

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Generation, Transmission and Markets Branch:

The Generation, Transmission and Markets Branch is responsible to provide the Government of Alberta with sound advice, interpretation, and implementation of electricity policy. The Branch responsibilities include supporting, developing and monitoring the policy and legislative framework to ensure:

- The deregulated electricity generation market operates in a fair, efficient, and openly competitive manner.
- Timely development of safe and reliable electric transmission facilities and adequate electric generation to meet Alberta's electricity needs.

Position Summary - Senior Policy Analyst:

Reporting to the Manager, Generation, Transmission and Markets Policy, this position provides a leading role in the development of expert advice and recommendations for public policy concerning Alberta's electricity industry. The Senior Policy Analyst has a thorough understanding of the policy, technical, economic, business and regulatory aspects of the electricity industry in Alberta and the way they interplay to provide for a functioning market.

Responsibilities includes detailed analysis of policy options and regulations that may have an impact on Alberta's electricity sector, as well as collaboration with other internal and external stakeholders, such as other GoA departments, municipal and federal government departments, electricity producers and consumers, Non-Government Organizations (NGOs), and independent agencies such as the Alberta Electric System Operator (AESO), the Market Surveillance Administrator (MSA), the Alberta Utilities Commission (AUC) and the Balancing Pool (BP) to understand issues, solicit feedback and develop solutions to address concerns and impacts to the electricity market.

The Senior Analyst will contribute strong analytic skills to the branch and assist the department in achieving the Government of Alberta's objectives. This position requires a dedicated team player with strong leadership skills to consult, facilitate, coordinate and implement decisions that are integral to the success of the Government's vision for the electricity sector.

The Senior Policy Analyst is responsible for the following:

- In-depth research, analysis, and forecasting;
- represent department in the active participation and/or leadership of multi-stakeholder projects/committees;
- preparation of expert advice for the Department and other Ministries;
- policy review, development (drafting certain regulations, consulting on drafts, obtaining necessary approvals etc.), and implementation in consultation with management;
- project management;
- engagement, collaboration and consultation with internal and external stakeholders; and
- Communication and briefing to Executive, senior Agency staff, and senior officials.

Responsibilities

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

- 1. Provides in-depth research and analysis, related to electricity policy (generation, transmission and markets).**
 - Monitors and scans the environment, on an ongoing basis, to identify important policy developments in other jurisdictions. Researches relevant information, analysis, and assessment of compatibility or incompatibility and potential impacts with Alberta's electricity policy.
 - Evaluates literature and gathers accurate and relevant background information about problems or issues.
 - Evaluates Alberta Utilities Commission (AUC) decisions and Alberta Electric System Operator (AESO) rules to determine alignment with electricity policy and identifies related impacts.
 - Provides analysis and recommendations on issues such as industry initiatives that could impact Alberta's electricity sector.
 - Adapts and uses a wide range of research methodologies, including forecasting, analyzing data and statistics, utilizing social or economic databases, or leading research projects.
 - Liaises in departmental, intergovernmental and industry committees in which electricity policy must be a considered element.
 - Critically assess reports and information received from external sources including in-depth studies done by various consultants.
 - Manages and leads the development of policies, regulations and legislation to implement refinements that enhance Alberta's electricity market structure and framework.
 - Represents the department by actively participating in multi-stakeholder committees and project teams.
- 2. Provides sound advice and recommendations on public policy related to electricity (generation, transmission and**

markets).

- Completes assigned Action Requests in an accurate and timely manner.
- Prepares written reports, papers, and briefing materials, with recommendations for consideration by Executive Team and the Minister.
- Research and analysis to conduct assessment of policy options.
- Prepares, advises, and makes recommendations for new policies, policy changes and policy options.
- Facilitates and collaborates with the Legal team and Branch team in drafting: legislation, regulations and amendments. Key contribution to this work includes research, consideration of stakeholder input, drafting and review of legislative/regulatory approval package documents and briefings. (Development includes drafting certain regulations, consulting on drafts, obtaining necessary approvals, etc.)
- Develops and leads implementation planning including identification and evaluation of opportunities, barriers and risks to implementation of policy options.
- Lead the implementation of approved policies and programs.
- Evaluates results of existing policies.
- Monitors and scans the environment, on an ongoing basis, to identify and anticipate potential policy issues.
- Compare federal government legislation and policy changes, and those of other provinces and territories, in relation to existing Alberta policy and legislation.

3. Engages, collaborates, and consults with internal and external stakeholders in order to respond to emerging issues and provide policy clarity and support.

- Undertakes research and supports consultation activities to better understand an issue area and the views and concerns of electricity sector stakeholders.
- Coordinate meetings with stakeholders.
- Coordinates and contributes to the development of documents and presentations to share with electricity sector stakeholders.
- Coordinates and contributes to the development of information delivered to stakeholders including the electricity sector, the public, and other interested parties.
- Builds and maintains effective working relationships within the Branch, Government, and Agencies, and with other governments, stakeholders and organizations, to support development and delivery of electricity policies and initiatives.
- Main point of contact for various projects (e.g., distributed generation, transmission policy and transmission line projects, regulation development or amendments).
- Leads and conducts analysis to assess policy options.
- Advises and prepares policy recommendations for new policies, policy changes and policy options.
- Liaise with internal legal to assess viability of proposed policy recommendations and changes.

4. Provides project management and coordination for policy development and implementation initiatives.

- Develops and coordinates project management for policy development and implementation initiatives, such as development of terms of reference, project planning, project budgeting, and stakeholder identification, project monitoring and reporting.
- Researches and supports consultation activities to better understand an issue area and the views and concerns of electricity sector stakeholders.
- Evaluates the development of project plans with goals, resource allocation timelines and outcome measures.
- Coordinates and accounts for completion of assigned projects.
- Prepares final reports, briefing materials, presentations to management and/or external stakeholders for information and/or decision.
- Builds and maintains effective working relationships within the Branch, Government, and Agencies, and with other governments, stakeholders and organizations, to support development and delivery of electricity policies and initiatives.

5. Provides leadership and/or coordination to projects and actively participates in committees and related initiatives.

- Represents the department by leading/actively participating in multi-stakeholder committees and project teams.
- Represents and contributes as a team member on broader Division and Ministry initiatives.
- Contributes to building and maintaining a positive work environment within the Branch and the Division.

- Participates in planning meetings for the development of the Branch business plans. Provides feedback and ideas to management in support of the Branch and Departmental business plan objectives and activities.
- Provides accurate information on issues or projects to stakeholders in a timely manner.
- Provides authoritative advice and input to and/or represents the Branch in departmental committees and working groups.
- Recommends the appropriate course of action to the Executive for approval.

Problem Solving

Typical problems solved:

The senior policy analyst will develop policy options for proposed legislative amendments.

Types of guidance available for problem solving:

The primary guidance would be from the manager and director and from past policy work, including analysis, engagement and reporting.

Direct or indirect impacts of decisions:

The senior analyst will use their expertise to inform government policy decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Manager for direction, guidance, and mentorship
 Director and Executive Director for direction, guidance, mentorship, and seeking approval
 Professional staff and managers in Government of Alberta departments to secure input and develop consensus on strategies and policy directions.
 Agencies and Electricity Sector Stakeholders to secure input and generate ideas for strategy development.
 Counterparts in other jurisdictions.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Economics

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Social sciences, engineering, public policy, environmental science, law or business.

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

Knowledge:

Education

- Post-secondary degree in economics, business, environmental science, engineering, law, or other related field plus a minimum of four years of progressively responsible related experience in project management, policy development, information research and analysis; and facilitation/consultation.
- Experience and understanding of electricity system and markets is mandatory.
- Broad economic and business knowledge with specialization in electricity, specifically generation, transmission and markets, preferably within Alberta is also an asset.

Policy and Legislation

- In depth knowledge of electricity related Acts, Regulations, and agency rules such as *Electric Utilities Act, Alberta Utilities Commission Act, Hydro and Electric Energy Act, Transmission Regulation, and Balancing Pool Regulation*.
- Excellent awareness of municipal, provincial and federal policy, legislation and regulations.
- In depth knowledge of Alberta Affordability and Utilities' mandate.

- In depth knowledge of the electricity industry.
- In depth knowledge of the policy and legislative framework for Alberta's electricity system.
- In depth knowledge of the broad range of issues in other jurisdictions related to electricity policies.
- In depth knowledge of Government and Agency roles, structure, policies, and procedures.

Research and Analysis

- In depth knowledge of policy development and evaluation techniques.
- Applied expertise in theory (for e.g., regulatory or economic) and ability to perform complex analysis and research.
- In depth knowledge of contract management policies and procedures.
- In depth experience with project management methodologies and tools. Project management certification is considered an asset.
- A high level of proficiency with the Microsoft Office Suite (Excel, Word, and PowerPoint), statistical and graphics software, and internet skills are required. Experience with databases would be considered an asset.

Skills and Abilities:

Skills

- Excellent conceptual, analytical and problem-solving skills with the ability to think critically.
- Capability of summarizing and synthesizing complex material
- Thinking strategically.
- Excellent communication and listening skills, particularly verbal communication and writing skills.

Abilities

- Ability to read and understand legislation.
- Ability to identify key issues and develop solutions.
- Creativity and ability to identify innovative approaches.
- Thinking strategically.
- Excellent communication and listening skills, particularly verbal communication and writing skills.
- Ability to write in plain language for a variety of audiences including the ability to articulate complex technical concepts in a non-technical manner.
- Ability to work independently or as part of a team, with a broad spectrum of stakeholders and with people at all organizational levels.
- Flexibility and ability to work in an environment with changing priorities and short timelines.
- Excellent information technology skills to work with multiple systems and software.
- Time management and organizational skills, and the ability to take on multiple projects and tasks.
- Ability to prioritize work and produce quality results often in short timelines.
- High level of self-management with strong results orientation.
- Willingness to learn on the job, attend conferences, training and workshops for continued skill development.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities 	Takes into consideration the impact of policies on broad government objectives.

		<ul style="list-style-type: none"> • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Creative Problem Solving	○ ○ ● ○ ○	<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 	For example leverage subject matter expertise to develop policy recommendations on electricity related issues
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Engaging with other departments or team members to examine broader implication of proposed policy direction.
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 	For example, being able to adapt quickly to sudden changes in policy direction and government objectives.

		change in existing work • Readily adapts plans and practices	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	For example, Openly acknowledges personal responsibility for outcomes, even when not all elements of a situation are within direct control but could have been managed through influence.

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	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature