

New

Ministry

Mental Health and Addiction**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

<input type="text"/>	A. Director, Recovery Pathways	Manager (Zone 2)
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Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Ministry of Mental Health and Addiction is responsible for the Compassionate Intervention Act and its associated regulations. As part of the Department's implementation of the Compassionate Intervention (CI) program, the Office of the Statutory Director (OSD) serves as a neutral administrative body to manage the applicant and client journey.

The Recovery Pathways unit of the OSD is responsible for managing client case files from the point of an assessment order, and for providing supports to clients exiting the CI program in support of clients' continuing recovery from substance use and addiction. Given the time sensitive nature of the CI process, as part of the OSD team, hours of work for this position will be flexible and can include evenings and weekends.

Reporting to the Associate Director, Recovery Pathways, the Senior Policy Analyst is responsible for policy and strategy development and implementation, evaluation, and reporting. As the program is established,

this position will support program implementation and may have a role in day-to-day operations.

Responsibilities

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

Plan and complete research and scanning to inform addiction and mental health policy and legislative development.

- Lead environmental scanning on a range of topics that will inform changes to policy and implementation.
- Consolidate and analyze relevant data to provide advice, and an understanding of the current state, leading practices, potential impacts, and considerations related to policy options.
- Identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions and countries.
- Develop policy and legislative options and recommendations that align with GOA processes and standards.

Lead the development, implementation, and monitoring of assigned policies and/or strategies in line with ministry and GOA frameworks and priorities.

- Develop project plans and terms of reference to guide the implementation of policies and strategies.
- Monitor and report on implementation progress.
- Review project deliverables and make recommendations for approval.
- Collaborate with ministry and cross-ministry partners involved with implementation to address emerging issues, raising awareness of more significant issues to management.

Lead and/or support the development of Cabinet packages that makes recommendations on policy and legislative changes.

- Draft parts of or entire Cabinet packages, including analysis, options, financial implications, and regulatory impact.
- Prepare and implement strategic engagement plans with a variety of stakeholders, including but not limited to regulatory colleges, Indigenous communities and organizations, people in pursuit of recovery, and service providers.
- Work with legal counsel and legislative drafters to review draft policy levers such as standards, guides, ministerial orders, and legislation.
- Prepare speaking notes and presentations to cabinet policy committees, Legislative Review Committee and Cabinet.
- Develop and maintain a list of future amendments to existing addiction and mental health legislation.

Represent the OSD on ministry and cross-ministry meetings and initiatives to foster collaboration and synergies

- Participate in Ministry and/or cross-ministry committees, teams, working groups, or initiatives, representing and providing ministry perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Collaborate with department staff to ensure coordination and alignment, and promote collaboration within the ministry and system stakeholders.
- Establish and maintain relationships with Ministry and cross-ministry representatives and stakeholders.

Contribute to work related to the day-to-day functioning of the OSD

- Draft and contribute to responses to action requests on behalf of the OSD.
- Prepare briefing notes for senior and political leadership related to emerging mental health and addiction issues.
- Provide input into the Ministry's corporate functions, such as session notes, committee of supply, business plans and reporting to obligations.
- Manage contracts/grants of CI delivery as may be assigned.

Problem Solving

Typical problems solved:

The position directly impacts innovation and future directions for the provincial mental health and addiction system with a particular focus on recovery pathways. The impact of recommendations made can be significant; influencing the direction, design, and implementation of addiction and mental health plans, policies, and strategies that directly affect addiction and mental health stakeholders across Alberta.

The mental health and addiction system in Alberta is complex due to the multiple topics, streams of service, populations, and service providers. Mental health and addiction strategies also impact other societal domains such as housing, education, economic development, and other elements of healthcare. When leading research, scanning and

foresight activities the incumbent gathers, synthesizes and interprets diverse information from an array of sources and must be able to communicate information clearly and concisely. Due to the forward-looking perspective of this work, insights can be novel and might challenge status quo.

There is a need to be able to communicate complex concepts in simple terms to different levels of stakeholders. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided is evidence-based, comprehensive, and reliable. The Senior Policy Analyst must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to Ministry representatives. This position also liaises extensively with staff from other divisions, departments, organizations, and provinces, representing Alberta's position on mental health and addiction issues.

Types of guidance available for problem solving:

The Associate Director and/or Director are available for guidance, particularly when dealing with sensitive or complex issues or situations.

Broad GOA policies related to access to information and privacy, and contracts and grants may also be applicable to this work.

Direct or indirect impacts of decisions:

The Senior Policy Analyst takes a lead role in leading projects based on general direction and guidance, with minimal supervision. The Senior Policy Analyst deals with issues which are diverse, complex, and politically sensitive, and the incumbent's recommendations can influence long-term policy and program design. The position is delegated considerable independence in working within and across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages and priorities.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Analyst has regular and ongoing contact with:

- Associate Director and Director, OSD - provide updates on projects and the status of deliverables, raise awareness of significant, emerging issues; and provide advice and recommendations based on research and analysis.
- Divisional colleagues including the Compassionate Intervention team - lead projects, provide advice and guidance, and share information with other team members.
- Other Ministry staff - provide advice and recommendations, support development of planning documents and activities, exchange information, represent ministry interests and perspectives, collaborate on policy and strategic initiatives; and provide back-up as needed.
- Other departments - provide and exchange information; collaborate on common projects or initiatives; represent branch and ministry perspectives; and clarify requirements.
- Addiction and mental health system stakeholders (e.g., representatives of Alberta Health Services (Recovery Alberta) and other service delivery organizations) - solicit input and feedback into future policy and legislative changes.
- Representatives of other jurisdictions - provide and exchange information; clarify requirements; and collaborate on projects and initiatives

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:

Mental health/Social Science (ie. Social work) or Health Sciences (ie. Kinesiology, Occupational Therapy)

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

Knowledge

- Quantitative and qualitative, primary, and secondary research processes, data analysis techniques, results synthesis

and presentation.

- Understanding of legislation development and cabinet approval processes
- GoA policy development cycle
- Policy, planning and strategy approval and decision-making processes applicable to the Ministry
- Current and emerging mental health and addiction issues, including concurrent disorders, complex needs, health promotion strategies and theories, addiction and mental illness prevention and integration of strategies and services across sectors
- Ministry and GoA frameworks for operational business planning and reporting, including timelines, formats, and standards
- Government strategic and policy directions and priorities as they relate to the branch mandate and initiatives
- Project management approaches and methods
- Relevant stakeholder network, including health and non-health sector groups as well as government and non-government stakeholders,
- Addiction and mental health related legislation including the *Mental Health Act*, the *Mental Health Services Protection Act* (along with its Regulation and Standards), *Compassionate Intervention Act*, and the *Protection of Children Abusing Drugs Act*, and ministry priorities

Skills and Abilities

- Systems thinking to design projects and identify linkages across initiatives
- Creative problem-solving ability to assess options and implications in new ways to achieve outcomes and solutions
- Agility to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment
- Organizational skills, including ability to prioritize multiple responsibilities to meet deadlines
- Imagination and a level of comfort in challenging the status quo and considering a range of possible futures
- Strong interpersonal skills and relationship building skills with varied stakeholder groups
- Ability to apply information integration skills, including analyzing, interpreting and synthesizing information drawn from disparate sources to develop recommendations
- Strong writing skills, including experience drafting executive materials (e.g. briefing notes, letters, memos, cabinet documents, etc.) and other types of reports and presentations.
- Oral communication skills, including ability to communicate with multiple stakeholders in a politically complex environment (develops networks).
- Experience with projects involving changes to legislation, regulations, and/or policies in order to provide strategic direction and to make feasible recommendations to executive leadership.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<ul style="list-style-type: none"> • Develop innovative solutions to ongoing or new policies, issues, or projects. • Ensure applicable stakeholders are identified and engaged early to solve issues and provide input for existing projects or policies.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the	<ul style="list-style-type: none"> • Respond quickly to changes in direction,

		<p>associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>requests for information, or new priorities.</p> <ul style="list-style-type: none"> • Ask questions, seek clarification and assess how things will be different when change is introduced. • Anticipate potential factors that could impact projects or policies and proactively address these concerns. • Take advantage of opportunities to change how work is completed to better anticipate obstacles and improve service.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<ul style="list-style-type: none"> • Review material and address gaps, errors, and questions through applicable and appropriate means. • Lead and/or support long term and/or complex projects, reviews of legislation, regulations, and/or policies. • Manage project to meet established timelines. • Take past experience into consideration when making plans, and adjusting plans when needed.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> • Work with staff across the Ministry to support Ministry priorities. • Participate in stakeholder engagement sessions. • Work with contacts in other ministries to solicit input and share information. • Seek appropriate subject matter experts for both procedures and research requirements.
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and</p>	<ul style="list-style-type: none"> • Identifies key stakeholder contacts with

perspective:
• Looks broadly to engage stakeholders
• Open to perspectives towards long-term goals
• Actively seeks input into change initiatives
• Maintains stakeholder relationships

whom a relationship must be established.

• Maintains contacts with a range of colleagues, and stakeholders.