

### Update

Ministry

Agriculture and Forestry

#### Describe: Basic Job Details

##### Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

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

Forestry, Forest Stewardship and Trade Branch

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Senior Forestry Policy Advisor

Supervisor's Current Class

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

2022-08-29

Responsibilities Added:

none

Responsibilities Removed:

none

##### Job Purpose and Organizational Context

Why the job exists:

The position provides comprehensive support to Forest Stewardship and Trade Branch and Forestry Division to support policy development consistent with Government processes and standards. It provides the critical link between branch sections and department content expertise, legislative planners, and the policy development process specialist. The position develops and maintains forestry policy inventories,

schedules of forestry policy review and development, and systems to ensure policy training (for staff) are in place. The position also ensures consistent and timely alignment of forestry policy development with wider departmental and government-wide policy development. A key role is to provide policy development expertise and support during the development of operational policies by Divisional subject management experts.

## Responsibilities

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

1. Analyses issues and provides support to the section for recommended direction on Forestry policy initiatives. Activities include:
  - Provides input and summary research relating to issues, opportunities and challenges associated with Forestry programs and functions.
  - Contributes to briefings and other documents in response to requests from the upper management.
  - Collaborates with Branch and Ministry staff to ensure coordination and integration of policy development process and aligns Forestry Policy process with accepted Ministry practices.
  - Provides support for continual improvement of Branch and Section policy functions and maintains awareness of and competent in, associated policy development processes, tools and best practices.
2. Advances the Ministry's goals through the planning and management of the Forestry policy and legislation development process. Activities include:
  - Analyzes, coordinates and evaluates data and information pertaining to Forestry policy issues obtained from diverse sources, including legislation, policy documents, as well as client and staff interviews/ meetings
  - Supports the development of briefings, reports, decision-making materials and other documents relating to policy proposals in alignment with Ministry norms.
  - Develops and maintains policy inventories of proposed and developing forestry policy documents and supporting information that enables Forestry and Policy divisional clients rapid digital access.
  - Delivers timely and accurate advice respecting the government's decision-making and legislative processes to support developing Forestry policy options.
3. Provides support and coordination on Ministry policy initiatives. Activities include:
  - Participates in Ministry committees, teams and working; groups, providing perspectives and expertise to ensure thoroughness and policy process consistency in Forestry policy development.
  - Collaborates in the development of inter-departmental policies process teams and initiatives that can affect the development of Forestry policy options.
  - Implements project management tools and methods for policy development in Forestry issues, including maintaining Forestry Policy roadmap of new policy developments and maintenance of existing policies.
  - Establishes and maintains relationships with Ministry and Government policy process representatives.
4. Provides project management services for branch and divisional policy projects including:
  - Drafting of project management documents including Project Plans, Gantt Charts, and Progress reports.
5. Undertakes environmental scanning at the local, provincial, national and international level to identify issues and trends in the forestry industry:
  - Develop research reports, position papers and other types of documents related to forestry policy issues and those of other provincial and federal counterparts that impact Alberta
  - Conduct and review studies and research projects on topical forestry policy issues.
  - Review national and international developments on forestry issues and assessing the impact of those developments on the forestry industry, first nations/metis, and government.

## Problem Solving

Typical problems solved:

The Policy Analyst provides comprehensive support services, including policy analysis and project management to inform planning and development of policies and legislation pertaining to policy development for the Forest Stewardship and Trade Branch. This position is a key resource to support the coherent and collaborative development of operational forest policy options.

The recommendations and advice of the Policy Analyst will drive the design and developmental pathways of Forestry policy that directly affect government, industry, and Albertans. The issues in the Forestry arena are diverse, complex and often politically sensitive. This position is expected to maintain a broad view of Policy process, tactical tools and project management that will inform and guide policy development within the Forestry policy portfolio.

This position collaborates with staff throughout the Ministry and sister Ministries when identifying issues; clarifying impacts of various policy and legislative options; providing planning and decision-making process advice; and developing input and recommendations for the consideration of decision makers. There is an expectation that all information and associated analysis provided by the Policy Analyst is accurate and sufficient to enable efficient and appropriate policy development and that approved processes are adhered to. This position demonstrates initiative and creativity when coordinating complex projects across multiple Forestry disciplines and beyond. Reviewing and evaluating policy options and process in order to contribute to their timely and appropriate development is a key role. The Policy Analyst must remain aware of trends, issues and best practices in policy development process, consultation, and collaborative policy approaches to effectively analyze diverse viewpoints and develop recommendations for Forestry policy options.

Types of guidance available for problem solving:

Guidance from leadership team, from colleagues/peers, from other policy staff within ministry or GOA, existing documentation, training.

Direct or indirect impacts of decisions:

Time savings or delays in terms of approval processes, efficiency of policy approvals and policy development process, improvement to functioning of divisional staff as related to policy development or policy implementation.

### Key Relationships

Major stakeholders and purpose of interactions:

Directors and key staff within the Forestry Division and Assistant Deputy Minister's office. Staff in the Legislative Services section within Strategy, Policy and Extension Services branch, and Environmental Law Section of Justice and Solicitor General.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Undergraduate degree in any of public policy, social sciences, public admin, business, or natural resources

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

Experience with (any) government in policy related role.

### 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		
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> <li>Identifies key stakeholder relationships</li> <li>Has contact with range of interested parties</li> <li>Actively incorporates needs of a broader group</li> <li>Influences others through communication</li> </ul>	

		techniques	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <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> </ul>	

		• Identifies unintended consequences	
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## Benchmarks

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

## 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

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature