

New

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

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:

This is a critical position to provide strategic engagement support for Technology and Innovation.

Engagement with domestic, intergovernmental and international stakeholders is a key priority to ensuring provincial jurisdiction is maintained, provincial perspectives and initiatives are advanced and that there is an aligned and consistent approach to strategic engagements both within Canada and globally.

Within the Innovation, Privacy and Policy Division, the Privacy, Policy and Governance Branch enables government transparency and accountability by delivering enterprise and department policy and program services for content management, data, privacy, technology and access to information. The Branch also enhances the strategic capacity of the department and the integration of data, content, technology, access to information, and privacy initiatives across the department. Core to this function is leadership on high-priority department initiatives. The Branch provides strategic and proactive policy coordination and strategic engagement planning and advice, to support department priorities and business outcomes.

The Strategic Policy Services unit has two core teams: Strategic Engagement Team and Policy and Legislative Coordination Team. The Strategic Engagement Team is responsible for strategic engagement advice and services for Executive and Minister-level engagements, including intergovernmental and international relations. The Policy and Legislative Coordination Team is responsible for the strategic

coordination of the department's policy and legislative agenda.

Reporting to the Manager of Strategic Engagement, the Senior Policy Analyst is accountable for supporting the integration of strategic engagement advice across the department. This includes leading and supporting international and intergovernmental relations, liaising with program areas and key partners across the government (Executive Council - Intergovernmental and International Relations), and working closely with external stakeholders in the technology and innovation ecosystem to advance department priorities. To be effective in this role, the position must collaborate across the department and with other ministries to ensure executive level engagement and international and intergovernmental relations are strategic and aligned. The position must also have strong time-priority management, attention to detail and communication skills as the work often operates under tight timelines.

The Senior Policy Analyst has a critical role in supporting planning, analyzing and making recommendations to Minister and Deputy Minister on engagements and intergovernmental and international relations. The position works closely with the Manager, Director, program areas, other departments, and Executive Council to implement a strategic approach to the department's strategic engagement. The Senior Policy Analyst has a critical role in supporting mission planning and implementation. All work is conducted with the goal of ensuring the interests and priorities of the department are effectively represented.

Responsibilities

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

Plan and implement a strategic engagement approach in international and intergovernmental relations.

- Work with program areas to develop strategic engagement plans and inform in-market engagements for Minister.

- Coordinate with colleagues in Intergovernmental and International relations to ensure government perspectives and priorities are appropriately considered.
- Maintain and coordinate updates to intergovernmental and strategic engagement trackers.

Provide mission planning services for the Minister and Deputy Minister.

- Prepare travel approval packages.
- Prepare briefing packages.
- Travel logistics as appropriate.
- Work collaboratively with program areas to prepare materials.

Lead the preparation of briefing materials related to the department's intergovernmental and international engagement.

- Research and analysis with minimal supervision, including environmental scanning and issue identification.
- Preparing briefing notes, action requests, meeting agendas, meeting notes, presentations and other briefing materials that may be required.

Develop and maintain effective working relationships across the department, government and externally to ensure alignment with strategic engagement outcomes.

- Develop working relationships with International and Intergovernmental relations to ensure content and approach to engagement is aligned with GoA policies, standards and protocol.
- Work with Communications to ensure key messages and communication are aligned.
- Share information and identify issues in a timely manner.
- Collaborate within and across teams to deliver strategic and integrated deliverables.
- Build and maintain relations with external stakeholders (Invest Alberta, Alberta International Offices, Canadian embassies and consulates, tech and innovation sector, research institutions, etc.) to advance mutually beneficial outcomes for department's strategic engagements.

Problem Solving

Typical problems solved:

To ensure engagement and mission planning and implementation is strategic, integrated and aligned with department priorities, a wide variety of skills are required, including strong relationship building skills,

analytical and research skills, communication skills, collaboration and strategic problem solving skills.

This position requires the ability to identify fundamental questions related to engagements and to the broader strategic intent expressed by the department and government.

Challenging situations faced by the position include:

- Analyzing information and perspectives from multiple sources;
- Working under tight and fast-paced timelines;
- Proactively identifying and resolving timing problems;
- Developing effective systems and processes to ensure details are addressed and contingencies identified during mission planning .

Types of guidance available for problem solving:

Resources include Manager, Director, colleagues within the team, branch, other ministries, and International and Intergovernmental relations.

Direct or indirect impacts of decisions:

This position is accountable for developing and advising on engagements for the Minister and Executive, including informing a strategic approach to advance department business outcomes. Decisions made by the Senior Policy Analyst could impact key stakeholder, intergovernmental and international relations.

Key Relationships

Major stakeholders and purpose of interactions:

Manager - provides direction and guidance on day to day work.

Program areas across the Ministry - provide input to inform the unit's work.

Contacts in Intergovernmental and International Relations and other Ministries - support alignment on government priorities and policies as well as provide input to the unit's work.

Key External Stakeholders - support alignment with government priorities and engagement on mutually beneficial outcomes.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political science, public policy, business administration, intergovernmental relations.

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

This position requires:

- knowledge and experience with stakeholder engagement;
- strong interpersonal and relationship building skills to build a collaborative network across the government and externally;
- excellent written communication and presentation skills to convey complex information in a meaningful way to different levels of audience;
- strong research and analytical skills.

Assets:

- experience with mission planning and intergovernmental and international engagement;
- understanding of technology and innovation ecosystem, including Alberta priority sectors and trends.

Education

- Bachelor's degree in a related discipline and four years related experience. Equivalences will be considered.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Ability to make connections between government priorities, intergovernmental and international issues and the department's business priorities.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Ability to work in fast-paced and complex environment under tight timelines.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Ability to build strong working relationships with colleagues across the department, government and externally to support advancing the unit's deliverables.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Focuses on delivery of high quality materials to support comprehensive engagements with key stakeholders; ability to advance the department's perspectives.