated internally and externally.
- In collaboration with section staff, determine and collaboratively implement appropriate levels of engagement for both issue-specific and ongoing relationship building with the organizations and individuals interested in, affected by or influencing forestry policy, including industry players, academia, research organizations and public interest groups.
- Aid in the preparation of action requests and briefings in response to Minister/DM/ADM requests
- Lead the provision of education and information sessions within the department, and for other Ministries and stakeholders regarding forestry policy options being consulted.
- Participate in Forest Stewardship and Trade operational and strategic long-range policy development and implementation plans

**Policy Capacity:** enhance policy capacity in the ministry by:

- Participating in Agriculture and Forestry Ministry policy capacity initiatives.
- Developing and maintaining the Division's Policy Development SharePoint site and standardized policy-related tools and resources (e.g. guidelines, templates, etc.).
- Representing the Division in corporate policy capacity building initiatives.
- Foster an atmosphere of creativity, innovation, professionalism and integrity among policy staff to ensure excellence in service delivery.
- Providing mentoring and leadership to policy staff to assist them in developing their competencies and guiding them, as needed, on policy projects.

**Collaboration:** build collaborative relationships which are initiated, supported, maintained, fostered and enhanced by:

- Proactively developing and maintaining positive working relationships with branches, divisions and other departmental partners in achievement of common outcomes.
- Building and maintaining a network of positive relationships with key stakeholders, including division staff, to identify innovative strategies to policy coordination and capacity building impacting the department's programs.
- Providing advice regarding proposed changes to programs or initiatives within the department.

## Problem Solving

Typical problems solved:

The Senior Policy Advisor provides comprehensive policy development services, including policy analysis, and project management to inform planning and development of operational and program policies and legislation pertaining to Forestry Division's mandate. Strategic foresight and systemic design principles will be employed for problem solving . This position is a key resource to support the coherent and collaborative development of Forestry policy options that meet stakeholder needs.

The recommendations and advice of the Senior Policy Advisor will drive the design and developmental pathways of Forestry policy development plans that directly affect government, industry, and Albertans. The issues in the Forestry arena are diverse, complex and often politically sensitive. This position is expected to maintain a broad view of Policy

process, tactical tools and project management that will inform and guide policy development within the Forestry policy portfolio.

This position collaborates with staff throughout the Department when identifying issues; clarifying impacts of various policy and legislative options; providing planning and decision-making process advice; and developing input and recommendations for the consideration of decision makers. There is an expectation that all information and associated analysis provided by the Senior Policy Advisor is accurate and sufficient to enable efficient and appropriate policy development and that approved processes are adhered to. This position demonstrates initiative and creativity when coordinating complex projects across multiple Forestry disciplines and beyond. Reviewing and evaluating policy options

Types of guidance available for problem solving:

Guidance from leadership team, from colleagues/peers, from other policy staff within ministry or GOA, existing documentation, and training (formal and informal).

Direct or indirect impacts of decisions:

Time savings or delays in terms of approval processes, efficiency of policy approvals and policy development process, improvement to functioning of divisional staff as related to policy development or policy implementation. Improved stakeholder relations as related to effective policy systems.

## Key Relationships

Major stakeholders and purpose of interactions:

Directors and key staff within the Forestry Division and the Assistant Deputy Minister's office. Staff in the Legislative Services section within Corporate Strategic Services Branch, and Environmental Law Section of Justice and Solicitor General. Forest industry stakeholders, non-government organizations, municipalities, Indigenous communities, and public of Alberta to inform appropriate policy development of public resource.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Undergraduate degree in any of public policy, social sciences, public admin, business, or natural resources

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

Experience with (any order of) government in policy related role, and excellent communication and project management 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 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>	Understand the ministry's strategic policy and legislative goals, current state and future direction of the organization, integrate issues with political environment and risks when considering possible legislative actions, and understand changing circumstances and priorities within Division, ministry and the GOA.

Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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>	<p>Establish and maintain strong collaboration partnerships within Division, ministry, GOA, other governments, and non-government to develop sound legislation. Seeks to improve engagement approaches tailored to stakeholder perspectives and Division priorities.</p>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <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>	<p>Analyze, evaluate and synthesize policy options to provide advice when developing legislation/ policy and presenting it for approval. Generate debate and ideas on how to solve problems, while mitigating risks, and bringing together the right people into discussions.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <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>	<p>Maintains situational awareness of political environment, current affairs, stakeholder concerns, and global challenges/shifts - using these to inform policy agenda direction for Division. Establishes process for continual assessment and improvement. Encourages a solutions-focused attitude in working team.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of</li> </ul>	<p>Maintains situational awareness of political environment, current affairs, stakeholder</p>

		resources to monitor own performance standards <ul style="list-style-type: none"> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	concerns, and global challenges/shifts - using these to inform policy agenda direction for Division. Establishes process for continual assessment and improvement. Encourages a solutions-focused attitude in working team.
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## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

## 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.

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Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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