

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Reporting to the Manager, Compassionate Intervention, the Senior Policy Analyst is responsible for several functions that shape and inform the direction and priorities related to Alberta's implementation of compassionate intervention, including program design, policy, legislation, and regulation development.

The Senior Policy Analyst collaborates with internal and external stakeholders; conducts research and analysis; develops high-quality written materials; provides project management expertise to coordinate, monitor, and report progress against project implementation plans; and produces recommendations that strategically shape Alberta's addiction and mental health system, while supporting continuous improvement and innovation.

Compassionate intervention is multi-faceted, intersecting with a breadth of topics and populations (e.g., addiction, mental health, Indigenous, youth, operating grants, research and innovation of services), with multiple stakeholders (e.g. community organizations, Recovery Alberta, regulatory colleges, Indigenous communities and organizations, national organizations, advocacy groups), and connects to several other government portfolios (e.g., housing, education, economic development, children services, etc.). The Senior Policy Analyst may be asked to support any of these associated topics, populations, or government portfolios.

Under broad guidance by the Manager and Director, the Senior Policy Analyst independently liaises and consults with key stakeholders in Recovery Alberta, other government ministries, and other system stakeholders, and represents the department on cross-ministry committees.

Advice, recommendations, and reports from the Senior Policy Analyst's work supports the branch and division senior leaders to inform broader decision making. All work is conducted with the goal of ensuring Mental Health and Addiction's interests and priorities are effectively represented, and balanced with the needs of Albertans, in addiction and mental health initiatives, projects, and activities.

Responsibilities

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

As a Senior Policy Analyst within the Compassionate Intervention Unit, you will provide strategic leadership and policy advice supporting the development and implementation of the *Compassionate Intervention Act*. This role plays a central part in advancing treatment pathways for individuals with severe substance use or addiction issues, requiring strong analytical skills to navigate complex, high-priority legislative and operational issues. You will lead work across the policy cycle from issue identification through to implementation, and collaborate closely with partners across the Ministry of Mental Health and Addiction, Recovery Alberta, and other ministries to support successful system-wide implementation.

Key responsibilities include:

Legislation, regulations, and policy research, analysis and advice

- Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery mechanisms.
- Conduct in-depth research, environmental scans, and strategic analysis to inform legislation, regulation, and policy options and long-term planning.
- Prepare high quality briefing materials, reports, and presentations, synthesizing complex information into clear, actionable insights.
- Participate in legislation and regulation development, review, and implementation activities, as required.

Lead and/or support the development of Cabinet packages that makes recommendations on policy and legislative changes.

- Draft parts of or entire Cabinet packages, including analysis, options, financial implications, and

regulatory impact.

- Prepare and implement strategic engagement plans with a variety of stakeholders, including but not limited to regulatory colleges, Indigenous communities and organizations, people in pursuit of recovery, and service providers.
- Work with legal counsel and legislative drafters to review draft policy levers such as standards, guides, ministerial orders, and legislation.
- Prepare speaking notes and presentations to cabinet policy committees, Legislative Review Committee and Cabinet.

Lead or support the development, implementation, and monitoring of assigned projects, policies and/or strategies in line with ministry and GOA frameworks and priorities.

- Develop project plans, terms of references, and agendas to guide the implementation of policies and strategies.
- Monitor and report on implementation progress.
- Review project deliverables and make recommendations for approval.
- Collaborate with ministry and cross-ministry partners involved with implementation to address emerging issues, raising awareness of more significant issues to management.

Represent the unit on ministry and cross-ministry meetings and initiatives to foster collaboration and synergies

- Participate in Ministry and/or cross-ministry or external committees, teams, working groups, or initiatives, representing and providing ministry perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Collaborate with department staff to ensure coordination and alignment and promote collaboration within the ministry and system stakeholders.
- Establish and maintain relationships with Ministry and cross-ministry representatives and stakeholders.

Contribute to work related to the day-to-day functioning of the Branch and Ministry on behalf of the Compassionate Intervention Unit.

- Monitor, analyze and respond to emerging issues related to compassionate intervention, including preparing responses to action requests.
- Contribute to the Ministry's corporate functions such as session notes, business planning, committee of supply and reporting obligations.
- Provide strategic input to communications and stakeholder materials related to emerging or sensitive issues.
- Implement and administer contracts and grants related to unit and ministry priorities.
- Perform other duties, as assigned.

Problem Solving

Typical problems solved:

The work of this position directly impacts innovation and future directions for the provincial mental health and addiction system. The impact of recommendations made by the incumbent can be significant; influencing the direction, design, and implementation of addiction and mental health plans, policies, and strategies that directly affect addiction and mental health stakeholders across Alberta.

The mental health and addiction system in Alberta is complex due to the multiple topics, streams of service, populations, and service providers. Mental health and addiction strategies also impact other societal domains such as housing, education, economic development, and other elements of healthcare. When leading research, scanning and foresight activities the incumbent gathers, synthesizes and interprets diverse information from an array of sources and must be able to communicate information clearly and concisely. Due to the forward-looking perspective of this work, insights can be novel and might challenge

status quo.

There is a need to be able to communicate complex concepts in simple terms to different levels of stakeholders. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Senior Policy Analyst is evidence-based, comprehensive, and reliable. The Senior Policy Analyst must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to Ministry representatives. This position also liaises extensively with personnel from other divisions, departments, organizations, and provinces, representing Alberta's position on mental health and addiction issues.

Types of guidance available for problem solving:

Guidance for day-to-day work is provided through legislation, regulations, policies, procedures, and implementation plans related to compassionate intervention and mental health and addiction service delivery.

The Manager and/or Director are available for guidance, particularly when dealing with sensitive or complex issues or situations.

Direct or indirect impacts of decisions:

The Senior Policy Analyst takes a lead role in leading projects based on general direction and guidance, with minimal supervision. Analysis, recommendations, and advice provided by the Senior Policy Analyst inform decisions related to the development, interpretation, and implementation of the *Compassionate Intervention Act*, associated regulations, policies, and operational approaches. These decisions influence how compassionate intervention is applied across the system and directly affect service delivery pathways for individuals with severe substance use or addiction issues.

The position supports evidence-based decision-making throughout the policy life cycle and contributes to alignment with Ministry and government priorities, legal requirements, and system capacity. This position deals with issues that are diverse, complex, and politically sensitive. The position is delegated considerable independence in working with and across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages and priorities.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Policy Analyst has regular and ongoing contact with:

- Managers and Director, Compassionate Intervention unit - provide updates on projects and the status of deliverables, raise awareness of significant, emerging issues; and provide advice and recommendations based on research and analysis.
- Compassionate Intervention team - lead projects, provide advice and guidance, and share information with other team members.
- Other Ministry staff - provide advice and recommendations, support development of planning documents and activities, exchange information, represent ministry interests and perspectives, collaborate on policy and strategic initiatives; and provide back-up as needed.
- Other departments - provide and exchange information; collaborate on common projects or initiatives; represent branch and ministry perspectives; and clarify requirements.
- Addiction, mental health system or other stakeholders (e.g., representatives of Recovery Alberta and other service delivery organizations, police, etc.) - solicit input and feedback into future policy and legislative changes.

Required Education, Experience and Technical Competencies

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

If other, specify:

University degree in another related field

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

Knowledge:

- Research processes, data analysis, synthesis and presentation.
- Understanding of legislation development and cabinet approval processes
- GoA policy development cycle
- Policy, planning and strategy approval and decision-making processes applicable to the Government, including the Alberta Recovery Model
- Current and emerging mental health and addiction issues, including concurrent disorders, complex needs, health promotion strategies and theories, addiction and mental illness prevention and integration of strategies and services across sectors
- Project management approaches and methods
- Addiction and mental health related legislation such as the *Compassionate Intervention Act*, *Mental Health Act*, the *Mental Health Services Protection Act* (along with its Regulation and Standards), and the *Protection of Children Abusing Drugs Act*, and ministry priorities

Skills and Abilities

- Highly proficient in using Microsoft Office tools including Word, Excel, and PowerPoint.
- Systems thinking to design projects and identify linkages across initiatives
- Creative problem-solving ability to assess options and implications in new ways to achieve outcomes and solutions
- Agility to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment
- Organizational skills, including ability to prioritize multiple responsibilities to meet deadlines
- Strong interpersonal skills and relationship building skills with varied stakeholder groups
- Ability to apply information integration skills, including analyzing, interpreting and synthesizing information drawn from disparate sources to develop recommendations
- Strong writing skills, including experience drafting executive materials (e.g. briefing notes, letters, memos, cabinet documents, etc.) and other types of reports and presentations.
- Oral communication skills, including ability to communicate with multiple stakeholders in a politically complex environment (develops networks).
- Experience with projects involving changes to legislation, regulations, and/or policies in order to provide strategic direction and to make feasible recommendations to executive leadership.
- Contract or grant management experience is an asset

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<ul style="list-style-type: none"> • Develop innovative solutions to ongoing or new policies, issues, or projects. • Ensure applicable

		<p>complex systems</p> <ul style="list-style-type: none"> • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>stakeholders are identified and engaged early to solve issues and provide input for existing projects or policies.</p>
<p>Agility</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<ul style="list-style-type: none"> • Respond quickly to changes in direction, requests for information, or new priorities. • Ask questions, seek clarification and assess how things will be different when change is introduced. • Anticipate potential factors that could impact projects or policies and proactively address these concerns. • Take advantage of opportunities to change how work is completed to better anticipate obstacles and improve service.
<p>Drive for Results</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Review material and address gaps, errors, and questions through applicable and appropriate means. • Lead and/or support long term and/or complex projects, reviews of legislation, regulations, and/or policies. • Manage project to meet established timelines. • Take past experience into

			consideration when making plans, and adjusting plans when needed.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<ul style="list-style-type: none"> • Identifies key stakeholder contacts with whom a relationship must be established. • Maintains contacts with a range of colleagues, and stakeholders.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<ul style="list-style-type: none"> • Work with staff across the Ministry to support Ministry priorities. • Participate in stakeholder engagement sessions. • Work with contacts in other ministries to solicit input and share information. • Seek appropriate subject matter experts for both procedures and research requirements.