

New

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Requested 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 Energy Transition Division is responsible for key initiatives advancing policy development around Alberta's energy transition and addressing economic and policy barriers for new energy investment. The division is responsible for strategic engagement with various stakeholders including the energy and minerals industry, the federal government, and other provinces/territories to achieve Alberta's goal of reducing emissions and reaching net-zero emissions by 2050. The division will promote collaboration to help create an attractive investment framework in decarbonization technologies that will accelerate emissions reductions in the electricity and oil and gas sectors, starting with frameworks for critical minerals, carbon capture utilization and storage, hydrogen, and small modular reactors while maintaining affordable, reliable, and secure energy production.

Reporting to the Energy Transition Manager, the Senior Policy Analyst is considered an expert in energy transition policy. The position provides leadership and coordination in comprehensive services including research, analysis, project management, and advice on a broad range of issues to support informed planning and development of strategies and programs. The position is a key resource for strategic information, obtained through research and jurisdictional scanning, and engagement with stakeholders that have the potential to influence the direction, design, and implementation of departmental strategies, policies and programs, which can directly affect both internal and external stakeholders. Internal stakeholders include other professional colleagues, management staff, other divisions, and other cross-ministry partners/departments. External stakeholders include other jurisdictions, regulatory bodies, industry, and international stakeholders. Issues are diverse, complex, dynamic, and often politically sensitive, with this

position expected to maintain a broad view of the Ministry and its strategic priorities when providing information, analysis and planning advice to Ministry executive leadership.

Responsibilities

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

1. Develop, analyze and evaluate policies related to the department's energy transition priorities.

- Lead the development of policies that support Alberta's energy transition priorities including innovative policies and programs to support the growth of Alberta's critical minerals sector.
- Lead and provide policy research, quantitative and qualitative analysis, and develop new and policy recommendations to address issues raised by industry, government, the public and other stakeholders, ensuring policy is consistent with Division priorities, Department Business Plan and Government of Alberta policy outcomes and objectives.
- Lead and collaborate in the development of research reports, position papers, presentations, project management plans, briefings and other documents related to Ministry issues, strategy and policy initiatives, projects and issues for consideration by: Government committees, the Branch Management Team Executive, the Deputy Minister of Energy and Minerals, the Minister of Energy and Minerals or Cabinet as appropriate.
- Identify and share intelligence on emerging issues and trends, their potential impacts on division policies and programs, and develop recommendations to mitigate risks.

2. Provide expertise, advice, and recommendations in support of informed decision-making.

- Provide strategic advice and options related to policy and programs, including identifying related impacts and proactively recommending policy changes and solutions.
- Analyze emerging resources and technologies (including critical minerals, geothermal, nuclear energy, hydrogen, and carbon capture, utilization and storage) and their role in Alberta's energy transition.
- Draft policy papers and briefing notes that recommend specific actions to grow Alberta's emerging resources sector.
- Conduct jurisdictional scans and market analysis to assess the competitiveness of Alberta's emerging resources sector.

3. Build and foster an effective and collaborative internal and external stakeholder network.

- Actively participate in - and occasionally lead - departmental and stakeholder teams, working groups, and/or committees on projects and initiatives that support the branch's priorities.
- Liaise with the federal government and other provincial/territorial governments to align and advance Alberta's priorities.
- Communicate purposefully and inform key stakeholders of relevant information in a timely manner. Understand connections between policy files and ask questions to understand broader goals, objectives, and strategies.

4. Lead and manage complex projects and initiatives.

- Demonstrate advanced project management skills by developing detailed project plans, timelines, and deliverables.
- Coordinate with cross-functional teams, including engineers, scientists, economists, accountants, legal, and communications to ensure projects are aligned with broader government departmental and governmental priorities.
- Monitor project progress, track milestones, and adjust plans as necessary to address unforeseen challenges or opportunities.

5. Mentor junior staff to build overall team capacity.

- Mentor junior staff by offering constructive feedback on their research analysis and policy recommendations, ensuring their work aligns with departmental objectives.

Problem Solving

Typical problems solved:

The position requires frequent contact with other divisions, jurisdictions, and/or regulatory bodies. The role is considered a key point of contact for the Energy Transition team. It requires independence and minimal direction to carry out responsibilities. The position provides strategic and creative solutions to ongoing issues presented. The position follows goals or timelines established by leadership and raises awareness if research uncovers emerging issues. It will be required to influence situations that may be controversial, requiring strong communication skills.

The position provides leadership and coordination in comprehensive services including research, analysis, project management, and advice on a broad range of issues to support informed planning and development of strategy and programs. The position is a key resource for strategic information, obtained through research and environmental scanning, and engagement with stakeholders that have the potential to influence the direction, design, and implementation of departmental strategies, policies and programs, which can directly affect both internal and external stakeholders. Internal stakeholders include other professional colleagues, management staff, other divisions, and other cross ministry partners/departments. External stakeholders include other jurisdictions, regulatory bodies, industry, and international stakeholders. Issues are diverse, complex and often politically sensitive, with this position expected to maintain a broad view of the Ministry and its strategic priorities when providing information, analysis and planning advice to Ministry managers.

Types of guidance available for problem solving:

The position collaborates with staff throughout the Ministry, Government of Alberta, other governments, and industry stakeholders when identifying issues; clarifying impacts of various policy options; planning and managing research projects; and developing input and recommendations for the consideration of senior decision makers. The position demonstrates initiative and creativity when coordinating complex research projects, and when reviewing and evaluating policies and programs to contribute to their development. The position must remain aware of trends, issues and best practices across Canada and around the world to effectively analyze diverse viewpoints and develop valid recommendations for presentations to Ministry representatives.

Direct or indirect impacts of decisions:

The position is delegated considerable independence to determine areas of focus, exercising judgment when researching, analyzing and summarizing information and presenting associated reports and proposals to Ministry decision-makers and prioritizing responsibilities to meet deadlines. Matters with potential for significant impact on business area operations, resource allocation, or planning documents are referred to the Manager who is also available for guidance when dealing with particularly sensitive issues or situations. The Manager also reviews briefings and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Contacts:

- **Executive Director** - Receive strategic and tactical direction, to provide research, analysis and planning services; to support the development, review and evaluation of strategies, policies and programs; provide consultation, advice and recommendations; support development of planning documents; exchange information; represent branch interest and perspectives; and provide project management services for research and other branch initiatives. Receive coaching and professional development support.

- **Director** - Receive strategic and tactical direction. Provide input, support and recommendations. Receive coaching and professional development support.

- **Manager** - Immediate supervisory direction and project assignment. Provide input, support and recommendations. Receive coaching and professional development support.

Coworkers within the work unit - Receive and share information, collaborate on team-based projects.

- **Other departmental staff (Communications, Legal, Finance)** - Collaborate, provide input, suggestions, ideas, and information or to obtain information on department processes.

External Contacts:

- **Other jurisdictions (municipal, provincial, federal, and international)** - To gather intelligence, issues management, preparing strategic documents and coordinating activities. To provide and exchange information; clarify requirements; and collaborate on projects and initiatives.

- **Other GOA departments** - To gather intelligence, issues management, preparing strategic documents and coordinating activities. To provide and exchange information; clarify requirements; and collaborate on projects and initiatives.

- **Industry** - To provide and exchange information. Testing and validation of policy concepts.

- **Agencies, boards, and commissions** - To provide and exchange information.

Required Education, Experience and Technical Competencies

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

If other, specify:

A University graduation in a related field plus four years progressively responsible related experience.

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

Knowledge:

- Knowledge and experience with the application of both qualitative and quantitative research methods and data analysis.
- In depth knowledge and demonstrated understanding of policy development, including the policy cycle, strategic planning, and issues management.
- Familiarity of Alberta's energy industry within the Canadian and global context.
- Knowledge of energy legislation, regulations, policies, procedures, and Ministry Business Plan.
- Familiarity and knowledge of strategy, policy, planning, project management and decision making in large and complex organizations and the interrelationships with key stakeholders.
- Knowledge and demonstrated understanding of energy transition strategy and policy issues and implications for Alberta.
- Knowledge of other provincial, federal and international processes that impact Ministry initiatives, including legislation and policies.
- Familiarity with Government of Alberta business processes (e.g., ARTS, Committees, Organizational Structure).

Skills and Abilities:

- Excellent verbal, written, and presentation skills.
- Ability to work strategically and simultaneously manage a wide variety of issues, mobilize resources and find innovative solutions to complex issues and problems.
- Ability to build and foster long-term relationships with key stakeholders.
- Strategic thinking and synthesizing, conceptual and analytical skills and ability to develop creative and innovative solutions on short notice to complex issues.
- Ability to work towards and gain consensus among work teams and committees.
- Ability to understand and articulate issues with broad social and political implications.
- Ability to work independently as well as in a team environment.
- Ability to lead, plan, and coordinate projects.
- Leadership, negotiation and conflict resolution skills.
- Strong problem-solving, time management and project planning skills.
- Attention to detail and commitment to client service, confidentiality, discretion and tact.
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	Anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty, and effectively work in a changing environment.
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 	Proactively build networks, connecting and building trust in relationships with different stakeholders. Lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Identify what outcomes are important and maximize resources to achieve results that are aligned with the goals of the organization, often under short timelines.
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"> • Seeks insight on implications of different 	Apply systemic thinking and a holistic approach to work deliverables, to articulate broad-system short, medium, and long-term impacts and connections.

		options <ul style="list-style-type: none"> Analyzes long-term outcomes, focus on goals and values Identifies unintended consequences 	
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"> 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 	Through the development of new and creative policies and strategies, the position must act as a change agent and find solutions to various resource development issues.

Benchmarks

List 1-2 potential comparable Government of Alberta:

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
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature