

## New

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Policy Analyst

Requested Class

Program Services 3

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

WS / Evidence, Policy and Governance / Policy

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager Program Policy Design

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Program Policy and Design, the Policy Analyst provides expert advice on workforce programming and contributes to the development and implementation of Alberta's employment and training programs. The Policy Analyst identifies and monitors workforce issues, conducts analysis of workforce policy trends, gaps and opportunities, and develops policy options and recommendations for consideration by Executive Management, the Minister and Cabinet Committee.

The Labour Policy Unit leads the development and design of workforce programs delivered by Jobs, Economy, Trade and Immigration. These programs serve employers and industry to help them meet their labour market needs, and assists unemployed Albertans to obtain and retain employment. Since 2020, the unit has led the program policy work on over 10 programs including the Alberta Jobs Now Program, Industry Skills Grant and Canada Alberta Productivity Grant.

#### Responsibilities

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

1. Conduct research and analysis on the workforce and related programming to promote an understanding of issues and trends, identify opportunities and gaps, and inform options and recommendations.  
- Research workforce issues and programs across Canada and internationally and generate analysis to

identify opportunities, gaps and potential solutions to labour market issues in Alberta.

- Generate discussion papers, newsletters, presentations or other products to inform divisional staff.
- Analyze labour market information, program evaluations and program data to inform workforce solutions.
- Support internal and external stakeholder engagement to inform program policy responses.

2. Support the development and design of workforce programs that align with Alberta's strategic priorities.

- Evaluate options and develop recommendations that are well-researched, evidence-informed and take into account service delivery.
- Develop briefings, presentations and other documents to clearly present options and recommendations.
- Develop program policies (parameters and eligibility criteria) with sound objectives, outcomes and clear rationale.
- Collaborate with branches, departments and participate in interdepartmental or intergovernmental working groups to develop or inform workforce initiatives.
- Conduct outreach to other provinces and jurisdictions to inform programming.
- Provide program policy advice to program implementation and delivery areas.

3. Support the development of strategic frameworks and reviews to guide direction setting on workforce programming.

- Map systems and processes integrating inputs, outputs and outcomes that serve as decision making frameworks for senior management.
- Analyze data and insights to generate key issues, opportunities and priorities and implementation solutions.
- Support the development of options and recommendations for senior management direction setting.

3. Project management

- Support program policy projects through activities such as developing workplans, coordinating meetings, drafting agendas and meeting summaries.
- Prepare projects to be ready for audits by implementing strong records management and established project procedures.
- Contribute to the development of request for proposals.

4. Prepare responses on workforce and program enquiries.

- Draft responses to enquiries from government officials and the general public.

## Problem Solving

Typical problems solved:

The policy analyst is an expert resource on workforce programming. The position may be requested to complete literature and jurisdictional scans on what workforce initiatives are being undertaken to address an issue, how those initiatives compare to Alberta's programs and what Alberta should consider undertaking. The position may be asked to analyze program data and results and generate options on how to adjust and make improvements. When developing and designing a program, the position will generate options for eligibility criteria and also identify the recommendation with sound and evidence informed rationale.

Types of guidance available for problem solving:

The policy analyst must be capable of working independently to solve problems. The position will be able to seek guidance from the Manager to obtain direction and gather input from team members and other colleagues across the government.

Direct or indirect impacts of decisions:

The role supports the achievement of the GoA's and Jobs, Economy, Trade and Immigration's core business and business plan goal: Alberta has a skilled and resilient labour force. This position works on high profile and visible projects which have significant impact on employers, industry and Albertans that access and are affected by the workforce programs and services.

## Key Relationships

Major stakeholders and purpose of interactions:

- Department representatives with expertise to inform programming or collaborate on joint projects: labour market information, program data and evaluation, employer and industry engagement and program delivery.
- Other ministries that deliver workforce programming such as Advanced Education and Assisted Living and Social Services.
- Other provinces and territories to gather information on other jurisdictions' programs.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

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## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <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> <li>• Identifies unintended consequences</li> </ul>	<p>The position generates solutions that need to complement existing one, have a holistic view on complex issues, and take into account the risks to the government and impact to multiple external clients and stakeholders.</p>
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"> <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>	<p>The position requires considerable analytical, interpretive and evaluative thinking to synthesize a diversity of information and to anticipate the impact of the branch's actions and initiatives. The ability to think conceptually and critically is required.</p>
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"> <li>• Takes opportunities to</li> </ul>	<p>The position exercises a high degree of judgment and interpretation. The position responds to</p>

		<p>improve work processes</p> <ul style="list-style-type: none"> <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>	<p>emerging issues in the context of the labour market issues and changing government priorities.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <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>	<p>The position supports the activities of the division by providing issues resolution, facilitation and implementation of priorities and strategic plans. The position creates, supports and encourages the space and processes to optimize executive decision making</p>

**Benchmarks**

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