

## New

Ministry

Education and Childcare

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Policy and Issues Advisor

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:

Reporting to the Policy Manager, the Policy and Issues Advisor, is a key member of the team responsible for providing strategic support, policy development, and advice to the Field Services sector, the System Excellence Division, and senior leaders as required.

In this role, the Policy and Issues Advisor has two main responsibilities: policy development and implementation; and providing a broad range of analysis and strategic support to the Field Services Sector.

The Policy and Issues Advisor leads, influences and supports a wide variety of policy initiatives in the ministry related to the development and delivery of K-12 education programs. Projects include short-term assignments requiring strategic analysis to long-term projects with multiple components, and recommendations which include options, risks, and supporting evidence. The Policy and Issues

Advisor is responsible for anticipating implications of projects for the education system, students, parents, school boards, educators, superintendents and other education stakeholders, and developing approaches to mitigate risks.

The Policy and Issues Advisor also works closely with Field Services leadership and staff to support effective operation of the sector and to ensure sector projects respond to emerging issues and reflect ongoing priorities by providing strategic advice, direction and recommendations to sector leaders.

## Responsibilities

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

### 1. Policy Analysis and Development and Strategic Support

- Lead with minimal supervision the review, evaluation, interpretation and/or implementation of provincial education policy and programs.
- Leads or supports work with other branches on regulatory reviews and regulatory amendments.
- Leads or supports the sector in the creation and drafting of material required for Cabinet (i.e. Cabinet report, briefing PowerPoints, transmittal memos, etc.).

### 2. Collaborate with other branches and divisions to support Field Services policy projects

- Build and cultivate relationships with branches in the sector, as well as other divisions in the department, to support policy development and strategic initiatives.
- Working with the program area within the department to determine the nature and scope of the issue and the potential impacts on students, stakeholders and the K-12 education system.
- Support the development of research and analysis to inform government and department priorities.
- Identify and evaluate complex and sensitive issues that may impact the Alberta education system. This includes considering innovative and alternative policy recommendations and/or practices that might be applicable in an Alberta K-12 context and recognizes the unique factors involved.
- Serve as key contact for staff throughout the sector on all things related to policy development.
- Support branch and sector staff in understanding legislation, policies and procedures, and provide advice and guidance to program areas on planning, coordinating, designing and delivery of strategic initiatives.

### 3. Provides expert advice to the Minister, Deputy Minister, Executive Team, and other senior officials to facilitate the development of effective educational policies.

- Provides timely, accurate, complete and responsive policy advice on key educational issues in order that the ministry establishes the right combination of direction giving instruments to achieve excellent learning outcomes.
- Develops, reviews, and coordinates briefing notes, background papers, and strategies for senior officials on key findings of current policy directions in other jurisdictions and their implications for Alberta's education system.
- Leads or supports the preparation of high quality and timely responses to Action Requests on policy-related issues by working collaboratively with staff across divisions.

### 4. Proactively identifies emerging policy issues to ensure the ministry can achieve its strategic mandate in a dynamic educational environment.

- Provides policy and program development advice to staff to ensure that policies are consistent.

and aligned with the ministry's strategic direction.

- Keeps sector informed of emerging issues by performing ongoing environmental scanning and identifying inter-jurisdictional and cross-disciplinary issues that may have education policy implications.

5. Issues identification, research, and tracking, through review of all sector action requests

- Monitors internal and external environments, reviews sector and divisional/government briefings to ensure information is clear, succinct, accurate, and clearly identifies potential risks and issues for the departments.
- Analyzes information to provide strategic advice, direction and recommendations to sector leadership and staff.
- Provides advice to senior and executive leadership on strategies that may mitigate issues by anticipating and identifying emerging issues; managing, maintaining, and communicating information on existing or outstanding issues.



## Problem Solving

Typical problems solved:

The Policy and Issues Advisor is relied on to provide consultation, advice and guidance for a broad range of system issues and initiatives related to the K-12 education system which respond to the legislative and regulatory interests, stakeholder interests and public perspectives. This position demands a high level of creativity, originality and innovation, independent research, ability to identify implications, define issues, and develop creative appropriate solutions. Projects involved are usually diverse in dealing with strategically sensitive and complex issues and are closely related to the ministry business plan. Issues involved are often unique in nature, with limited precedence to be found within the ministry or in other jurisdictions. The Policy and Issues Advisor is also expected to maintain awareness of current and future issues impacting the K-12 education system and apply that knowledge to identify problems and issues, and key players that need to be involved, to develop comprehensive and integrated responses. This position exercises sound judgment prioritizing project activities to meet deadlines and requirements and coordinating workflows with tight and often concurrent timelines.

Types of guidance available for problem solving:

The Policy and Issues Advisor relies on professional knowledge and experience and is expected to independently assess issues which arise to determine if they should access existing policies, project plans, legislation/regulations (e.g. *Education Act*), Government Business plans and strategic documents to guide their work, or determine who needs to be involved and draw on their internal network, including sector staff and colleagues across the department. The position would also be able to rely on the Policy Manager, Director and Executive Director.

Direct or indirect impacts of decisions:

The sector has direct contact with the department's stakeholders. The policies developed by this position will have direct impact on school authorities across the province as well as the education system as a whole.

Incorrect or poorly delivered advice will have impacts on priority files for the entire department.

## Key Relationships

Major stakeholders and purpose of interactions:

Policy Manager - Daily: obtain general direction and guidance, planning and strategizing of activities to achieve common goals.

Director, Policy and Planning - Daily: keep informed and seek direction as necessary

Executive Director, Field Services - Daily: obtain general direction and guidance, review Action

Requests, provide updates and seek direction as necessary

Assistant Deputy Minister or other members of Executive Team - as required - keep informed and current on policy activities within the sector.

Sector staff - Daily to weekly - coordinate policy activities across sector, provide advice

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Public Administration, Education, Social Sciences, Arts, or similar

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

- Bachelor's degree required, preferred in a related field such as political science, public policy, public administration or Education in order to provide the analytical and conceptual thinking abilities required for this role.
- Minimum of 4 years of related experience in a government setting is required, in two or more facets of public policy development and coordination (e.g., issue identification, research and analysis, options development, consultation, decision-making, implementation, evaluation/ performance measurement).
- Strong interpersonal and relationship building skills to facilitate working with others and help lead groups, projects and initiatives, and to build a collaborative network across the government and externally;
- Excellent written communication and presentation skills to communicate highly technical issues in simple (non-technical), clear language in a meaningful way to different levels of audience
- Strong verbal, written, listening and interpersonal skills. Ability to develop presentations for senior managers and key stakeholders.
- Demonstrate good judgment that weighs the analytical evidence before making recommendations and assesses the sensitivity of information requests.
- Knowledge and experience with stakeholder engagement; and
- Strong research and analytical skills.

**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"/> | <p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions</li> </ul> | <p>The Policy and Issues Advisor is expected to position policy advice within a broader Education and Childcare and GOA corporate lens. They must work toward solutions to complex problems that affect more than one area of the department. The Policy and Issues Advisor</p> |

|                   |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                       |
|-------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                                                                                                                          | and plans aligned with APS values<br>• Works with others to identify areas for collaboration                                                                                                                                                                                                                                                                                           | will be expected to support the ED, Directors, and FS Managers with their advice.                                                                                                                                     |
| Develop Networks  | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Leverages relationships to build input and perspective:<br>• Looks broadly to engage stakeholders<br>• Open to perspectives towards long-term goals<br>• Actively seeks input into change initiatives<br>• Maintains stakeholder relationships                                                                                                                                         |                                                                                                                                                                                                                       |
| 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:<br>• Uses variety of resources to monitor own performance standards<br>• Acknowledges even indirect responsibility<br>• Commits to what is good for Albertans even if not immediately accepted<br>• Reaches goals consistent with APS direction                                                                                       | The Policy and Issues Advisor is expected to work under tight and shifting timelines and priorities to ensure high-quality products are delivered.                                                                    |
| Agility           | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Identifies and manages required change and the associated risks:<br>• Identifies alternative approaches and supports others to do the same<br>• Proactively explains impact of changes<br>• Anticipates and mitigates emotions of others<br>• Anticipates obstacles and stays focused on goals<br>• Makes decisions and takes action in uncertain situations and creates a backup plan | The Policy and Issues Advisor often works in ambiguous situations and obstacles encountered are often without a clear path to resolution. Direction can often change quickly, so need to adeptly adapt and repurpose. |