

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current 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 Policy Analyst is responsible for supporting the Public Service Commission's (PSC) strategic program and policy agenda related to ensuring that Alberta has an efficient and effective Alberta Public Service (APS) working for its citizens, including the following key objectives:

- deliver client-focused and timely human resource (HR) services to enable the APS to achieve government priorities, including the management of talent through a future-focused workforce, recruitment and retention, employee development, performance and succession programming to ensure a coordinated and efficient human resource system to meet the evolving needs of departments; and
- engage, develop, and support employees and ensure a safe, diverse, inclusive, and respectful work environment in the APS.

The Policy Analyst will contribute to and support the development of strategic policy and operational projects. Under the general direction of the Manager, the Policy Analyst undertakes various short term and long-term assignments to provide policy support in the research, development, and/or implementation of policy initiatives.

Responsibilities

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

Policy Unit in the areas identified below.

1) Support the strategic policy agenda for the Strategic Planning and Policy Unit, and the division and PSC more broadly, by providing research and analysis, and planning and policy advice.

- Research, analyze, and evaluate data and other information that impact the HR mandate of the PSC and assist in the development of materials which may include recommendations for consideration by the Commissioner, DMHRIC and Minister, or support information sharing and HR excellence within the PSC and FPT jurisdictions more broadly.
- Engage in environmental and jurisdictional scanning to support PSC policy initiatives.
- Supports, with supervision, policy and planning projects, including those within the framework of the department's business plan objectives.
- Assist in the preparation of speeches, issues papers, briefing papers, presentations, statistical reports and correspondence for the ADM, DM, PSC, DMHRIC, the Minister and senior and executive officials within the Ministry.
- Assist with unit files and initiatives, including ad hoc projects.
- Prepare ministerial and executive responses to Action Requests.
- Provide analysis on data, support initiative tracking, etc.

2) Maintain a supporting role in coordination of input from internal and external stakeholders on issues related to strategic PSC initiatives, projects, and activities.

- Participate on internal and external working teams and committees to collaborate on policy initiatives and projects.
- Represent the division and PSC on various committees, teams, and working groups.
- Assist with project planning and implementation of stakeholder consultation and engagement, typically with internal GoA partners or other FPT jurisdictions, to support advancement of policy initiatives.
- Assist with project planning and consultation within PSC and GoA to support advancement of policy initiatives.
- Analyze and reports on input from consultations to management and PSC senior leadership.
- Regularly informs stakeholders, partners, and management of status of activities, including required follow ups.

3) Provide support through policy communication.

- Communicate information to management and senior leadership through oral and written briefings, background documents, correspondence, ensuring materials are accurate and consistent.
- Prepare and execute action requests in response to Minister, Deputy Minister, and Assistant Deputy Minister requests.
- Assist in coordination of meetings including preparing agendas, materials, etc.
- Addresses follow ups/direction, with supervision as required.

4) Support the Manager and Director in advancing the Strategic Planning and Policy Unit's operational goals.

- Participate in unit planning and reporting.
- Build and maintain strong working relationships to work effectively with others.
- Work collaboratively with staff across the unit, branch, division, PSC, and APS.
- Provide updates and information to Manager and Director to support advancement of policy agenda.

Problem Solving

Typical problems solved:

Problems will be solved in conjunction with and under the direction of the Manager, Strategic Planning & Policy.

Types of guidance available for problem solving:

The Policy Analyst seeks direction and advice from the Manager, Strategic Policy, and colleagues within the Strategic Planning and Policy Unit, to help inform approaches to problem solving, but has scope to lead certain projects and approaches.

Direct or indirect impacts of decisions:

The Policy Analyst work supports and contributes to the development of strategic policy initiatives that impact internal, GoA employees.

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Strategic Planning and Policy - provide updates, raise awareness to emerging issues, receive direction to support policy projects, programs, and initiatives.

Director, Strategic Planning and Policy - provide updates, raise awareness to emerging issues, receive direction to support policy projects, programs, and initiatives.

Senior Analysts, and other Policy Analysts, within Unit - work effectively as a member of a team to advance policy projects, programs, and initiatives.

Interact daily with PSC colleagues for the purposes of informing and developing strategic policy analysis and advice to respond to issues and develop sound human resource policies and programs. Interact regularly with professional staff and managers across the APS to gather and provide information and advice. Stakeholder interactions can occasionally include external clients (including other FPT jurisdictions), to gather or provide information.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Equivalencies will be considered.

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

- Experience preparing and/or reviewing policy analysis, options, and recommendations.
- Experience working with multiple internal and/or external stakeholders to develop shared outcomes including facilitation, consultation, and consensus building.
- Knowledge of applicable legislation.
- Knowledge of government and PSC policies, processes, and procedures.
- Knowledge of research methodologies and policy process.
- Well developed writing skills (e.g., articulate, clear, concise, grammatically correct).
- Project management skills to manage multiple requests and workloads.
- Proficiency in Microsoft Office, including Word, Outlook, Excel, and PowerPoint.
- Good interpersonal, problem-solving, communication, and organizational skills.
- Good collaboration skills and strong teamwork orientation.

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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders | |
| Creative Problem Solving | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices | |
| Develop Networks | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques | |
| Agility | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, | |

