

New

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

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 Preventive Community Services Division designs, develops and implements initiatives that support the needs of Albertans experiencing homelessness and works with civil society organizations, municipalities and Metis Settlements to prevent and address social issues. The division develops and implements policy frameworks, funding strategies, and practices ensuring comprehensive services to support individual, family and community well-being using cross-ministry and multi-stakeholder partnerships.

As part of the Preventive Community Services Division, the Strategic Projects and Program Transformation (SPPT) Branch works with all orders of government and agencies, and individuals across the province to deliver a continuum of preventive, community-based supports and services for the safety and well-being of Albertans.

Within SPPT, the Strategic Program Development and Integration unit leads the design and monitoring of the GoA's homelessness policy responses by analyzing issues, scanning/conducting research, leading homelessness data management and facilitating alignment of unit priorities with departmental, cross-ministry, and intergovernmental initiatives related to the vulnerable populations supported by the division. As part of this mandate, SPDI coordinates PCS's involvement in the Federal/Provincial/Territorial

(FPT) Forum on Housing.

Reporting to the Manager of Program and Policy Initiatives, the position is responsible for ensuring that information and data from multiple sources is integrated and translated into guidance that drives policy design and funding decisions for provincial homelessness and preventive social programs. To achieve this, the position leads program and operational policy analysis, design, and monitoring activities. The role involves policy development, research and analysis, data integration, project management, and stakeholder engagement to support provincial strategies.

Responsibilities

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

Responsibilities for this position include developing and leading complex projects, conducting research and analysis, and participating in and facilitating cross-ministry and stakeholder engagement on branch priorities. The position will be required to support a range of subject areas associated with preventive social programs and homelessness.

Policy research and analysis: identifies, tracks and analyzes multiple sources of information to assess impact of government's responses supporting vulnerable individuals to guide policy design, service planning and funding decisions.

- Synthesizes internal quantitative and qualitative grant accountability information (e.g. service utilization, program outcomes, financial reporting) to develop policy options, advice, and recommendations for senior and executive management.
- Consults with colleagues and subject matter experts to obtain details and information to form a comprehensive picture of program objective, processes, and impacts.
- Identify, research, and consider applicable governing legislations and regulations to enhance processes within these frameworks with a focus on maximizing benefits to Albertans.
- Carry out jurisdictional scans, literature reviews, current state assessments on new or evolving policy responses and service interventions.
- Researches assigned issues, creatively solves problems and obtains relevant information for preparing reports, briefing notes, correspondence, and other deliverables on homelessness and other issues.
- Research would include defining the problem, developing approaches and methodologies, formulation of program policies or policy options, analyzing key trade-offs between options, and recommending policy or program changes.
- Prepares necessary internal documents/reports and recommendations for all levels of leadership, including the Minister as well as information for external use.

Manages complex projects: designs and leads priority projects to achieve desired results through the phases of conception, planning, implementation, and monitoring.

- Takes a lead role, with minimal supervision, in carrying out major projects including designing and maintaining comprehensive project plans from inception to completion, tracking critical path milestones and deliverables, facilitating cross-team input on deliverables, and providing assessments to leadership on project risks and mitigation recommendations, (e.g. assessment/ implementation of policy and program recommendations from external stakeholders).
- Identify tasks that require research, statistical, and financial analysis, discovery and broader communication, and prioritize activities by identifying dependencies, relationships, and complimentary

processes to streamline progress.

- Plans, designs and schedules work to meet requirements of internal and external stakeholders, department and division management, and the business plan.
- Supports change management activities in collaboration with community based organizations and grant recipients
- Identifies and assesses complex and sensitive issues that impact provincial homelessness strategies and programs, and may involve municipalities, or other government departments and civil society organizations.
- Prepares reports, recommendations, and briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions.
- Chairs project committees and working group meetings, as needed.

Program policy development: coordinate, lead, and participate in teams to design solutions to improve the effectiveness of provincial programming.

- Work with internal and external subject matter experts to develop options for program guidelines, standards, and best practice resources.
- Represent the ministry on cross-ministry, interdepartmental and/or external stakeholder committees and convey the department's priorities.
- Participate in multi-stakeholder discussions and foster collaborative relationships and partnerships to achieve joint solutions to common challenges.

Coordination of intergovernmental initiatives: including supporting PCS involvement in the FPT Housing Forum.

- Prepares comprehensive analyses and briefing packages, including advice and key messages, for the Executive Director, the Assistant Deputy Minister, the Deputy Minister, and the Minister in advance of key Forum meetings (e.g. FPT Ministers meetings, PT and FPT Deputy Minister's meetings) on forum topics related to homelessness.
- Liaises with the Housing Division and Intergovernmental Relations teams as well as other ministries on Alberta's policy positions as they relate to issues under discussion in the Forum.
- Represents the ministry at Forum meetings, as required, and participates on working groups that focus on homelessness-related issues.
- Consolidates and disseminates information obtained through the Forum to staff and other contacts in the ministry (e.g. through regular updates at branch staff meetings).

Problem Solving

Typical problems solved:

The position focuses on diverse strategic issues and priority projects that align with ministry Business Plan, Alberta's response to homelessness, and preventive social programs such as Family and Community Support Services (FCSS).

As the position addresses complex and politically sensitive issues that are often unique in nature and require innovative responses, the ability to define issues, identify implications, and develop creative solutions in a timely manner is essential to the role. The ability to demonstrate quickly pivot amidst

changing priorities, and champion direction from senior leadership is also key.

The priorities addressed by the position often intersect with the priorities of other GoA ministries such as Mental Health and Addiction, Children and Family Services, Justice, Public Safety and Emergency Services, Treasury Board and Finance, as well as health agencies. In representing PCS, the incumbent has considerable latitude to make independent judgments and decisions on behalf of the branch and the ministry.

Types of guidance available for problem solving:

The issues addressed by the position are complex and often unique in nature, with limited precedence available to guide judgments and decisions. Guidance is available from the supervisor and Director and Executive Director, as required.

Further guidance can be obtained from:

- GoA/ministry enterprise resources (environmental scanning services, records management guidelines, corporate identity templates, APS Style Guide);
- Branch financial, service utilization, and outcomes data;
- External sector-specific research, policy, and practice resources.

Direct or indirect impacts of decisions:

- The direction of GoA policy responses and the design of services provided to vulnerable populations, including individuals experiencing homelessness.
- The design of services that are received by vulnerable Albertans that are needed to increase their well-being and stability; and
- The ability of PCS and ALSS leadership to make policy and funding decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Service delivery staff in divisional partnership branches and other ministries: Represents ALSS on various committees; responds to inquiries; participates in discussions on key strategic and operational issues; and creates and maintains positive and productive working relationships.

External

- Staff in funded service provider agencies: Leads/participates in discussions on shared priority projects; facilitates stakeholder engagement as required; maintains effective working relationships; and supports the resolution of strategic and operational problems and issues.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

A university degree in public administration/social sciences or a related field, plus four years of

progressively responsible related experience is required.

Experience (2-3 years) working on complex social issues impacting vulnerable populations including policy development is an asset. Knowledge of project management approaches, quantitative and qualitative research methods, and the policy cycle are assets. Experience with homelessness and housing issues is also an asset. Equivalencies may be considered.

The position generally demands a high level of originality and agility, as well as the ability to independently analyze complex issues and develop creative and timely responses. The position makes significant use of coordination, communication, consultation, research, analysis as well as presentation, writing, and organizational skills.

Specific knowledge, skills and abilities include:

- Knowledge of the GoA legislative, strategic and operational context of ALSS and other key GoA ministries (examples: Children and Family Services, Mental Health and Addiction, Justice, Public Safety and Emergency Services).
- Awareness of issues that affect vulnerable populations in Alberta.
- Awareness of preventive social programming across Alberta, including FCSS programs.
- Experience with cross-ministry and intergovernmental collaboration.
- Knowledge of the GoA policy cycle, operational and business planning processes.
- Ability to communicate effectively in a variety of media with a broad range of internal and external audiences and stakeholders.
- Advanced mediation, facilitation, consensus building and team building skills.
- Excellent project planning and management skills.
- Highly developed critical thinking, analytical and problem solving skills.
- Experience managing multiple, complex projects under tight timelines.
- Highly developed qualitative and quantitative research skills.
- Working knowledge of data, information and knowledge translation and management processes.
- Experience providing senior and executive management with timely and concise information and advice.
- Proficiency with a range of IT tools, including Windows-based applications.
- Ability to take initiative and work independently or as a part of a team.

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 | | |
| Drive for Results | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none">• Forecasts and proactively addresses project challenges• Removes barriers to | The position maintains a strong focus on results and the achievement of organizational goals by anticipating the need for information and analysis from ministry leadership. |

| | | | |
|--------------------------|-----------|--|---|
| | | <p>collaboration and achievement of outcomes</p> <ul style="list-style-type: none"> • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission | <p>The position also requires initiative and the willingness to take direct accountability, both at the individual and group level, for the outcomes of priority projects. Requisite to the competency is the ability to develop clear plans and take disciplined and decisive actions to advance the goals of branch, division and ministry.</p> |
| Creative Problem Solving | ○ ○ ○ ● ○ | <p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization | <p>In providing information, analysis and recommendations on novel policy issues, the position requires creativity and originality to define issues, identify potential implications, and develop objective evidence-informed and solution-focused advice. The solutions must reflect the integration of multiple sources of information, the consideration of the competing interests of a diverse group of stakeholders, and underlying legislation and regulation.</p> |
| Agility | ○ ○ ○ ● ○ | <p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices | <p>The position requires considerable flexibility to adjust to changing priorities and timelines in relation to the ministry's response to social issues including homelessness. The role demands the ability to anticipate and adapt to shifts in executive-level direction on cross-ministry initiatives and ministry-specific projects. These shifts, which may focus on timelines or resource commitments, require the position to update analyses and project</p> |

| | | | |
|------------------|-----------|---|---|
| | | | plans while maintaining a focus on objectives and results. |
| Develop Networks | ○ ○ ● ○ ○ | <p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships | <p>Collaborates with program staff to identify gaps and opportunities.</p> <p>Promotes constructive discussion by focusing on organization needs and desired outcomes.</p> |
| Systems Thinking | ○ ○ ○ ● ○ | <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>Considers and plans how current policies and procedures might affect the the reputation of government and what impact it will have on the public.</p> <p>Position requires integrated understanding of the complex social services systems of care that vulnerable Albertans intersect with.</p> |

Benchmarks

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

024PS10
024PS06

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