

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Current Class

Requested 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****Job Purpose and Organizational Context**

Why the job exists:

The Childcare Transformation (CCT) Branch leads the planning, development, and management of Alberta's childcare transformation, including the implementation of the \$3.8 billion Canada–Alberta Canada-Wide Early Learning and Child Care (CACWELCC) Agreement. The Branch advances the Ministry's goal of building an affordable, accessible, high-quality childcare system for Alberta's children and families.

Reporting to the Manager, Childcare Transformation Strategy and Policy, this position plays a key role in supporting early learning and childcare policy development, funding model design, and system transformation initiatives. This position supports broader early childhood development and childcare policy issues and their impacts on parents, delivery partners, and children's development and well-being.

As part of a collaborative team, the position provides timely, accurate, and evidence-informed advice to support Branch priorities. This includes analyzing emerging trends, research, stakeholder perspectives, and jurisdictional approaches to inform recommendations and policy direction. The role supports the development and implementation of the Early Learning and Child Care funding (ELCC) model through drafting decision documents, preparing briefings and reports, assisting with change management, conducting research, and coordinating project activities.

The position supports complex strategic initiatives, often requiring the identification of options, risks, implications, and supporting evidence to guide decision-making and may support engagement with internal and external stakeholders to gather insights to transform the early learning and childcare sector.

## Responsibilities

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

### **Provide Policy Advice on Child Care Transformation**

- Conduct research and analysis on high-profile, strategic, and operational policy and program issues related to child care transformation.
- Develop decision packages and policy proposals for Ministerial and Cabinet consideration.
- Provide strategic, and evidence-informed advice to senior leaders and staff on policy options, emerging issues, and implications.
- Assess how best to achieve policy objectives by reviewing approaches in other jurisdictions, considering stakeholder perspectives, and evaluating feasibility and impacts within the Alberta context.
- Monitor emerging issues, report on potential risks and opportunities, and recommend actions to support timely and effective policy responses.

### **Provide Research and Analysis support**

- Provide research and analysis to inform child care transformation policy, including identifying and synthesizing emerging issues.
- Conduct research, environmental scans, and monitor trends and best practices from other jurisdictions to support evidence-informed decision-making.
- Collect, analyze, and interpret data to inform policy options, while identifying data gaps and opportunities to strengthen evidence quality.
- Develop integrated policy responses and recommendations, assessing short- and long-term impacts on key stakeholders and the broader child care sector.
- Contribute to continuous improvement initiatives to strengthen the child care system.
- Prepare clear and accurate briefing materials, reports, communication materials, and presentations tailored to diverse audiences.

### **Draft Policy Documents, Presentations, and Briefings**

- Draft clear, well-structured policy documents, briefing notes, decision requests, and recommendations that support informed executive decision-making.
- Translate complex information into concise key messages, ensuring accuracy, strategic alignment, and sensitivity to diverse audiences.
- Develop presentations and communication materials that effectively convey policy issues, options, and implications for senior leaders and stakeholders.
- Synthesize research, data, and stakeholder input into coherent policy narratives that outline risks, benefits, and implementation considerations.
- Ensure all written products adhere to government standards, incorporate evidence-based analysis, and support transparent and accountable policy development.

### **Supports Stakeholder Engagement**

- Support the stakeholder engagement team in coordinating and facilitating internal and external engagement activities.
- Assist the stakeholder engagement team in preparing for, coordinating, and organizing internal and external engagement activities related to child care transformation.
- Support the development of engagement materials, including agendas, discussion guides, presentations, and summary documents.

- Document stakeholder input accurately and synthesize themes to inform policy development and decision-making.
- Help track issues, questions, and feedback from stakeholders to ensure timely follow-up and consistent communication.
- Contribute to post-engagement analysis by identifying key insights, risks, and opportunities emerging from stakeholder discussions.

### **Project and Contract Management**

- Take a project management approach to ensure complex policy initiatives have clear deliverables and timelines, that their complexities and critical paths are identified and understood early, and that accountabilities are clearly delineated.
- Lead contract management if necessary in support of the child care transformation.

### **Problem Solving**

Typical problems solved:

As an integral part of the Childcare Transformation team, the Senior Policy Analyst will work closely with the Manager, Branch staff and other program areas to deliver on their work. The position receives direction from the Manager, and must deliver on requests in a timely and accurate manner. Requests and tasks can cover a diverse range of topics related to childcare transformation and early learning and childcare.

The Senior Policy Analyst must possess organizational awareness, corporate knowledge and understanding of the early learning and childcare work, as well as the ability to build strong working relationships across divisions to be able to access key information, address issues and deliver on projects.

This position requires that the incumbent be able to analyze issues, identify solutions, and manage projects to ensure the work produced is current and relevant. The Senior Policy Analyst must maintain confidential information, possess strong political acumen, excellent written and verbal communication and professional judgment in all aspects of the position's work.

Critical thinking is required to identify issues and gaps when analyzing information and subsequently make recommendations and provide advice to the Manager.

Types of guidance available for problem solving:

Problem solving skills based on experience, research, consulting with the Manager, branch staff and colleagues, and taking an innovative approach to solution seeking. The incumbent must be able to navigate challenging issues tied to the transformation and support the coordination of complex policy projects.

Direct or indirect impacts of decisions:

Information needs and issues cover a diverse range of topics related to early learning and child care. This position receives overall direction from the Manager, Transformation Strategy and Policy to provide policy recommendations and requested information and responses as necessary to the Executive Director, ADM, DM or Minister in a timely and accurate manner. The Senior Analyst works with other managers, policy staff, directors to navigate challenges and find solutions to problems, this includes working through issues with the other manager in the unit.

### **Key Relationships**

Major stakeholders and purpose of interactions:

**Manager/Director:** Daily interactions for feedback, direction and guidance.

**Internal Unit(s) Team:** Daily. Collaborate, cooperate, information sharing, issues resolutions, advice, support, direction and coaching.

**Other branches/divisions:** Weekly. Collaboration, cooperation, information sharing, issues resolution.

**Other government departments:** As needed. To coordinate cross-ministry information request and assignments.

## 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:

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

### Education and Experience

- University degree in related field (such as, but not limited to, Social Sciences, Business, Public Administration, Commerce, Economics, or Statistics), plus 4 years progressively responsible related experience; or equivalent.

### Preference will be given to those who have experience in:

- Knowledge of Alberta's Child Care framework and major child care initiatives.
- Reading, reviewing and interpreting legislation, regulations, policy, and standards.
- Ability to communicate complex concepts using clear succinct language and plain English writing.
- Ability to coordinate and synthesize information in a rapidly changing environment.
- Developing, evaluating, implementing policy initiatives, programs, and services.
- Demonstrated experience building effective partnerships when working with multiple internal and external stakeholders. Capacity to develop shared understanding and outcomes through facilitation, consultation, consensus-building and conflict management.
- Strong organizational skills, with ability to manage multiple, diverse, complex, and sensitive assignments within fixed timelines
- Strong team and interpersonal skills, ability to promote teamwork, collaboration, and partnership.
- Communication skills and training on difficult conversations, facilitation, leadership, etc.
- Strong planning, analytical, issues management and consultative skills.
- Ability to work independently, be proactive and take initiative
- Excellent verbal and written skills.

### Knowledge

- Knowledge of structure and operations of the Ministry.
- Knowledge of Ministry, divisional and government strategic business plans.
- Knowledge and government related policies, processes, legislation, and policy development cycles including implementation.
- Knowledge of project management best-practices
- A good understanding of the principles and practices of public administration and of the operations of the Alberta government with respect to decision-making, legislative planning, financing, contracting processes and practices, human resources, etc.

### Problem Solving

- Strong critical, analytical, and problem-solving skills are needed.

### Relationship Building

- Ability to work effectively on project teams, both as a leader and a member;

- Ability to work across ministry programs areas and stakeholder groups;
- Strong verbal and written communication skills are required;
- Ability to weigh multiple needs to maximize results and achieve best solution; and
- Ability to shift priorities to meet changing demands and timelines.

**Experience in areas such as policy development; project implementation; strategic analysis; project management; and change management.**

### 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		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	Agility and creative problem solving are key in this role; proactively identifying ways to improve work processes and remain composed in stressful situations is critical.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <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>	The incumbent will take on a wide variety of projects and be accountable, and trustworthy to ensure accuracy, quality work including meeting sometimes aggressive deadlines.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	The incumbent will build relationships with internal and external stakeholders to understand impacts, develop future projects and maintain positive relationships.

Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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>	<p>The incumbent will support development of major projects essential to supporting an entire sector's transformation. Understanding of the implications of policy decisions on specific stakeholder groups, and the ability to anticipate issues in advance and identify strategies to address them is essential.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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>The Childcare Transformation branch leads the strategy for Alberta's early learning and childcare transformation. The incumbent must be innovative and responsive in solving problems and developing pathways for change. This work is complex and non-linear in nature and the incumbent must find ways to navigate through to achieve results.</p>
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify areas of improvement</li> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	<p>This incumbent will utilize the opportunities to build a childcare system in Alberta as an opportunity to grow in their APS career through regular development, leveraging strengths and incorporating feedback from Manager, Director and the team for their personal development.</p>

### Benchmarks

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

02PS40 - Research and Policy Analyst, Advanced Education

## 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

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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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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature