

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Policy Analyst provides analysis and research services for the design, development and maintenance of programs, including legislative and regulatory changes. All work is conducted with the goal of ensuring that the interests and priorities of the department are effectively represented in projects and activities. The position takes initiative to complete policy projects to accomplish outcomes as assigned.

The position's focus is on informational research and analysis, as well as development of recommendations and information material. Results achieved by this position will have influence on current department initiatives and future policies/priorities.

Issues are identified by elected officials, senior department staff, program staff, provincial and municipal police services, police commissions or committees, and other internal and external stakeholders with an interest in public safety. The Policy Analyst receives assignments and direction from the Manager of Strategic Policy.

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 Policy Analyst supports policy development by:

- Performing basic research of existing and proposed legislation, regulations and policies.
- Collating researched information into basic briefing notes, correspondence or other communication documents.
- Raising awareness to the supervisor if research uncovers emerging issues, along with potential next steps.
- Keeping updated and informed on department issues.

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

The Policy Analyst supports policy development by:

- Leading narrow, task-oriented projects where input of different areas is limited.
- Arranging, coordinating, and recording project consultations as directed by project leads.
- Identifying, assessing, analyzing and reporting information and data relevant to projects.

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

The Policy Analyst supports policy development by:

- Synthesizing existing information from a variety of sources into summary documents.
- Consolidating information into formats that are effective for the intended audience.
- Using emails, discussion documents and briefing notes to constructively articulate issues and calls for action to the supervisor.

4. Policy Engagement - Programs are supported by appropriate policy engagement.

The Policy Analyst supports programs by:

- Anticipating reactions to policy content and working proactively to mitigate concerns and clearly express strategic priorities.
- Gathering information at meetings and working groups and framing the information within the context of the department's interests.
- Articulating to the supervisor potential aspects of projects that may impact the department's strategic initiatives.

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 Policy Analyst cultivates leadership and accountability within the team by:

- Exercising appropriate judgement, 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 meet the requirements of management.

Problem Solving

Typical problems solved:

The Policy Analyst is responsible for producing appropriate outputs within their scope of accountability. This position is accountable for:

- Providing advice to management on policy questions where the advice is reviewed;
- Ensuring projects are effectively coordinated;
- Developing content in an appropriate format;
- Effectively articulating advice/information;
- Using appropriate judgement to achieve desired outcomes.

The information and advice provided by the Policy Analyst will influence current department initiatives, the design, development and maintenance of future policies and programs, as well as future strategic priorities.

Desired outcomes are clearly outlined.

- Problems are known, solutions are unknown.
- Thinking is guided by clearly stated objectives, practices and precedents.
- The Analyst must determine the best approach to achieve assigned results.

The Policy Analyst's judgement generally determines how specific objectives are accomplished, with solutions often found with the body of knowledge and experience.

Types of guidance available for problem solving:

The Policy Analyst's judgement generally determines how specific objectives are accomplished, with solutions often found with the body of knowledge and experience.

This position works within the parameters of established legislation, policies, plans and guidelines. Management provides guidance in determining how responsibilities are performed, including reviewing work for quality of analysis. The timelines and comprehensiveness with which services and information are provided is critical.

The Manager of Strategic Policy and senior staff in the branch are available to provide advice and direction to the Policy Analyst.

Direct or indirect impacts of decisions:

The focus of the Policy Analyst is to perform research and analysis and develop recommendations and information material on a broad range of issues that may affect the direction and operations of legislated programs within the department. Strategic policy issues are diverse, complex and often politically sensitive. Matters of public safety impact every Albertan in every community across the province.

Key Relationships

Major stakeholders and purpose of interactions:

Primary contacts (daily):

- Manager - Strategic and tactical direction, immediate supervisory direction and project assignment.
- Branch staff (including other work units) - Information source, team-based projects, input/suggestions.

Secondary contacts (frequent):

- Director - Strategic direction and information source.
- Other divisional/departmental staff - Input, suggestions, ideas and information.
- Policy analysts in other departments - Share information as appropriate.

Other contacts (infrequent):

- Executive Director - Strategic direction and information source.
- ADM Office staff - Specific direction/information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Humanities, social sciences, law, public administration, other degree with research and writing

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

The position requires the following:

- Undergraduate degree
- Experience in public policy analysis

Knowledge of:

- Policy development cycle
- Ministry business plan
- Political environment within which the Ministry operates
- Government decision-making processes

Theoretical knowledge of:

- Legislation/regulation/policies of relevant programs
- Research methodologies, data analysis, recommendation preparation
- Government structures and procedures
- Project coordination strategies
- Department/divisional objectives
- Socio-economic, political and poverty-related issues

Ability to:

- Think strategically and develop solutions to complex problems
- Understand and articulate issues with broad social and political implications
- Analyze information and make recommendations based on findings
- Interpret and describe statistical data

- Provide facts and advice in an objective manner
- Understand how outputs impact the work of others
- Understand how analysis relates to the work of senior staff in the division
- Effectively communicate when exchanging information at the working level
- Anticipate situations that may be controversial
- Work independently as well as in a team environment
- Excellent verbal and written skills
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook
- Capacity to learn new and proprietary software applications
- Well-developed time management and organizational 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		
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 	The Policy Analyst supports multiple projects and assesses and determines immediate priorities and carefully manages their workload to ensure deliverables are completed to the specifications of management and on time.
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 	When developing policy options, the Policy Analyst may consider the pros/cons of a particular option, including longterm impacts. Upon implementation or via the approval process, identifies unintended consequences and seeks input on mitigating negative outcomes.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to 	While completing a briefing note, the Policy Analyst will consider multiple perspectives and information sources to prepare a recommended course of action. As part of

		<p>improve results and activities</p> <ul style="list-style-type: none"> • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>this work, the Policy Analyst must ask questions and seek responses to key questions.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	<p>The Policy Analyst balances competing priorities, often under tight deadlines. The Policy Analyst will seek advice for the Manager and Senior Policy Analysts to help prioritize work and identify areas for improvement.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>The Policy Analyst influences others through effective communication of policy options. This is may be through briefing notes, policy papers, presentations or other formats appropriate for the intended audience.</p>
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	<p>The Policy Analyst will participate in team and project meetings on a regular basis. In these meetings, the Policy Analyst helps to create a positive space for sharing new ideas by respecting differing opinions and respectfully offering counter argument when appropriate.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities 	<p>The Policy Analyst is able to identify their own strengths and weaknesses and works with their supervisor to find opportunities for improvement. The Policy Analyst remains current on</p>

		<ul style="list-style-type: none"> • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	issues impacting their work, such as understanding government platforms and platform commitments.
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Benchmarks

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

Research and Policy Analyst (PS2), Advanced Education (benchmark: 022PS40)
 Policy and Planning Advisor (PS2), Community and Social Services, Income and Employment Branch

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	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature