

Update

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Program and Policy Advisor

Current 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

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-30

Responsibilities Added:

No new responsibilities added. Updated organizational context to describe the ministry and unit in line with other postings. Completed the following sections that were not required in previous GoA template:
- behavioural competencies and examples
- updated benchmarks

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

As part of the Disability Services Division, the Disability Policy and Supports Branch (DPSB) partners with divisions across Assisted Living and Social Services and other departments to provide policy and delivery support services to develop, implement and report on the Persons with Developmental Disabilities (PDD) and Family Support for Children with Disabilities (FSCD) programs. These programs provide coordinated supports and services to Albertans with disabilities and their families to enable their social inclusion, community participation and independence. The DPSB leads development of evidence and practice-informed policy, program support and statutory oversight for the legislated PDD and FSCD programs.

Position Summary:

The Program and Policy Advisor reports to the Manager, Program Policy and Research to support project management and advancing program and policy work associated with the review, evaluation and/or implementation of provincial disability services programs. The incumbent provides comprehensive and investigative research for the design, development and maintenance of programs, including identifying program policy and delivery issues and challenges, support development of recommendations and actions and support legislative and regulatory changes. This policy support is provided both within the branch and external to the division. All work is conducted with the goal of ensuring the interests and priorities of the department and the Government of Alberta are effectively represented in projects and activities. The position may be required to support consultation with key stakeholders and take initiative to complete policy projects to accomplish outcomes as assigned.

The position's focus is research and analysis, development of recommendations and information material, as well as coordinating cross-divisional projects that have a narrow scope or strong precedent. Results achieved by this position will have influence on current department initiatives and future policy/priorities.

Issues are identified by elected officials, senior department staff, disability delivery services and/or program clients. The Program and Policy Advisor receives assignments and direction from the Manager.

Responsibilities

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

1) Program Policy and Research - Policy development is supported by appropriate research and analysis.

The Program and Policy Advisor supports policy development by:

- Supporting Senior Advisors (PS4s) or Management on specific research projects to be used as a basis for policy issue framing, policy development, or review.
- Providing analysis of various options for policy, programs and promising practices.
- Performing research of existing and proposed legislation, regulations and policies.
- Collating researched information into briefing notes, correspondence or other communication documents (e.g., cross-jurisdictional scan, reports, etc.).
- Identifies issues and develops options to respond to program and service gaps and emerging issues related to persons with disabilities.
- Determining potential implications and propose next steps for FSCD/PDD programs.

2) Projects - Policy development is supported by appropriate project coordination.

The Program and Policy Advisor supports policy development by:

- Leading task-oriented projects to resolve program issues where input of different areas of expertise is required.
- Arranging, coordinating, and recording stakeholder consultations with guidance from the Manager.
- Identifying, assessing, analyzing and reporting information and data relevant to projects.
- Assisting with project planning activities including: defining scope and goals, defining activities and resources, identifying risks and mitigation strategies, drafting project documents.

3) Content Development - Policy development is supported by appropriate presentation of content.

The Program and Policy Advisor supports policy development by:

- Preparing briefing material and correspondence for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister.
- Synthesizing new and existing information from a variety of sources into summary documents.
- Consolidating information into formats that are effective for the intended audience (e.g., tables, infographics, PowerPoint documents).
- Using emails, discussion documents and briefing notes to provide ongoing communication and constructively articulate issues and calls for action to executives and decision-makers.

4) Policy Engagement - Programs are support by appropriate policy engagement.

The Program and Policy Advisor supports program by:

- Anticipating reactions to policy content and working proactively to mitigate concerns and clearly express program priorities.
- Representing program policy interests and works collaboratively at meetings and on committees or working groups with individuals from other divisions and/or departments, and/or stakeholders, in an advisory capacity.
- Influencing outcomes of projects that affect program policy by effectively positioning ideas and content.

5) Leadership and Accountability - The unit is a high-performing team, working toward a common goal of providing the best policy support for critical programs.

The Program and Policy Advisor cultivates leadership and accountability within the team by:

- Exercising appropriate judgment, within the framework of established protocols, when completing tasks.
- Fostering a culture of mutual trust and respect among colleagues and managers.
- Cultivating a strong commitment and ethic toward service excellence.
- Assuring appropriate maintenance and security of records, including appropriate disposition of transitory information.
- Ensuring assignments are delivered on time and meeting the requirements of management.

Problem Solving

Typical problems solved:

Desired outcomes are clearly outlined.

- Problems are less known, solutions are unknown;
- Thinking guided by clearly defined policies, objectives and principles;
- The Program and Policy Advisor must identify, define and analyze alternative courses of action.

The Program and Policy Advisor uses their professional judgment along with conducting research and planning to identify multiple possible solutions to address ministry/branch objectives.

This position works within the parameters of established legislation, policies, plans and guidelines. The Manager provides guidance in determining how responsibilities are performed, including reviewing work for quality of analysis. The timelines and comprehensiveness with which services and information are provided is critical.

The work of this position also requires interaction and effective working relationships with staff across the department and a wide variety of stakeholders to gather input. Major partners and stakeholders include: departmental staff; interdepartmental and stakeholder committees; external stakeholders (e.g. service providers, community social services agencies, and associations), program clients (e.g. individuals and families accessing program supports); external consultants.

Types of guidance available for problem solving:

The Program and Policy Advisor is guided by Government of Alberta, ministry and branch area policies and directives. Within those parameters, the Program and Policy Advisor will develop information and advice to influence current department initiatives, the design, development and maintenance of policies and programs, as well as future strategic priorities. Within legislative frameworks, the position must formulate solutions to issues that involve competing interests

of various stakeholders. The nature of the policy advisor function is such that it develops solutions to meet the changing disability-related needs within the province.

The position is supported by co-workers, Manager, Director and Executive Director, with advice and direction given primarily by the Manager.

Guidance is available for problem solving from a variety of sources. Depending on the nature of the problem or project, the Program and Policy Advisor may consult with other staff and managers in the branch. At the direction of the manager, the position may also consult with contacts outside the branch such as finance, legal services, communications, staff from the ADMO and DMO, and staff in other divisions.

Direct or indirect impacts of decisions:

The focus of the Program and Policy Advisor is to perform research and analysis, develop recommendations and information material on a broad range of issues that may affect the direction and operations of the PDD and FSCD program, as well as help coordinate cross divisional projects that have a narrow scope or a strong precedent. The incumbent performs research, development, consultation, facilitation and writing associated with program development, implementation, quality assurance and continuous improvement of the PDD and FSCD programs. This position is responsible for work that impacts the lives of Albertans with disabilities and their natural support systems and must consider the needs and priorities of these populations. Disability Service sector practice is directly influenced by the position's oversight and program/policy development and, as such, this position deals with diverse issues and competing priorities that require a solid grounding in the strategic direction, best practices and commitment to achieving the intended outcomes for Albertans.

The Program and Policy Advisor is responsible for producing appropriate outputs within their scope of accountability. This position is accountable for:

- Providing advice to management on program and policy questions;
- Ensuring projects are effectively coordinated;
- Developing content in an appropriate format;
- Effectively articulating advice/information; and
- Using appropriate judgement to achieve desired outcomes.

The position impacts:

- Knowledge of disability issues (by providing research and analysis);
- Numerous community disability organizations and stakeholder groups; and
- Disability Services Delivery through provision of advice, clarification, reporting, relevant program information and training to support consistent understanding of FSCD and PDD programs' intent and purpose, and to support effective program delivery.

Key Relationships

Major stakeholders and purpose of interactions:

Primary contacts (daily):

- Manager - Strategic and tactical direction, immediate supervisory direction and project assignment.
- Team staff - Information source, team-based projects, input/suggestions.

Secondary contacts (frequent):

- Director - Strategic direction and information source.
- Other divisional/departmental staff - Input, suggestions, ideas and information.
- Program and Policy Advisors in other departments - Share information and obtain input as appropriate.

Other contacts (occasional):

- Executive Director - Strategic direction and information source.

- ADM Office staff - Specific direction/information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social sciences or related field

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

Academic Background

An undergraduate degree in social sciences or related field, and related experience is required. Equivalencies considered.

The position requires the following:

Experience in public policy analysis.

Strong knowledge of:

- The *Persons with Developmental Disabilities Services Act* and the *Family Support for Children with Disabilities Act* and other legislative statutes
- Policy development cycle
- Quality assurance and continuous improvement cycle
- Issues and trends related to the needs of children, youth and adults with disabilities and their families and supporters
- Ministry business plan
- Political environment within which the Ministry operates
- Government decision-making processes, structures and procedures
- Related disability programs and developments in other jurisdictions.
- Strategic, operational, and program policy, and understanding of relationships between these policy types.
- Research methodologies, data analysis, recommendation preparation
- Project management strategies
- Stakeholder engagement approaches and methods
- Department/divisional objectives
- Social policy within Alberta and Canada

Ability to:

- Think strategically and develop solutions to complex problems
- Demonstrate a high degree of initiative, responsiveness, professionalism, judgment and collaboration.
- Build and maintain positive working relationships amongst a diverse group of colleagues and stakeholders.
- Respond quickly to requests, consult with the appropriate partners and summarize and synthesize information efficiently and accurately from a variety of sources in order to make recommendations.
- Understand and articulate issues with broad social and political implications
- Interpret and describe statistical data
- Provide facts and advice in an objective manner
- Understand how outputs impact the work of others
- Understand how analysis relates to the work of decision-makers across the broader GoA
- Effectively communicate in exchange of information at the working level
- Influence situations that may be controversial, including those that occur in other departments
- Resolve conflicts to facilitate long-term change
- Work independently as well as in a team environment
- Excellent verbal and written skills
- High proficiency in Microsoft Office applications such as Word, Excel, PowerPoint.
- Capacity to learn new and proprietary software applications
- Well-developed time management and organizational 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	When drafting briefing materials and working on projects, the position must consider emerging trends in the disability sector and impacts on other areas of the division.
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"> • 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 	The Policy Advisor is expected to support projects, which may be multi-faceted and have dependencies. The position will analyze issues and draft solutions to overcome barriers and resolve problems.
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"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	When drafting briefing materials and working on projects, the position must anticipate changing divisional and branch needs and adapt accordingly.
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 	The position must take past experience into consideration when making plans and adjust plans based on learnings.

		<ul style="list-style-type: none"> • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	In projects, the position considers milestones, key performance indicators and produces requested deliverables, working with others as needed.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	The Advisor will assist the unit with engaging stakeholders across the department and in other areas of the government to ensure effective information exchange and collaboration.
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"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	The Advisor will be expected to contribute to a positive team environment and work collaboratively with other branch staff. The Advisor may also support consultations with teams and individuals outside of the branch or department.

Benchmarks

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

Research, Planning & Policy Analyst, 023PS68 Advanced Education
 Policy & Planning Consultant, 023PS72 Seniors & Housing