

JOB DESCRIPTION

Working Title Senior Policy Analyst		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Policy & Programs Division, Legislation & Community Partnerships Branch/Indigenous & Community	Ministry Mental Health and Addiction
Present Class PS4		Requested Class PS4	
Cost Center	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager, this position is responsible for several functions that shape and inform the direction and priorities of the provincial addiction and mental health system, including related policy and strategy development and implementation, evaluation, and reporting. Specifically, the Senior Policy Analyst plans and completes a range of implementation activities, grant management, and stakeholder engagement to support Alberta's approach to strengthening supports and interventions for people and communities experiencing addiction and mental health challenges, through a comprehensive and person- centered recovery-oriented system of care. The Senior Policy Analyst develops recommendations to address system issues management and response to arising concerns, including crisis response. This position also influences planning and reporting functions in line with the vision of the Division leadership team and ministry and GoA requirements to position the Division to best guide the evolution of the addiction and mental health system.

The system is multi-faceted, covering 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 and service providers, Nations, Treaties and Settlements, Recovery Alberta, national organizations, advocacy groups), and connects to several other government portfolios (e.g., health, Indigenous relations, housing, education, economic development, children's services).

Under broad guidance by the Manager, the Senior Policy Analyst independently liaises and consults with key stakeholders in Mental Health and Addiction, Health, Indigenous Relations, Recovery Alberta, other government ministries, and other system stakeholders, and represents the department on cross-ministry committees. This work supports broader system coordination and integration as well as system planning and reporting that orient and focus provincial resources on the priorities of multiple facets of the addiction and mental health system (e.g., diverse populations, diverse service delivery streams, addressing policy and strategies to enhance system capacity and advance on priorities).

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

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Manage multiple grants to support innovation across the addiction and mental health system in Alberta (e.g., funding research, pilot testing new models of care or service delivery improvements, building integration frameworks).

- Participate in the development of grant funding processes and approvals
- Develop and present updates and summaries within and across a suite of grants to branch leaders
- Monitor grants in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements)
- Work with grant recipients, as needed, to ensure projects stay on track and in compliance with grant terms and conditions and with emerging issues
- Review grant reports for quality assurance
- Identify and leverage linkages between grant funded projects to broader ministry and GoA initiatives (e.g., Recovery-Oriented Systems of Care (ROSC), school-based mental wellness and clinical supports, clinical pathways developed by strategic care networks)
- Maintain awareness of jurisdictional issues, policies and emerging issues impacting funding and programs in Indigenous communities (e.g. Treaties, protocols, federal funding arrangements), with a focus on advancing culturally responsive, youth-centered mental health and wellness initiatives.

Lead the coordinated development of plans and reports to reflect achievements across broad provincial priorities for the addiction and mental health system and department business goals.

- Represent the branch's input on broader division and department or system planning and reporting initiatives
- Work with the branch leadership to ensure the emerging priorities of the system are appropriately reflected in the branch operational plans and reports
- Develop and maintain the planning and reporting calendar to guide other branch units' input to the branch plan
- Consolidate inputs and develop draft planning and reporting documents
- Work with units to develop branch and system performance measures and goals in line with department overarching goals
- Liaise with division planning and reporting staff to supply the branch's input to division plans and reports
- Develop and implement branch tracking documents that provide status updates across multiple initiatives and highlight opportunities to advance the addiction and mental health system

Lead coordinated issues management functions including identification, response development, and tracking to support and inform the system's advancement on its priorities.

- Proactively identify emerging issues through multiple avenues (e.g., ongoing relations with stakeholders, e-scanning, and monitoring system reporting, consultation with other branch units)
- Develop complex responses to ARs in consultation with branch units
- Leverage responses and standard messaging that can be used to inform branch communications and strategies
- Review branch AR responses for quality prior to submission to Manager, Director and Executive Director for approval
- Analyze existing issues management data to identify trends and themes that can be leveraged to inform branch planning and priorities

Foster sustainable, positive working relationships with diverse stakeholders to support achievement of system priorities.

- Sustain and develop linkages with key stakeholder groups to facilitate collaboration and innovation in strategic initiatives and policies.
- Facilitate meetings with stakeholders, key Ministry representatives and other provincial and/or federal stakeholders.
- Represent ministry and provincial perspectives and priorities on department or cross-ministry, working groups and projects to foster integrated approaches for developing policy options

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- Represent branch advice and content expertise to diverse stakeholder groups
- Liaise with service providers and other jurisdictions (e.g., grant recipients) to share information and maintain awareness of emerging themes and leading practices
- Participate in education activities for the department

Complete research and policy analysis to inform addiction and mental health policy and strategy development and implementation to best support Indigenous people and communities

- Liaise with other units across the department, GOA and with FPT counterparts to engage in scanning and information sharing activities to support common goals
- Conduct research, monitor media, identify emerging trends, and accumulate intelligence on child and youth health policy issues in Alberta and nationally
- Analyze policy documents, develop briefing materials and correspondence, and provide policy advice and direction for the Minister and management about child and youth addiction and mental health-based topics, issues and concerns

Support branch leaders in achieving the mandate and goals of the branch and unit

- Provide advice and recommendations to the Manager and Director to inform unit planning and reporting
- Provide input and recommendations relating to issues, opportunities, and challenges associated with branch functions
- Collaborate with unit and branch staff on common initiatives
- Manage assigned projects using project management techniques and tools and adjust project portfolios and plans accordingly to effectively and efficiently achieve high quality, sustainable results
- Support other unit functions as needed (e.g., Action Request response development and processes, training branch users on AR process, performance measurement and evaluation)

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The work of this position directly impacts implementation of priority actions for the Ministry as well as future directions for the provincial addiction and mental health 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 addiction and mental health system in Alberta is complex due to the multiple topics, streams of service, populations, and service providers. Addiction and mental health strategies also impact other societal domains such as housing, education, economic development, and other elements of healthcare. When leading planning and implementation 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 dynamic nature of addiction and mental health and other issues impacting communities, 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 leading 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 addiction and mental health issues.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Senior Policy Analyst takes a lead role, with minimal supervision, in leading projects based on general direction and guidance. The Senior Policy Analyst deals with issues which are diverse, complex, and often politically sensitive. The incumbent is expected to maintain a broad view of the Ministry's strategic priorities, while considering short- and long-term impacts, stakeholder considerations, evidence gained through research as well as multiple social and economic factors when providing advice to senior management).

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

#### Knowledge

- GoA policy and requirements for grants to external organizations
- Current and emerging addiction and mental health issues, including concurrent disorders, complex needs, health promotion strategies and theories, addiction and mental illness prevention and integration of strategies and services across sectors
- Ministry and GoA frameworks for operational business planning and reporting, including timelines, formats, and standards
- Policy, planning and strategy approval and decision-making processes applicable to the ministry
- Government strategic and policy directions and priorities as they relate to the branch mandate and initiatives,
- Project management approaches and methods
- Relevant stakeholder network, including health and non-health sector groups as well as government and non-government stakeholders
- Addiction and mental health related legislation and ministry priorities
- Understanding of Indigenous history and actions (e.g. United Nations Declaration on the Rights of Indigenous Peoples; Truth and Reconciliation Commission of Canada Calls to Action; Jordan's Principle; and Missing and Murdered Indigenous Women and Girls Final Report)

#### Skills and Abilities

- 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
- Imagination and a level of comfort in challenging the status quo and considering a range of possible futures
- 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
- Oral communication skills, including ability to communicate with multiple stakeholders in a politically complex environment (develops networks)
- Written communication skills to draft responses, develop various types of reports and presentations for diverse audiences
- Organizational skills, including ability to self-direct work and to prioritize multiple responsibilities to meet deadlines
- Effective project management skills to ensure progress is on time and on track and that outcomes are being achieved

This work reflects all APS Competencies with a focus on the following:

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**Creative Problem Solving**

- Asks questions to get a deeper understanding of present issues
- Contributing ideas for how work can be done differently to solve common problems

**Agility**

- Asks questions, seeks clarification and assess how things will be different when change is introduced or anticipated
- Takes advantage of opportunities to change how work is completed to better anticipate obstacles and improve service

**Drive for Results**

- Takes past experience into considerations when making plans and adjusts plans based on past learning
- Identifies and acts on opportunities to partner with other groups to achieve desired outcomes Develop Networks
- Identifies key stakeholder contacts with whom a relationship must be established
- Maintains contacts with a range of colleagues, clients and stakeholders

**Education and Work Experience:**

- University degree in a health, human services, social sciences or public administration, and a minimum of four years of progressively responsible experience
- Experience in health or social services, and/or addiction and mental health related experience are assets.
- Grant management and/or project management experience is an asset

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

**The Analyst has regular and ongoing contact with:**

- Branch leaders - provide recommendations for the system based on research, issues management, foresight and scanning; provide updates on projects and across grants; raise awareness to significant emerging issues and participate in their resolution; research and respond to specific queries; prepare briefings etc.
- Branch Units - provide research, analysis, and planning services to lead the development, review, and evaluation of policies and programs; provide consultation, advice, and recommendations; lead the development of planning documents; provide back-up as needed
- Other departments and units across Mental Health and Addiction, Health, Children and Family Services and other areas - collaborate on common initiatives; represent branch and ministry perspectives; engage in strategy implementation and program oversight initiatives
- Addiction and mental health system stakeholders (e.g., representatives of Recovery Alberta and other service delivery organizations)- engage in the management and continuous improvement of grant-funded programs; inform system planning and reporting processes and enhance system integration and coordination; consolidate branch responses to emerging issues
- Representatives of other jurisdictions - provide and exchange information; clarify requirements; and collaborate on projects and initiatives.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not directly supervise other positions.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

None significant. Updated to new organizational structure, added area of focus (Indigenous addiction and mental health) and removed focus on foresight and scanning activities. Under roles and responsibilities, de-emphasized Indigenous relations aspect for Child and Youth team and updated with a line on culturally responsive services; and replaced the reference to CYHSI initiative with school-based mental wellness and clinical supports. Updated AHS to Recovery Alberta. Added social sciences and public administration as options for education requirements.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

#### Signatures

Director

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Acting Exec Director

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))