

## 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 PAS provides assistance, tools and advice to government departments and public agencies to assist in:

- Following best practices in governance including adhering to legislative requirements
- Leading a coordinated centralized recruitment process for public agency appointments
- Providing information to Albertans to increase public awareness regarding the role of public agencies and the value of serving on a board.

The PS2 positions work collaboratively together in meeting the needs of the Public Agency Secretariat (PAS).

The Policy Analyst will exercise and demonstrate a systems-thinking approach, as the individual will be working across a number of different areas in PAS, as well as with multiple departments and agencies, to ultimately support overall good governance in public agencies. It will be an opportunity for the individual to experience first-hand the work involved in developing and implementing policy, legislation, and regulations, while providing ample opportunity to develop other key competencies, such as developing collaborative networks by working with a multitude of stakeholders. The position will provide the individual with the opportunity to expand upon their project coordination, research, writing, and strategic-thinking skills, to ensure briefing packages are evidence-based, integrated, comprehensive, succinct, and timely.

## **Responsibilities**

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

The Policy Analyst will be involved in a dynamic and diverse range of initiatives:

- Provide assistance, tools, and advice to government departments and public agencies to help boards follow best practices in public agency governance.
- Support the implementation of legislation, regulations, and policies related to government priorities.
- Support a centralized recruitment process for public agency appointments.

The position will be relied upon to provide project coordination to support the following areas:

### ***Public Sector Compensation Transparency Act***

Assist and support departments and ABCs in preparing for the June and December compensation and severance disclosures.

- Preparing the critical path, tracking milestones, and escalating issues as they arise.
- Draft communications products, resources, and tools for ABC compensation and severance disclosure.
- Track completion of disclosure and reporting on compliance.
- Manage the SharePoint site (e.g. grant access, remove inactive users, upload data, etc.).
- Draft briefing notes as required.
- Assist with troubleshooting issues as they arise.

### **Agency Recruitment**

Assist and support the development and implementation of the ABC centralized recruitment process.

- To inform recruitment planning, review legislation and other resources (such as the Public Agency Database (PAD) and collaborate with the department to identify information regarding the ABC (e.g. mandate, quorum, legislative requirements re: composition, etc.).
- Provide information, analysis, and advice that will assist in the planning and development of processes, tools, and resources to operationalize policy.
- Support the development of monthly reports on recruitment activities, including trends in timelines, confirmed approach for filling vacancies (reappointment, direct appointment, and recruitment), and number of appointments made.

- Update trackers and inform leadership of emerging trends and issues that may impact the overall centralized recruitment initiative.
- Support various projects (e.g., evaluation activities, creating feedback surveys) and assist in identifying opportunities for continuous improvement.
- Administer the PAD and input appointment information, such as appointment date, term expiry, method of appointment (Order in Council, Ministerial Order), etc.
- Collaborate with departments to ensure the accuracy of their ABC's data and review the PAD regularly to ensure the integrity of the information is maintained.
- Research the root cause of issues, provide advice, and make recommendations for changes to the database and/or business processes to reduce data integrity issues.

### **Agency Governance, Training and Capacity Building**

Assist and support the engagement and capacity-building initiatives.

- Research and analyze data and other information drawn from a diverse range of resources, including legislation, policies, and best practices across departments and other Canadian jurisdictions.
- Support the team in developing governance, training, and capacity building tools and resources.
- Support PAS in strategic policy activities to address government priorities and promote a consistent approach to public agency governance.
- Support legislative or regulatory development to support agency policies and requirements.

### **Problem Solving**

Typical problems solved:

This position performs analysis, reasons, and draws inferences from data to develop recommendations on policy and process. The position also needs to interpret legislation and policy and provide recommendations on compliance and alignment. Problem-solving to find the best way to communicate and represent complex information to decision-makers is required.

Types of guidance available for problem solving:

Although the position needs to work independently, exercise sound judgement, and solve problems, there are precedents for briefing notes and reports.

Direct or indirect impacts of decisions:

The position influences legislation and policy recommendations/decisions, which impact ABCs, as well as the departments responsible for those ABCs across the Government of Alberta.

### **Key Relationships**

Major stakeholders and purpose of interactions:

#### **Internal**

PAS leadership team and PAS team members - ongoing, daily collaboration, cooperation, information sharing, and issues resolution.

Assistant Deputy Minister and Divisional Coordinator - as required to provide advice, seek direction, and share information.

Departments - as required to collaborate on initiatives, share information, and provide support, direction, and advice

#### **External**

ABCs - as required to gather information, share information, provide support, direction, and advice.

Other government and stakeholders - as required to research and share information.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

- Job-specific experience, technical competencies, certification and/or training:
- Working knowledge of government policy, processes, and procedures.
  - Knowledge of research methodologies (i.e. quantitative and/or qualitative methods) and ability to identify, analyze, and synthesize data from a variety of sources.
  - Well-developed writing skills (e.g. articulate, clear, concise, grammatically correct).
  - Proficiency in Microsoft Office, including Word, Outlook, Excel, and PowerPoint, and where applicable, data-management software.
  - Consultation, engagement, presentation, problem-solving, analytical, communication, interpersonal, and organizational skills. Ability to innovative and creative in leadership and approach to projects, initiatives and issues.

**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"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Requires an ability to identify issues and other developments that may impact a ministry's response and/or direction on a policy issue.
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>Ability to interpret complex information, legislation, and policies to create concise, accurate briefings, reports, and/or policy advice.</p> <p>Requires creativity, initiative and judgment.</p>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	Requires the ability to work both individually and in a team environment.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	Willingness to learn on the job and to participate in conferences, workshops, and continued staff development activities, and share these learnings with the work unit.

**Benchmarks**

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

022PS40 - Research and Policy Analyst, Advanced Education  
 022PS76 - Land Use and Environmental Research Analyst, Agriculture and Forestry

**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