

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

This position exists to support the Director of Labour Force Policy and Strategy and the broader Workforce Strategies Division in delivering complex, cross-ministry labour market policy work. The analyst provides research, coordination, and analytical support for the Labour Market Transfer Agreement (LMTA) system planning process and related policy initiatives, assisting the DEO-COO and senior policy leads in executing high-priority deliverables.

## Responsibilities

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

The following outcomes and activities reflect the scope of work the analyst will support under the direction of the Director and senior policy leads.

### 1. LMTA System Planning and Cross-Ministry Coordination

- Assist the Director in coordinating the annual LMTA system planning process across four ministries by tracking deliverables, preparing materials, and following up on action items.
  - Support the development of planning tools, process guides, and documentation to facilitate cross-ministry consistency in LMTA delivery and reporting.
  - Help the Director and DEO-COO organize and prepare for cross-ministry working group meetings, including drafting agendas, taking notes, preparing records of decision, and tracking follow-up actions.
  - Assist in maintaining and updating project tracking systems, timelines, and workplans to support the Director in monitoring progress toward key milestones.
- Will also be supporting key deliverables related to tariff support.

### 2. Grant Assessment Framework Support

- Provide research and analytical support to senior policy advisors developing or refining grant assessment frameworks, including background research on program design, eligibility criteria, and performance measurement approaches.
- Assist in compiling and organizing data and information from ministry partners to inform grant prioritization decisions.
- Help develop and maintain tracking tools and templates to support the grant assessment and reporting cycle.
- Support the preparation of briefing materials summarizing assessment findings and recommendations for senior officials.

### 3. Policy Research and Analysis

- Synthesize information from multiple sources (data, reports, stakeholder input) into clear summaries and briefing materials for the Director and DEO-COO.
- Assist in drafting policy documents, briefing notes, correspondence, and presentations, incorporating feedback from senior advisors.

### 4. Stakeholder and Intergovernmental Coordination Support

- Assist in coordinating logistics and information flows between program area leads and the COO/ADM's office, ensuring timely and accurate information sharing.
- Support the Director and DEO-COO in managing stakeholder relationships by drafting correspondence, preparing meeting summaries, and tracking commitments.
- Participate in meetings and working sessions as a note-taker or observer, producing clear and accurate records to support follow-through.

### 5. Data, Evidence, and Reporting Support

- Support the development and maintenance of analytical frameworks, indicator tracking tools, and reporting templates.
  - Help prepare progress reports, data summaries, and dashboards to support monitoring of LMTA-funded programs and the Division's strategic priorities.
  - Contribute to quality assurance by proofreading documents and ensuring written materials meet high standards before circulation to senior officials.
- Support portfolio management within Workforce Strategies and with COO role/projects.

## Problem Solving

Typical problems solved:

- Synthesizing input from multiple cross-ministry stakeholders into coherent summaries and draft documents for

review by the Director.

- Identifying gaps or inconsistencies in tracking and coordination materials and proposing practical solutions to keep work on schedule.
- Preparing high-quality written products that are aligned with GOA style and accurately reflect the positions and priorities of the Department.

Types of guidance available for problem solving:

The analyst works under direct supervision of the Director of Labour Force Policy and Strategy, with additional direction received from the DEO-COO's office on shared priority files. The position will receive specific direction on most tasks but will be expected to exercise judgment and initiative in organizing work, managing competing deadlines, and producing quality written products with limited editing required.

Direct or indirect impacts of decisions:

The analyst's work directly supports the Division's ability to coordinate effectively across ministries and deliver credible, evidence-based advice to the COO/ADM and Deputy Minister. Quality of work affects the accuracy and timeliness of materials provided to senior officials.

### Key Relationships

Major stakeholders and purpose of interactions:

Director, Labour Force Policy and Strategy - Primary supervisor; receives work direction, submits deliverables, seeks guidance on priorities and approach

DEO / COO's Office - Shared resource relationship; receives work assignments on cross-ministry priorities; supports preparation of materials and coordination for COO/ADM-level decisions

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Strong research and analytical skills, with demonstrated ability to synthesize complex information from multiple sources.
- Excellent written communication skills; ability to produce clear, accurate, and well-structured briefing notes, memos, and correspondence.
- Organizational skills and attention to detail; ability to manage multiple concurrent tasks and meet deadlines in a fast-paced environment.
- Demonstrated interest in and understanding of public policy.
- Proficiency with standard office productivity tools (Word, Excel, PowerPoint, SharePoint).
- Ability to work collaboratively within a team and across organizational boundaries.

### 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		
Develop Self and Others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develops own career and reduces barriers for others: <ul style="list-style-type: none"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify</li> </ul>	This is a Junior Policy Analyst position. The goal for this position is to develop the candidate into a Policy Analyst position. The focus is on development.

		<p>areas of improvement</p> <ul style="list-style-type: none"> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	
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"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Cross-ministry LMTA work involves multiple interdependencies; the analyst must understand how decisions in one ministry affect others
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"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Fast pace and shifting priorities require quick adaptation to new assignments, tight deadlines, and evolving policy contexts
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"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	Supports coordination across four ministries and multiple working groups; building trust with program area leads and COO staff is essential

**Benchmarks**

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

## 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