

Working Title <b>Senior Policy Analyst</b>	Name <b>Vacant</b>
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit <b>Strategic Policy, Planning and Quality Assurance, Strategic Policy/Strategic Policy Development</b>	Ministry <b>Assisted Living and Social Services</b>
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Present Class <b>Program Services 4 (024PS)</b>	Requested Class <b>Program Services 4</b>
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Director, Strategic Policy Development, this position provides leadership, policy analysis and advice on strategic policy development and integration in the six policy domains under the strategic mandate of the Ministry of Community and Social Services (CSS). Work is done in collaboration with external partners, cross ministry partners and delivery divisions. The Senior Policy Analyst is responsible for project management and advanced policy and program work associated with the development, review, evaluation, and implementation of provincial CSS policy and programs

The position is accountable for supporting and/or leading large projects and/or aspects of projects, as required. The position also provides advice to management and executive in a timely and accurate way and may lead, participate, and support a wide range of committees, including working groups.

All work is conducted with the goal of ensuring that the interests and priorities of the department and the Government of Alberta are effectively represented in CSS-related projects and activities. Policy development and analysis carried out by this position is also intended to support effective alignment and integration of strategic, program and operational policies within and across CSS policy domains. The incumbent is required to liaise with key stakeholders and often represents the Ministry in interdepartmental work and with external stakeholders. The position is guided by policy development principles, which include collaboration, cross-divisional approaches, consistency, flexibility, strategic thinking, and capacity building.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**Provide leadership at the Senior Policy Analyst level to the Strategic Policy Development unit in support of government and ministry priorities and in the development of forward-looking, innovative social policy infrastructure that is relevant, integrated and sustainable.**

**1. Undertakes strategic policy development based on high-profile government and ministry priorities.**

- Policy Framing
  - Provide specialized, strategic advice and analysis to CSS program policy leaders on strategic social policy work.
  - Consider the views of other divisions, ministries and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and integrated service delivery implications.
  - Identify questions and assumptions to frame the issue in the development of strategic policy.
  - Apply strategic thinking to framing policy issues and provide evidence based analysis.
- Policy Analysis and Development
  - Provide project management, leadership and/or support on policy projects as directed.
  - Develop coherently organized, logically presented materials in a timely manner.
  - Prepare a range of materials for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister, Minister and Cabinet. For example, Letters, Briefing Notes, Reports, Cabinet Reports, (CRs), Presentations, visuals, etc.
  - Lead, participate on, or support internal, cross-ministry and cross-government committees, when applicable.
- Policy Capacity and Coordination:

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- Provide analyst support for work on policy documents for Ministry and GOA strategic priorities and initiatives. This requires divisional and Ministry input.
  - Provide support for projects where content lead and coordinate with other units/branches/divisions to ensure policy excellence, alignment and/or integration.
  - Provide support for strategic policy activities by providing input into new processes and opportunities.
  - Provide support for the implementation of policies including communicating with stakeholders and ensuring the development, presentation and distribution of materials that support communication and implementation goals
- 2. Undertakes policy research and analysis to support the ongoing work of CSS and the Government of Alberta.**
- Identify trends/emerging issues in social policy and identify the need for and conduct/coordinate and/or project manage specific research projects to be used as a basis for strategic policy (e.g. report review, jurisdictional reviews, scans of external environment).
  - Gather and analyze various sources of information and prepares reports with recommendations.
  - Interpret academic literature, research findings, reports and recommendations of relevance to Division and Ministry.
  - Take into account relevant research, including how other jurisdictions are addressing the same or similar problems and program/policy issues, and provides input to other jurisdictions on how Alberta is dealing with issues.
- 3. Explores and presents strategic policy directions (foresight) on emerging or innovative policy approaches to address key Community and Social Services' policy challenges and questions.**
- Explores the “root causes” of social challenges and researches, analyses, and presents a range of options for addressing them.
  - “Thinks Big” in terms of what the department can and should be doing to support Albertans.
  - Tackles issues of implementation and measurement for the unknown.
  - Leads discussion and analysis on asking provocative and “wicked” questions.
- 4. Supports strategic policy integration activities and initiatives to ensure CSS programs are appropriately aligned and integrated within and across ministry policy domains.**
- Analyze programs, legislation and key issues in CSS policy domains to support development of options for alignment and integration of program policy in support of Integrated Service Delivery and better client experience.
  - Collaborate with policy leaders, regional staff and integrated service delivery design teams to ensure policy alignment and integration projects are focused on program and delivery efficiencies and effectiveness, using innovative and creative approaches to policy development
  - Influence understanding and action across ministry program policy areas to take forward-thinking and person-centred perspectives in policy options development to ready the ministry for future service demands
- 5. Build collaborative relationships that are initiated, supported, maintained, fostered, and enhanced.**
- Develop and maintain positive working relationships with program policy leaders and units across CSS other Ministry divisions and regions and other GOA Ministry partners to ensure collaboration and effective policy development and implementation.
  - Pro-actively build and maintain a network of positive relationships with key stakeholders, including division staff, other government departments and community organizations, and possibly national and provincially-based organizations, to identify innovative strategies impacting the Ministry’s policies and programs.
  - Provide input and/or advice regarding proposed changes to programs or initiatives within the Ministry taking into account their impacts to the CSS policy infrastructure and integrated service delivery.
  - Provide information to support departmental, interdepartmental and intergovernmental committees and working groups to ensure the views of the Ministry and the Government of Alberta are represented and considered in discussions.
  - Support stakeholder engagement (internal and external) in policy development and implementation by developing, presenting, and distributing relevant materials.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position demands a high level of creativity, originality and innovation, independent research, ability to identify implications, define issues, and develop creative and appropriate solutions. Projects are usually diverse in dealing with strategically sensitive and complex issues and are closely related to the department and government’s policy objectives. Issues involved are often unique in nature, with limited precedence to be found within the Ministry or in other jurisdictions.

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In addition to the in-depth knowledge and understanding of varied policy/legislation/regulations/stakeholders related to Community and Social Services issues, this position must also understand the complex interrelationships between the Ministry policy domains and portfolios as well as programs and portfolios outside of the department. This position identifies strategic connections between initiatives and also ensures that Ministry divisions consider policy development from a strategic, long-term and integrated perspective.

The role deals with:

- Staff, senior management, and executive in the unit, division, and throughout the Ministry and other departments with respect to policy development and analysis.
- Other governments, community organization, and other stakeholders on an ongoing basis as part of the efforts to develop effective partnerships and move initiatives forward.

This position also required political sensitivity and the ability to maintain a neutral and objective approach when balancing the interests of the many different divisions within the Ministry.

There are some unstructured aspects to this role adding complexity. For example, the use of judgement is required as well as the need for speed and flexibility (quickly pull together or create material with short timelines) and adaptability to work in an ambiguous, changing environment. One aspect of the complexity is the many factors that need to be considered (political, internal, external) and the many varied potential policy/program responses.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

**Knowledge:**

- In depth knowledge of policy development and decision-making processes.
- Expert knowledge of issues pertaining to strategic policy.
- In depth knowledge of policies, legislation and regulations.
- Breadth of knowledge of the diverse work of Ministry division
- Knowledge of related programs and developments in other jurisdictions.
- Knowledge of program evaluation processes and research methodologies (e.g. social return on investment/cost benefit analysis).
- Knowledge and skill set for data analysis, both qualitative and quantitative, beyond research methodologies to include depth analysis.
- Knowledge of computer programs, accessing/creating databases, electronic survey software etc.
- Knowledge of sources of information relevant to policy coordination and capacity building.
- Knowledge of government structures, processes and approval mechanisms.
- Broad knowledge of social, economic and labour programs.

**Skills:**

- Excellent written communication skills for the preparation of briefing materials and reports.
- Excellent verbal communication skills for participation/leadership on committees.
- Strong interpersonal and collaboration skills, and the ability to work with others to coordinate information, resolve issues and successfully manage projects.
- Strong relationship building skills to establish credibility, balance diverse perspectives and expectations, and ability to communicate constructive advice with tact and sensitivity.
- Strong conceptual, analytical and problem-solving skills.
- Highly developed critical thinking skills.
- Aptitude for problem-solving and decision-making, as well as mature judgement, tact, and diplomacy.
- Ability to generate new ideas and creative solutions.
- Ability to summarize and synthesize complex material.
- Ability to identify key issues and develop solutions.
- Strategic thinker able to identify emerging issues, see how things fit together in the “big picture “and creatively use

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available information.

- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.
- Political sensitivity and the ability to maintain a neutral and objective approach.
- Excellent project management organizational skills, ability to work independently or as part of a team and the ability to manage multiple projects.
- Computer skills, including Internet research, Word, Excel, PowerPoint, Outlook, and SharePoint.
- Broad knowledge of Ministry business areas and relevant policies.

### **ACADEMIC BACKGROUND**

An undergraduate degree in social sciences or related field, plus progressively responsible related experience is required. Equivalencies considered.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

**Executive Director:** receive general/strategic direction.

**Director:** receive general/strategic direction.

**Manager:** receive direction, review progress.

**Other Divisional Management and Professional Colleagues:** share information and advice, provide research support and discuss possible policy and program implications and to come to a shared understanding, collective strategic approach designed to achieve desired outcomes.

**Service Delivery Partners/Other Stakeholders:** to come to a shared understanding, collective strategic approach designed to achieve desired outcomes.

**Other Management and Professional Staff in other Divisions, Departments and Governments:** obtain and share information about implications for other programs' policies and possible implications for division policy.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not have formal subordinate staff, but may provide informal leadership and mentorship to more junior level staff as required/appropriate.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

This position has been updated as a result of Ministry reorganization. The position is part of the Strategic Policy branch within the Strategic Planning, Policy and Quality Assurance Division. There is recognition that there has been a shift in the policy infrastructure in Community and Social Services. Typically new mandates and support structures have been developed to lead high profile cross ministry and cross divisional priority initiatives, often requiring new work units, governance structures and resources. This is an opportunity to build on existing success in the policy division and establish a sustainable leadership capacity and skill set within Community and Social Services to close this gap and provide strategic oversight to these types of initiatives

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any*

***questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.***