

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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 Funding Analysis and Analytics Branch is responsible for Alberta Education's K-12 Funding Model. The branch manages the K-12 funding framework, oversees the grant allocations of more than \$8 billion in operational funding to all school jurisdictions, private schools, charter schools and Early Childhood Service providers. The branch develops funding profiles, funding policies and procedures and governs school authority funding. The branch helps K-12 Fiscal Oversight Sector in the preparation and submission of the three-year fiscal plan to Executive Committee, Minister, Cabinet Policy Committee and Treasury Board and with the Deputy Minister and Minister for Committee of Supply. The branch provides support updating the Funding Manual for School Authorities that governs funding policy for the provincial education system. In addition, the branch ensures that appropriate controls are in place to mitigate risk to the Ministry in relation to the over \$8 billion in operational grants in the Funding Framework annually.

The Branch provides flexible and responsive analytical capacity for the department, in collaboration with business and program areas across the division and Ministry. The branch works to provide quality data and reporting to serve the Ministry in efforts to use evidence to inform decision-making. Data analytics and business intelligence functions are key in meeting these responsibilities. These functions include several activities related to data analysis and modeling of data from the Ministry's information collection applications, analysis and management of information requirements,

Responsibilities

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

The Policy Analyst works within the parameters of relevant government and Ministry legislation, policies, and guidelines to provide comprehensive writing and editing, issues identification, consultation, and research and analysis services relating to sector programs and their impact on Ministry operations. Reporting to the manager, this position produces briefings, speeches, speaking notes, presentation materials, and action request responses for senior Ministry officials and representatives.

In addition, this position develops key messages relating to budget and forecast, enrollment projections, student enrollment information, stakeholders, and other sector issues; writes information relating to Education budget; and coordinates the development of communications strategies and materials in consultation with senior sector representatives. The Policy Analyst also supports the Financial Services Division in their preparation of the Ministry's consolidated budget submissions to Treasury Board and Finance as required.

This position has a critical role in identifying, researching, and resolving issues and contributing to the development of consistent messages relating to Ministry Funding Framework and fiscal matters. The Policy Analyst coordinates action request and correspondence programs within the sector, ensuring compliance with applicable guidelines, standards, and approval processes. This position also manages the design and production of various communication documents and ensures website information is accurate and current.

1. Written materials are researched and produced, ensuring accurate and consistent communication of key messages relating to funding analysis, analytics, planning coordination, leadership and other sector programs and issues; appropriateness of contents for identified audience(s); and compliance with relevant legislation, policies, and procedures.

Activities:

- Assigns, coordinates and develops responses to action requests, briefing requests, and correspondence received from the Minister, Deputy Minister, and Assistant Deputy Minister; forwards requests to appropriate area of sector and coordinates response preparation within established deadlines; liaises with Ministry and Correspondence Unit representatives to provide information; reviews draft responses for style, tone, clarity, conciseness, and accuracy; and drafts responses to urgent, complex, and/or sensitive requests in consultation with sector staff members.
 - Provides consultation and guidance relating to written communications materials, including development of key messages in consultation with senior representatives and determination of appropriate and cost-effective communication approaches.
 - Researches, writes, and edits briefing notes, correspondence, speaking notes and speeches, news releases, greetings, fact sheets, reports, presentations, newsletters, and other documents, liaising with sector and Ministry representatives as required.
 - Develops responses to inquiries received electronically, ensuring responses are complete, accurate, and consistent with applicable guidelines and standards.
 - Maintains and updates sector-related information on Ministry website to ensure currency and accuracy of information, liaising with Ministry Web Team as required.
2. Consultation and research services in support of the Ministry's Funding Framework development and preparation activities and various branch and sector projects and initiatives are provided in a manner consistent with relevant government and Ministry policies, processes, and guidelines.

Activities:

- Prepares issues documents, briefing materials, and speeches relating to the Funding Framework, including coordinating production of accompanying documents and visual aids.
 - Assists supervisor and other senior sector representatives with the collection and analysis of data to mitigate existing and potential risks facing the sector and Ministry.
 - Performs environmental scanning to identify trends affecting education funding.
 - Performs research and develops summaries and briefings relating to issues, proposed changes to policies and guidelines, and other sector initiatives and projects.
3. Issues related to branch and sector programs and services are identified, analyzed, and responded to in a comprehensive and timely manner to support achievement of Ministry business plan goals.

Activities:

- Assigns, monitors and reviews briefings, reports, news releases, newspaper articles, media coverage, and other publications to identify emerging and sensitive issues to be brought to the attention of the supervisor, other senior sector representatives, and/or Communications Advisor with Communications and Public Engagement.
 - Analyzes, reviews, and summarizes information relating to identified issues to ensure sector and Communications representatives have appropriate background material, input, and briefings to make strategic decisions and provide advice and recommendations to the Minister and senior Ministry officials.
 - Collaborates with senior sector representatives to develop responses and strategies to address issues in manner consistent with Ministry business plan, legislation, and relevant guidelines.
 - Identifies issues with potential Freedom of Information and Protection of Privacy concerns or implications, alerting supervisor and other senior sector representatives and liaising with Legislative Services to develop responses.
4. Senior sector representative are supported in achieving the mandate and goals of the sector, division, and Ministry.

Activities:

- Participates in operational and strategic planning sessions, contributing input and perspectives, reviewing and commenting on associated documents, and supporting implementation of resulting strategies; provides input to operational planning status reports.
- Collaborates with sector staff members to support coordination and integration of activities and promotes collaboration within the Ministry and with external clients and stakeholders.
- Participates in sector and Ministry committees and working groups, representing requirements and perspectives of branches and/or sector as appropriate.
- Develops recommendations to support continual improvement of operations, including new and revised processes, tools, and best practices for provision of information and communications services.

Problem Solving

Typical problems solved:

This position interprets complex financial information and prepares appropriate information for a wide variety of audiences. Documents and materials produced include action request responses, briefings, speaking notes and speeches, issues summaries, correspondence, and news releases, with this position responsible for coordinating the action request program within the sector and serving as an expert in the writing, editing, and production of action request responses and correspondence. The Policy Analyst also has a significant consultative and coordination role relating to the development and production of the Funding Framework and other communications materials.

The Policy Analyst must be able to:

- provide consultation, guidance, and advice relating to diverse communications services and sensitive issues
- conduct research, analyze data, and present complex and detailed financial information in plain language suitable for the audience in question
- plan, prioritize, and coordinate multiple projects while carrying out ongoing responsibilities
- work independently as well as contribute effectively in a team environment
- demonstrate initiative, sound professional judgment, and creativity

Types of guidance available for problem solving:

The levels of complexity and creativity are the required of an incumbent in this role, as the incumbent is expected to work with some supervision once overall objectives are identified by the Manager and Director.

Direct or indirect impacts of decisions:

This position's activities are diverse in nature reflective of the variety of responsibilities. Therefore, the position and the work done by the incumbent are impacted by the needs of all business areas of the Ministry and, in certain circumstances, other Ministries, school authorities, stakeholders, and others external to the Ministry depending upon the nature of the issue or opportunity.

This position works in a highly collaborative manner with other team and branch members within the sector and division.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- I. Funding Analysis & Analytics Team- ongoing to collaborate on funding framework related issues and to adapt to

and properly execute policy as intended.

II. Branch Director and sector Executive director - ongoing contact to obtain direction, exchange information, provide advice and information on emerging issues relating to projects, deliverables, outcomes, etc.; manage and resolve issues; collaborate on projects and initiatives.

III. Sector and Ministry Directors, Managers, and Staff - Ongoing as required to manage and resolve issues, develop and collaborate on operational processes; provide training.

External:

I. Committee working groups, stakeholder organizations, school jurisdictions, community groups, public - Ongoing as required to gather and exchange information; provide consultation; resolve issues; respond to inquiries; participate in partnership activities.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The Policy Analyst must have well developed and demonstrated:

- written and editing skills to ensure information is suitable for diverse audiences and consistent with the style of the applicable Ministry representative or official
- interpersonal and consultation skills
- conceptual, analytical, and problem solving skills, including ability to quickly integrate needs of diverse clients and stakeholders to provide effective consultation and communication services
- research and information integration skills
- organization and time management skills, including ability to function with close attention to detail while coordinating variety of projects with concurrent and tight deadlines
- project coordination skills, including ability to coordinate print and graphic design requirements for diverse projects
- commitment to confidentiality, tact, discretion, and diplomacy

The Policy Analyst requires comprehensive knowledge of:

- Sector and Ministry mandate, business plans, organizational structures, operations, and reporting relationships
- Sector issues, priorities, programs, and services
- the political environment within which the Ministry operates and the organization structure of the government
- Canadian Press style guides, the Minister's style guide for correspondence and briefings, and the Deputy Minister's Correspondence Manual
- graphic design, print production, and plain language techniques
- stakeholders, clients, and other ministries impacted by sector operations, including relevant organizations, committees, advisory groups, and representatives
- relevant Ministry policies, procedures, systems, and practices
- legislation, regulations, policies, systems, and guidelines relevant to sector and Ministry operations (e.g. Education Act, Municipal Government Act, Funding Manual for School Authorities, Education Guides, Freedom of Information and Protection of Privacy Act)
- software tools and automated systems used to carry out responsibilities (e.g. Microsoft Outlook, Word, PowerPoint, Excel; ARTS; the internet)

The Policy Analyst must be able to:

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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		
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 	There is a significant amount of collaboration required with colleagues across the Ministry as well as in the school authorities. Strong relationships will allow the Analyst to work effectively, accomplish objectives, and promote a healthy work environment.
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 options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Education funding framework covers many different types of funding with different drivers, outcomes, and requirements. The Analyst must be able to take a high level view to understand how all of these pieces connect and identify impacts of changes to one area in another before they happen.
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 	Input on new policy or interpretations of existing policies may require information from subject matter experts across the Ministry. The Analyst is able to leverage their network to assist in providing the correct input or interpretations.
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 	Government direction can change the direction, scope, and expectations surrounding policy work in short order. The Analyst is able to adapt to the new direction while remaining focused on achieving outcomes.

Benchmarks

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

023PS68 - Research, Planning, & Policy Analyst

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
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature