

New

Ministry

Service Alberta

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

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)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Consumer, Registry, and Strategic Services, PGaLS

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Senior Policy Analyst reports to the Manager of Strategic Policy Services within the Policy, Governance and Legislative Services branch. The branch provides strategic support and outreach to the ministry with regards to legislation, policy and project coordination.

The Senior Analyst will lead and support multi-divisional strategic policy projects leading to new enhanced policy and legislation for the province of Alberta. To accomplish this, the Senior Analyst works with program areas to ensure that reports for Cabinet and other briefing materials are providing strategic insight into decisions considered. This may include conducting jurisdictional scans, analyzing stakeholder feedback, performing diversity and inclusion analysis, and challenging assumptions. It may also include attending meetings with program experts and executive managers when briefing the Minister, Cabinet, Policy Committees, and other executive decision makers to provide development process guidance and strategic feedback. The Senior Policy Analyst must be an effective communicator to ensure that the advisory needs of these diverse groups are met.

The Senior Policy Analyst's work is part of a broader responsibility for building policy capacity within the department. In support of this work, the Senior Policy Analyst will have opportunities to work on various capacity-building initiatives such as developing and facilitating Service Alberta's Policy Orientation Program.

A positive attitude and a professional demeanor are key to this position, as the Senior Policy Analyst may need to build consensus when conflicting policy direction is received. Maintaining positive working relationships in these dynamic situations is vital to the success of the unit.

Responsibilities

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

1. Strategic Policy Development

- Lead strategic policy and legislative projects, ensuring program area, stakeholders, Minister, and government needs are addressed in Cabinet documents, such as Memorandum to Cabinet reports, PowerPoint presentations, and speaking notes as required by Executive Council.
- Use a high level of critical thinking and creativity to develop ministry policy options in alignment with the current political environment, and the strategic priorities of the minister, the GoA, key stakeholders, and Albertans, as appropriate.
- Take a strategic approach to policy, including engaging with, and when appropriate, challenging policy proposals put forward by divisional representatives to ensure that a strategic approach to policy development is taken.
- Provide direct support and advice to department staff on policy development, including advice to ensure acceptability of proposals by Cabinet, Cabinet Policy Committees, Caucus, and the Legislative Assembly.
- Negotiate deliverables under tight timelines with team members and program staff from across the department.
- Lead the preparation of instructional material (e.g. flowcharts, written material, and templates).
- Organize and prepare briefing packages and status reports on progress of projects.
- Lead in the development, standardization, and maintenance of strategic policy initiatives, including training courses and inter-departmental committees.
- Lead or co-lead the facilitation of training courses.

2. Relationship Building

- Engage with division staff and senior leadership in a manner that results in positive outcomes to support effective working relationships.
- Strengthen information sharing between divisions and other GoA ministries.
- Manage conflict in a way that preserves positive working relationships and encourages consensus building.

3. Research and Analysis

- Analyze both qualitative and quantitative information to ensure evidence-based options are presented to the Deputy Minister and Minister.
- Anticipate and identify strategic policy issues and initiatives that may affect the ministry and its stakeholders and proactively address them.
- Conduct various business intelligence activities, including proactive environmental scanning and jurisdictional scanning.
- Provide direct research support to the Deputy Minister, Assistant Deputy Minister, and other senior leaders.

4. Leadership Support

- Provide cover-off for the unit manager.
- Oversee teams conducting background research on matters associated with legislation and regulations.
- Provide expert assessment, analysis and interpretation of issues to flag for the manager for action.
- Assist program area in developing work plans to meet appropriate department and legislative timelines.
- Mentor other unit members as needed, by providing expertise on matters related to research, analysis, and policy development.

Problem Solving

Typical problems solved:

1. Policy Issues

- The ministry is faced with policy issues on a regular basis. Issues can be identified through public feedback, internal reviews, or through political will; and, may be originated from operational program

areas or from Deputy Minister's Office/Minister's Office/Premier's Office. The Senior Policy Analyst is tasked with providing expert advice on policy issues, reviewing policy proposals from program areas, and utilizing the policy cycle process, briefing notes and Cabinet Reports, to provide executive decision makers with all relevant information to be able to make the most informed decisions.

2. Enhancing Policy Capacity

- Within the ministry, each program area is also faced with policy issues on a regular basis, and while the Strategic Policy Services Unit is the center of excellence for policy, the need exists to increase policy knowledge within the other areas of the ministry. The Senior Policy Analyst is tasked with helping increase knowledge within the department by leading a formal Policy Orientation Course, as well as informal policy sessions with new staff within the department.

Types of guidance available for problem solving:

Work within Strategic Policy Services is guided by the Policy Cycle. All policy issues go through this process, which includes stages for Issues Identification (What is the problem?), Research and Analysis (What are other jurisdictions doing? What are the economic, social, legal implications, etc.?), Options Development (What are the potential solutions and the pros and cons of each? Are they consistent with government priorities?, etc.), Decision Making (e.g., What decision is being put forward to Cabinet?), Implementation (How will new policies be rolled out?), and Evaluation (How well has the policy change improved the issue?).

Other guidance on policy issues would come from branch management as well as senior leadership, including the ADM, DM or Minister's Office.

Direct or indirect impacts of decisions:

This job impacts all divisions within the department of Service Alberta and Red Tape Reduction. If there is not proper policy analysis completed, there is a direct risk to the effectiveness of policy changes and also to the government's reputation. The senior policy analyst directly leads the development of the Cabinet Report that provides information for Cabinet decisions. If the Senior Policy Analyst makes the decision to, or agrees to omit any important information, or fails to accurately predict outcomes, those shortfalls may not be rectified during review phases and can result in uninformed decisions being made by Cabinet, and negative outcomes for government.

Key Relationships

Major stakeholders and purpose of interactions:

The different branches within the department form the main stakeholders. The Senior Policy Analyst will interact with these areas, including all levels of management and designated subject matter experts assigned to each policy project, multiple times per week. The content that is put forward to Cabinet is owned by these different program areas so it is critical that the Senior Policy Analyst work very closely with these areas as policy packages are developed.

As part of enhancing policy capacity within the department, the Senior Policy Analyst will also interact with all staff during the Policy Orientation Course, which is held as demand exists, or informally as new policy-related staff join the different program areas.

There are also regular touch-points with the ADM's Office early on in projects, in order to establish direction forward, and then as needed, until the final package is developed and sent to the ADM for review. These interactions are aimed at ensuring that the policy direction proposed aligns with the program areas' and the ADM's expectations, and these interactions tend to be occur multiple times per month.

The Senior Policy Analyst will also interact with the Deputy Minister's Office. Once policy packages are approved by the ADM and sent to the DMO for review, feedback and questions will come back to the Senior Policy Analyst and they will often address them directly with the Deputy's Office. This back-and-forth communication occurs for each policy package that moves forward to the Cabinet Coordination Office.

This role may also coordinate with the Policy Coordination Office within Executive Council via the Internal Tracking System (ITS) or directly, as required. The purpose of this interaction is to provide status updates or coordinate dates for Cabinet committees. ITS updates are provided monthly.

This role serves Deputy Minister Policy Committees and Cabinet Policy Committees. The Memorandum to Cabinet Report package that the Senior Policy Analyst compiles is submitted to the respective policy committee for review before going to Cabinet.

Required Education, Experience and Technical Competencies

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

If other, specify:

Education must be in a related field which could include a number of different focuses.

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

- Two-plus years of progressively responsible related experience; or directly related education or experience considered on the basis of 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.
- Experience working in strategic policy or legislation development is desirable as is experience which involves knowledge of the process by which legislation is enacted in Alberta.
- Ability to build collaborative relationships and resolve conflicts.
- Ability to maintain a positive attitude in a dynamic, fast paced environment.
- Excellent communications skills (both written and verbal).
- Organization, project management, research, analytical, and problem-solving skills are required.
- Presentation skills, especially in a training and facilitation context.
- High proficiency with Microsoft applications including Teams, PowerPoint, and Word. Experience with SharePoint is an asset.
- Knowledge of department policies, procedures, and legislation.
- General awareness and sensitivity to political issues.
- Ability to work independently or in a group situation and facilitate successful team outcomes.
- This position's coordinating roles are considered complex due to the sensitivity and confidential nature of the information handled by the Senior Policy Analyst.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>When developing options for policy issues, this role must look at the problem through a broader lens and understand connections, through knowledge of government mandate letters and through global e-scanning to seek trends around the globe.</p> <p>The overall political priorities/vision/goals must be factored into any recommendation (e.g., if a government platform goal is to reduce red tape, the analyst must understand this before providing recommendations, risks, opportunities, etc.).</p>

			Furthermore, the Senior Policy Analyst needs to guide subject matter experts to understand these connections as well.
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"> • 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 	Policy Analysts must work with other business units in order to provide policy options to decision makers. It is common for subject matter experts to have a narrower view of the recommended option and it is critical for this role to seek different perspectives for solving policy problems, even if it is not something that has been done in the province before. The analyst will lead the research to better analyze issues and come up with solutions to resolve problems.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the 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 	The Senior Policy Analyst prepares fulsome documentation to elected decision-makers and often times, direction changes and the analyst must adapt accordingly. It is common for the legislative schedule to fill up and change which can result in project timelines having to change (mainly with less time to complete something than before), and the analyst must be ready for this change and ensure contingency plans are in place. When changes do occur, it impacts a number of staff working on the project, and the analyst must identify an alternative approach to completing the work and convince others to do the same.

<p>Drive for Results</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<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 achieve outcomes • Aims to exceed expectations 	<p>This role is unable to complete documents for Policy Committee without working with others (both internal branch colleagues as well as colleagues from other units). The Senior Policy Analyst is often responsible for setting timelines for others on the project team and holding them responsible for delivering on them. When projects encounter problems, the analyst must work to understand the cause of the problem and take steps to prevent it from happening again in the future.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>This role is unable to complete documents for Policy Committee without working with others (both internal branch colleagues as well as colleagues from other units). Developing strong relationships with stakeholders/clients is paramount in this role because those same clients will be relied upon again in the future. The different program areas within Service Alberta and Red Tape Reduction are considered clients and the Senior Policy Analyst is the main conduit between the documents for Cabinet and the clients that own the content so building networks and fostering those relationships is required. Ensuring that the clients' needs are heard and incorporated, is critical to success.</p>

Benchmarks

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

Policy Analyst (Job Description 024PS63)

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

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature