

New

Ministry

Describe: Basic Job Details
Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

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Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

	<input type="text" value="Manager, Workforce Policy"/>	<input type="text" value="Manager (Zone 2)"/>
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Design: Identify Job Duties and Value
Job Purpose and Organizational Context

Why the job exists:

The Workforce Compensation and Regulation unit is responsible for developing, coordinating, and overseeing system-wide acute care workforce strategies for both physicians and acute care health professionals (e.g. nursing, allied health, and support classifications) and represent the acute care sector's interest in compensation and workforce strategies.

The Policy Analyst contributes to the planning, organization and development of policy, standards, legislation and projects relating to strengthening the Ministry's capacity to plan, develop, and implement workforce priority initiatives within the Acute Care sector. The role will support evidence-based decision-making, continuous improvement, and innovation in Acute Care workforce policy.

The Analyst supports the unit by providing neutral, unbiased planning and policy analysis, conduct research, and support the preparation a variety of briefings, presentations, speaking notes and agendas in accordance with government standards to inform executive leadership teams and stakeholders of progress

Responsibilities

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

Strategic policy review and development

- Leverage appropriate methods and resources for policy development and related activities.
- Leverage appropriate methods of research, including jurisdictional scans with regards to workforce policies.
- Support policy capacity files assigned to the branch
- Assist in meetings and workshops to bring people together, foster knowledge translation, and enable strategic thinking
- Support the establishment of project governance committees, develop meeting materials, conduct research to support initiatives, develop presentations and speaking notes and summarize outputs
- Support facilitation of strategy and/or planning sessions with internal and external stakeholders, develop facilitation materials, facilitate discussions, summarize outputs

Prepare a variety of briefings, presentations, speaking notes and agendas in accordance with government standards to inform executive leadership teams and stakeholders of progress on policy priorities and support decision-making.

- Work with department program areas and other ministries to develop and coordinate briefings, background documents, correspondence, and recommendations for consideration by senior ministry representatives and officials, ensuring materials are accurate, comprehensive, and consistent.
- Coordinate the development of strategic responses, issues papers, and briefings in response to emerging issues and issues identified through consultation processes.
- Complete briefing documents and agendas on a variety of ongoing policy initiatives
- Analyze and review issues and related information to ensure senior division and ministry representatives have appropriate input and briefings to make strategic decisions and provide advice and recommendations to the Minister and senior ministry and Government officials

Problem Solving

Typical problems solved:

The **Policy Analyst** should be able to take a data-informed and strategic approach to alignment of ministry priorities by providing advice, consultation, and support to subject matter experts working on various initiatives. Cross-ministry priority initiatives and divisional priority initiatives are part of the Policy Analyst portfolio. Within each initiative, or project, there will be a variety of needs to address (e.g., coordination of legislative supports, stakeholder engagement, research, review, framing and alignment to Ministry priorities), depending on the phase of the initiative and capacity and capability of the team. The Policy Analyst determines how to resolve problems and involves the Manager or Director on more complex, unique or sensitive situations.

Priority initiatives across the department have their own subject matter experts, timelines, challenges, relationships, and deliverables, all of which must be monitored to ensure that appropriate supports and advice are provided to foster quality policy and alignment to broader ministry policy priorities. Flexibility and adaptability are required to adjust and respond to the needs of each division in a timely manner. The Policy Analyst supports policy implications across the ministry and collaborates with other divisions to facilitate greater alignment. These issues can be multi-faceted, complex, and sensitive, with differing perspectives for resolution. The Policy Analyst will work with teammates in the unit to determine strategies to resolve issues, which affect overall progress and the quality of policy development

Types of guidance available for problem solving:

The position receives direction of a general nature from the Manager and other unit teammates.

Extensive collaboration with program areas across the ministry and solid working relationships are required for this work to be effective, as well as an ability to understand, articulate and balance ministry priorities and interests with those of the broader GOA. The position also requires a high degree of flexibility and adaptability as priorities may change quickly in response to the Minister's or senior officials direction.

Direct or indirect impacts of decisions:

The primary responsibility of this position is to work in a collaborative and integrated way within the unit to support the team on key policy and strategic initiatives and to meet timelines.

Deliverables provided by the incumbent will significantly contribute to the unit's goals.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Workforce Policy- provide updates and raise awareness to emerging issues; receive direction;
- Branch colleagues - liaise collaborate on branch priorities
- Subject matter experts across divisions that are involved in a specific policy or strategic initiative (this could be managers or professional staff) - provide advice and guidance on policy option development process to strengthen alignment of processes and deliverables to ministry priorities and frameworks; facilitate the adoption of common approaches to development processes across initiatives

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Political Science, Social Science, Health Policy, Health Sciences, or related field.

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

Knowledge

Knowledge of GOA policy development, government structure, operations and decision-making processes.

A strong understanding of complex, multi-stakeholder policy and program development

A general understanding of health system structures and accountabilities, programs and services

Sound knowledge of theories of policy development

Skills & Abilities

Adaptability and flexibility to adjust priorities and schedules to meet the needs of each initiative

Knowledge of different approaches to policy research and ability to apply the appropriate methodology to each situation

An ability to effectively employ consulting/consensus building techniques

Well developed project management and direction skills

Ability to facilitate problem solving and decision-making

Ability to develop relationships and promote the role of the WPSC within and across the department

Ability to anticipate future requests or issues and respond proactively

Experience preparing and/or reviewing policy analysis, options and recommendations.

Experience working with multiple internal and/or external interests to develop shared understanding and outcomes; including facilitation, consultation, consensus building and conflict management.

Excellent interpersonal and communication skills, including:

o Clear and concise writing ability

o Strong listening 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 	Timelines and direction are ever-changing and the incumbent must be ready and able to shift focus at a moment's notice.
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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Strategic policy and alignment of policy within the department requires ability to keep broader impacts and connections in mind.
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 	This position required the ability to build strong relationships with subject matter experts.
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 	The Policy Analyst must have the ability to work intensely to assist the unit to meet deadlines, be resourceful while ensuring products are of a high quality, and to keep progressing strategic

achieve outcomes
• Aims to exceed expectations

projects moving forward.

Benchmarks

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

023PS68 Research, Planning 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

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature