

Ministry

Education and Childcare

## Describe: Basic Job Details

### Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

Current Class

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:

The Childcare Transformation (CCT) Branch is responsible for planning, developing, and managing childcare transformation for Alberta and the implementation of the \$3.8 billion *Canada Alberta Canada-wide Early Learning and Child Care (CACWELCC)* Agreement. It supports projects to advance the Ministry's goal to provide an affordable, accessible, and quality childcare system for Alberta's children and families.

This position supports broader early childhood development and childcare policy issues and their impacts on parents, delivery partners, and children's development and well-being. The position functions as part of a collaborative team and supports the work of the Branch by providing current and accurate advice, recommendations and support based on situational awareness and analysis of trends, research, and opportunities.

Reporting to a Manager of the Childcare Transformation Strategy and Planning, this position provides policy/program supports on key strategic initiatives with the branch. The branch is responsible for planning, developing and managing childcare transformation for Alberta and implementing the \$3.8 billion *Canada Alberta Canada-wide Early Learning and Child Care (CACWELCC)* Agreement.

This position is responsible for the implementation of childcare transformation projects, including policy development, change management, research, stakeholder management, and project coordination. This position supports the branch to ensure integration of programs impacting childcare from strategy, policy and delivery.

## Responsibilities

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

### **Provide advice and guidance to support the development of projects related to childcare transformation**

- Lead and manage priority projects from infancy through to implementation related to childcare transformation
- Ongoing issues analysis, research, monitoring trends and jurisdictional best practices to support the provision of expert advice to inform department decision-making
- Identify short and long-term impacts of potential options on key stakeholders and the childcare sector more broadly.
- Prepare briefing notes, decision documents, reports, communications materials and presentations on a variety of topics as required.
- Use critical thinking, strategic insight and exceptional writing skills to clarify complex issues and support childcare initiatives.
- Develop materials to respond to incoming inquiries from the ADM, DM and Minister.

### **Plan and support childcare stakeholder engagement activities**

- Understand key stakeholders across the childcare sector and support engagement activities, ensuring sensitivity to audience.
- Use understanding of diverse stakeholder perspectives to inform development of policy initiatives and projects related to childcare transformation.
- Help lead and coordinate engagement activities with the childcare sector, including advisory committees, large sector-wide engagements and stakeholder information sessions.
- Draft communications materials to communicate information about transformation-related changes formally to the childcare sector (e.g. emails, fact sheets, FAQs), as well as direct responses to respond to incoming inquiries from stakeholders, advocacy groups and parents.
- Support change management activities, including development of stakeholder engagement plans, change management plans and approaches.

### **Support implementation of childcare transformation initiatives and integration across divisions.**

- Develop and implement project management processes to support the roll out of large-scale initiatives, including critical paths and implementation plans.
- Manage and organize large volumes of responses to public and stakeholder inquiries related to childcare transformation.
- Create an open environment of communication and maintain effective relationships with teams across the department to support ongoing implementation of initiatives in a cohesive and collaborative way.
- Identify and problem solve issues that arise and provide recommendations to address them, including collaborative approaches when issues cross multiple program areas.
- Work closely with team members, including Managers, Directors and Issues Managers within the branch and across branches to advance priority projects.

## Problem Solving

Typical problems solved:

As an integral part of the Childcare Transformation team, the Senior Policy Analyst will work closely with the Manager, Branch staff and other program areas to deliver on their work. The position receives direction from the Manager, and must deliver on requests in a timely and accurate manner. Requests and tasks can cover a diverse range of topics related to childcare transformation and early learning and childcare.

The Senior Policy Analyst must possess organizational awareness, corporate knowledge and understanding of the early learning and childcare work, as well as the ability to build strong working relationships across divisions to be able to access key information, address issues and deliver on projects, stakeholder engagement, change management and governance activities.

This position requires that the incumbent be able to analyze issues, identify solutions, design processes and manage projects to ensure the work produced is current and relevant. The Senior Policy Analyst must maintain confidential information, possess strong political acumen, excellent written and verbal communication and professional

judgment in all aspects of the position's work.

Critical thinking is required to identify issues and gaps when analyzing information and subsequently make recommendations and provide advice to the Manager.

Types of guidance available for problem solving:

Problem solving skills based on experience, research, consulting with the Manager, branch staff and colleagues, and taking an innovative approach to solution seeking. The incumbent must be able to navigate challenging inquiries and discussions with stakeholders, support the coordination of complex projects and work directly with senior management on governance activities.

Direct or indirect impacts of decisions:

The stakeholder management, issues management and project activities supported by this position will have significant implications for the entire childcare sector and require incumbent to have sound judgment while interacting directly with senior management external sector stakeholders.

## Key Relationships

Major stakeholders and purpose of interactions:

**Manager/Director:** Daily interactions for feedback, direction and guidance.

**Executive Directors (EDs) and Directors (Ds):** work regularly with EDs/Ds across the department to support project management activities.

**Internal Unit(s) Team:** Daily. Collaborate, cooperate, information sharing, issues resolutions, advice, support, direction and coaching.

**Divisional Management team and staff** - weekly. Collaboration, cooperation, information sharing, issues resolution.

**Other branches/divisions:** Weekly. Consult on Branch work with cross-divisional work (e.g., digitization, inter-government, stakeholder engagement, policy, data, finance, performance etc.), Ministry direction, planning and reporting.

**Other government departments:** As needed. To coordinate cross-ministry information request and assignments.

**External Stakeholders:** as required. Support development and facilitation of stakeholder engagements, surge response etc.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

### Knowledge

- Knowledge of structure and operations of the Ministry.
- Knowledge of Ministry, divisional and government strategic business plans.
- Knowledge and government related policies, processes, and legislation.
- Knowledge of project management best-practices
- A good understanding of the principles and practices of public administration and of the operations of the Alberta government with respect to decision-making, legislative planning, financing, contracting processes and practices, human resources, etc.
- Excellent verbal and written skills.

### Strategic and Systems Thinking

- Planning and coordinating projects for program and policy development.
- Systems thinking/knowledge to respond to broad scale, long-term views of challenges and opportunities, and understanding of complexities required to demonstrate political acumen in options and recommendations.
- Excellent organizational and multi-tasking skills are essential to effectively identify and simultaneously manage a number of initiatives while meeting timelines.

### Problem Solving

- Strong critical, analytical, and problem-solving skills are needed.

### Relationship Building

- Ability to work effectively on project teams, both as a leader and a member;
- Ability to work across ministry programs areas and stakeholder groups;
- Strong facilitation, negotiation, consensus building, and conflict management skills to promote collaboration, integration, and coordination of initiatives;
- Strong verbal and written communication skills are required;
- Ability to weigh multiple needs to maximize results and achieve best solution; and
- Ability to shift priorities to meet changing demands and timelines.

### Education and Experience

- University degree in related field (such as, but not limited to, Social Sciences, Business, Public Administration, Commerce, Economics, or Statistics), plus 4 years progressively responsible related experience; or equivalent.

**Experience in areas such as policy development; project implementation; strategic analysis; project management; and change management.**

### 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	Agility and creative problem solving are key in this role; proactively identifying ways to improve work processes and remain composed in stressful situations is critical.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	The incumbent will take on a wide variety of projects and be accountable, and trustworthy to ensure accuracy, quality work including meeting sometimes aggressive deadlines.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective:	The incumbent will build relationships with internal and external

		<ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	stakeholders to understand impacts, develop future projects and maintain positive relationships.
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	The incumbent will support development of major projects essential to supporting an entire sector's transformation. Understanding of the implications of policy decisions on specific stakeholder groups, and the ability to anticipate issues in advance and identify strategies to address them is essential.
Creative Problem Solving	○ ○ ● ○ ○	<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>	The Childcare Transformation branch leads the strategy for Alberta's early learning and childcare transformation. The incumbent must be innovative and responsive in solving problems and developing pathways for change. This work is complex and non-linear in nature and the incumbent must find ways to navigate through to achieve results.
Develop Self and Others	● ○ ○ ○ ○	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify areas of improvement</li> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	This incumbent will utilize the opportunities to build a childcare system in Alberta as an opportunity to grow in their APS career through regular development, leveraging strengths and incorporating feedback from Manager, Director and the team for their personal development.