

JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Senior Policy Planner		Name	
Position Number	Reports to Position No., Class & Level Manager	Division, Branch/Unit	Ministry
Present Classification Program Services 4		Requested Classification PS4	
Dept ID	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 [Section 2.3](#)).

The Senior Policy Planner contributes to accomplishing the following desired outcomes for the Employment and Financial Services Division within Assisted Living and Social Services:

- Government policies effectively anticipate and address the career and employment needs of Alberta's current and future workforce, including the unemployed and underemployed Albertans.
- Government policy manages emerging labour market issues, including but not limited to:
 - Supply of appropriately skilled workers
 - Critical shortages in specific occupations
 - Ensuring all Albertans (indigenous people, youth, older workers, persons with disabilities and immigrants) have opportunities to be engaged in the work force
- Effective leadership is provided on labour market and skills development issues, programs and services across government
- Government is aware of and listens to different perspectives on skills and labour market issues

The framework within which this job operates includes:

- Department's Three-Year Business plan, with reference to the core businesses
- Government of Alberta Business Plan
- Federal and provincial policies and legislation on labour market and skills development programs and services
- Government of Alberta, Departmental and Divisional budgets and forecasts

Under the direction of the Manager, Career and Employment Information Services, the Senior Policy Planner is responsible for specific employment and training programs and services as assigned, and for the coordination of related activities and program policies and initiatives that support the skills and labour force development of Albertans. The Senior Policy Planner creates the link between policy and the practical, on-the-ground programs and services that are delivered by Assisted Living and Social Services staff and training providers to thousands of Albertans. The Senior Policy Planner identifies labour force and labour market issues, analyzes complex policy, program and legislative issues and supports policy direction for the Division, the Department and across government. Conducts research, analysis, and consultation. The Senior Policy Planner also provides input and support to systems development. The Senior Policy Planner develops recommendations, briefing materials, and a wide variety of written documents for consideration by senior management and the Minister. The Minister and senior management use the Senior Policy Planner's information and advice to make key decisions on current and future programs and services. The Senior Policy Planner's work directly impacts the delivery system and the people who deliver and receive programs and services. The Senior Policy Planner represents the Ministry/Division with external stakeholders. May also supervise co-op students, work experience placements and program planners.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Coordinates the development of multiple program options, which may include new, or revisions to, policies,

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procedures and legislation for consideration and decision by the Minister and senior management. *End result:* ALSS Alberta Supports Programs respond to client training needs, labour market needs and help ensure that Albertans have the skills, supports and information they need to succeed in the labour market.

- Plans and manages changes to specified career programs to ensure programs meet the needs of Albertans, the resources of training providers, and respond to labour market demands
- Provides leadership and direction for the programmatic response for specific client groups such as immigrants, Indigenous and youth and Persons with Disabilities (PWD) which addresses their barriers to employment
- The Senior Policy Planner will be assigned a group of policy issues/challenges as well programs and will ensure the programs are designed to be complementary and mutually reinforcing
- Reviews literature and gathers accurate and relevant background information about the various programming approaches to address labour market issues
- Identifies solutions to address program, policy and operational issues that arise from internal and external sources
- Provides options within the context of the labour market, government focus and departmental direction through consultation and environmental scanning
- Ensures cost projections and service implications are considered
- Determines the risk factors that may impact ALSS and develop processes to manage risk
- Develops processes to support initiatives, through all stages: project charter, terms of reference, request for proposals/qualifications, selection, negotiation, contract development, contractual obligations, follow-up, reports and audits
- Develops, delivers and evaluates delivery staff training on Career and Employment Information Services and designs curriculum in collaboration with Workforce Development.
- Ensures programs and policies are in line with Federal reporting requirements.

2. Amends program policies, procedures and legislation where required to reflect approved decisions. *End Result:* Program policies and legislation are current and reflect the direction of the government.

- Prepares directives and makes changes in all documents and manuals to reflect new policies or revisions, writing with clarity and plain language to support field staff and training providers in understanding and interpreting the changes
- The Senior Policy Planner will be constantly monitoring other government of Alberta and government of Canada programs to identify gaps, overlaps or opportunities for leveraging.
- Consults with training providers and other stakeholders to better understand an issue area, and the views and concerns of employed and unemployed Albertans and to solicit feedback on policy revisions
- Prepares the content of training packages for field staff and training providers
- Coordinates the process for Act/Reg changes including the preparation of the 3-column documents and supporting materials which provide the explanation for Cabinet Policy Committee and the drafting instructions for Legislative Services

3. Provides program support/maintenance. *End Result:* ALSS staff, training providers and other stakeholders get the information they need to understand, interpret and deliver ALSS programs.

- Provides expert advice and assistance on interpretation of legislation and policies, or on application to specific situations or queries
- Responds to Ministerial Requests (AR's), requests for information, briefing notes and other correspondence
- Chairs or participates in task-oriented groups to resolve particular program issues
- Provides expert input for other areas of the department
- Participates in departmental and interdepartmental working committees where knowledge and expertise are required in career development, labour market issues, employment and training programs, and ALSS policies and legislation

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- May deliver provincial training or workshops to ensure that policy and procedural changes are communicated effectively to field staff and training providers, and to identify further issues that may arise.
- Organizes, facilitates and participates in planning sessions with training providers, ALSS staff and other stakeholders

4. Undertaking project management responsibilities on complex multi-stakeholder projects:

- Supervise/develop project charter, work plans and implementation plans with goals, resource allocations and timeframes.
- Coordinate meetings with stakeholders including business, industry associations, unions and employees.
- Manage external contractors. Prepare requests for proposals and manage the process of evaluating and hiring contractors.
- Monitor project processes, outputs, deliverables and budget using a variety of project management tools. Make adjustments as necessary.
- Write, or coordinate compilation and delivery of final product.
- Evaluate project results and develop and present recommendations for next steps.

5. Other. *End Results:* Contributes to the goals of the unit.

- Provides cover-off for the Manager as required
- May provide contract management to one or more fee for service and conditional grant contracts
- Contributes to information-sharing with other jurisdictions or government departments to represent the department in cross-ministry or external projects
- Assists, mentors and coaches junior staff, interns and new hires

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The Senior Policy Planner:

- Completes projects, assignments and tasks that impact unemployed and marginally employed Albertans as well as specific groups with unique employment and training needs, including but not limited to: immigrants, indigenous people, and older workers
- Completes projects, assignments and tasks that impact training providers, public and private, and other service providers
- Works in a complex intergovernmental environment that includes other provincial government departments, and federal government departments such as Human Resources and Social Development Canada and Indigenous Affairs and Northern Development Canada to address broad programs and policies
- Interacts with officials in the federal government, other provincial jurisdictions, other Alberta government departments, training providers and other stakeholders to ensure that policies and practices for programs are in accordance with expectations
- Works with stakeholders: clients, service providers, employers, community agencies, employer associations, other government departments (municipal, provincial, & federal), politicians, First Nations and Métis groups, industry sectors, Public and Private training providers and school jurisdictions
- Represents the branch/unit in working groups and committees, both internal and external
- Employs a high degree of autonomy while functioning in a team environment
- Considers program, funding and political issues from a provincial perspective at all times
- Has the primary responsibility from conceptualization to delivery for the development and consistent implementation of legislation, policies and procedures for Employment and Training programs
- Responsible for complex, highly sensitive, interdependent projects on a diverse range of issues
- Responsible for meeting rapidly shifting priorities with tight timelines
- Works under considerable pressure to provide sensitive, accurate, thorough information in short timeframes

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

- Uses persuasion, assertiveness and diplomacy while working with staff, other government departments and stakeholders to ensure department objectives and outcomes are achieved
- Responsible for resolving highly complex issues identified by internal and external sources
- Works with the policy branch in the development of broad labour market policies and with specific program policies

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Knowledge and expertise to respond to the career development, training and income support needs of a variety of client groups, including indigenous people and groups, immigrants and older workers.
- Knowledge and expertise related to career development, assessment, adult education and apprenticeships and trades, labour market development and issues related to low income, low literacy and essential skills and employment barriers.
- High degree of resourcefulness and creativity in meeting the varied, multiple, and at times, conflicting needs of clients, training providers, contractors, the community and the Department.
- An understanding of the overall framework of Government and the mandate and priorities of ALSS
- A thorough knowledge of ALSS contract management policies
- A thorough knowledge and application of the legislation as it directly and indirectly impacts the work, including the *Income and Employment Supports Act and its regulations, the Government Loans and Grants Regulation, Labour Market Development Agreement*.
- A thorough knowledge of government processes and the steps required for act and regulation changes
- A thorough knowledge of collective agreement and responsibilities of Supervisor role
- Expert knowledge of the policy context in which programs and services operate, including the history, framework, and rationale, placement within the suite of ALSS programs and services, and contribution to the achievement of the ALSS Business Plan and other goals
- Thorough understanding of areas that impact the success of programs and services: legislation, policies, and procedures, delivery mechanism, systems utilized, communications, and budgets
- Strong knowledge of broad labour market issues in Alberta, other regions in Canada, and internationally
- Strong knowledge of project management methodologies and tools
- Excellent conceptual, analytical and problem-solving skills as well as highly developed critical thinking skills
- Ability to summarize and synthesize complex material
- Ability to identify key issues, strategies and solutions to resolve unusual and common problems and make informed decisions and recommendations
- Ability to work independently or as part of a team, with people at all organizational levels
- Computer literate in Windows platform, MS Office, e-mail, etc.
- Excellent communication skills: verbal, written, consultative and negotiation
- Flexibility and the ability to work in an environment with changing priorities, short timelines and scarce resources
- Leadership and self-management skills
- Time management and organizational skills
- Conflict resolution, mediation, negotiation.
- Political sensitivity and the ability to maintain a neutral and objective approach

CONTACTS: The main contacts of this position and the purpose of those contacts.

- Offices of the Assistant Deputy Minister and other senior management to respond to requests for information, clarification, development of options, papers and briefing notes and other communication materials, including Action Requests
- Legislative Services regarding legislative amendments, interpretation of existing legislation and appropriate legislative processes
- Employment and Financial Services Program and Delivery, Corporate Services and Innovation and Advanced

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- Technology on issues regarding policy, policy interpretation and delivery of programs and services
- Communications in the development and approval of public, client, government and MLA communications
- Delivery Services managers and staff to provide program support and direction
- Training Providers (public and private) in responding to client concerns and inquiries regarding legislation and policy.
- Manager, Career and Employment Information Services: Direct report, ongoing strategizing of projects

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

Co-op placements at a PS2 level and program planners at a PS3 level as required.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

NA

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

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 Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

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.

Incumbent

Name

Signature

Date (yyyy/mm/dd)

Manager

Name

Signature

Date (yyyy/mm/dd)

Division Director/ADM

Name

Signature

Date (yyyy/mm/dd)