

## New

Ministry

Treasury Board and Finance

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy and Leg Analyst

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Legislative Projects

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Policy, Legislation

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Senior Policy and Legislation Analyst, reporting to the Director, Policy, Legislation, and Governance, is a key member of the team responsible for supporting and implementing the ministry's legislative and policy agenda. This position collaborates closely with internal ministry partners, other government ministries, and external stakeholders to provide strategic advice and guidance that supports the Ministry's strategic direction. The role also works extensively with Executive Council and the Policy Coordination Office to ensure that policies and legislative issues are reviewed and routed appropriately, facilitating timely decision-making.

The position is responsible for anticipating potential barriers in legislative and policy planning and implementation, including shifting priorities, communication challenges and political sensitivities, and for proactively designing and implementing solutions. This also role focuses on continuous improvement and seeks opportunities to enhance coordination and outreach across the ministry and government.

At the direction of management, the Senior and Legislation Analyst, with minimal supervision, has a supportive role in carrying out complex policy and program development projects. Projects can range from short-term assignments requiring keen and strategic analysis with quick turnarounds, to long-term projects with multiple components, and recommendations which include options, risks, and supporting evidence.

## Responsibilities

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

### 1) Policy Analysis and Legislative Support

- Participate in the development of analysis, research, and advice on key policy and legislative priorities for the ministry. including the development and review of TBF legislation, Cabinet reports, briefing notes, etc.
- Consult with other divisions, branches, teams, and departments to gather the necessary internal information that aligns with and supports the strategic goals of the ministry.
- Research and analyze the impacts of strategic policy initiatives, identifying linkages between issues and initiatives relevant to the department and government policy.
- Apply a systems perspective to raise awareness of significant trends and leading practices, developing briefings, presentations, and other informational materials to inform strategic planning and decision-making.

### 2) Strategic Support and Project Management

- Undertake ad hoc requests to carry out special projects and initiatives, providing flexible and timely assistance where needed.
- Lead policy and planning projects, including program and policy reviews/evaluations, interpretations and/or implementation of TBF policies and programs, within the framework of the ministry's business plan objectives.
- Provide strategic support to the Manager, Director, and Executive Director on key policy and legislative initiatives, contributing to the overall success of these efforts.
- Plan, lead and coordinate work to meet the requirements of internal and external stakeholders, department management, business plans and other strategic plans.
- Prepare analysis, reports and other dissemination of information that informs decision-makers and executive management, ensuring clear communication of important insights and recommendations.

### 3) Relationship Building, Collaboration and Coordination

- Build strategic partnerships and working relationships across the department and with other government departments.
- Foster a partnering culture with Executive Council and other areas of Treasury Board and Finance to confirm document and routing requirements.
- Help ensure that any issues are raised early in the policy development process, facilitating smooth coordination and decision-making.
- Provide advice on a broad range of policy initiatives led by TBF divisions, contributing to more consistent and comprehensive legislative and policy development.

### 4) Operational Support

- Contribute to the effective operation of the branch by covering for the manager and other staff as required, ensuring continuity of operations.
- Respond to requests from other staff within the department, providing support and collaboration across the organization.
- Establish and maintain positive and effective relationships with other program areas, ensuring cohesive teamwork and communication.
- Support senior and executive management in dealing with various issues, including preparation of briefings, action requests, presentations, and participation in meetings and research efforts.
- Actively participate in branch planning and reporting, contributing to the overall goals and operational success of the branch.

## Problem Solving

Typical problems solved:

The position functions with independence and must rely on knowledge, experience and professional judgment to complete assignments. Strong communication is required to maintain relationships internal to the division and external. The position is required to raise awareness of emerging issues.

There are often competing views which may be contrary to policy or legislative requirements. The ability to navigate, provide direction, and be sensitive to the competing views and needs, is critical.

Types of guidance available for problem solving:

This role demands creativity, originality, and the ability to conduct independent research, identify potential implications, define critical issues, and develop effective, tailored solutions. The issues managed in this position are often unique, with limited precedence within the ministry or other jurisdictions, requiring a thoughtful and innovative approach to problem-solving.

This role involves working on diverse and high-stakes projects, where the Senior Policy Advisor must balance competing interests and navigate sensitive or controversial issues. Excellent interpersonal skills are essential for establishing and maintaining strong relationships with a wide range of department and government representatives, as well as external stakeholders involved in assessment policies and programs. The Senior Policy Advisor must be responsive, flexible, and adaptable, with a strong emphasis on cooperation, collaboration, and teamwork to achieve positive outcomes. This position plays a critical role in ensuring that policy solutions are both effective and aligned with the broader strategic goals of the ministry.

Direct or indirect impacts of decisions:

Decision making authority is focused on how the position prioritizes assigned tasks. The Senior Policy Advisor must use sound judgment to provide a definitive policy or program response, including specific recommendations to address issues. The position applies/interprets relevant government processes and guidelines to complete work.

## Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Director to provide updates and recommendations, and to act for the Director as required.

Interact regularly with policy analysts and managers throughout the Ministry for the purposes of exchanging information, providing recommendations and advice on legislative and policy matters.

Interact as required with Deputy Minister and Executive Team for the purposes of providing updates on legislative projects and providing recommendations and advice.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Designation

If other, specify:

or other related education.

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

- General knowledge of legislation impacting the Ministry, and related regulations.
- Knowledge of the structure, operations and decision-making processes in the ministry and government.
- **Project Management:** proven experience in overseeing and managing complex projects, ensuring timely delivery of outcomes.
  - Project management experience working independently with minimal supervision and working within a team to carry out major policy or planning projects.
  - **Relationship Building:** demonstrated ability to establish and maintain positive working relationships with diverse stakeholders.
  - **Communication Skills:** strong written and verbal communication skills, with the ability to prepare and

## 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 and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Consistently takes a holistic view of challenges and opportunities at multiple levels across related areas.</p> <ul style="list-style-type: none"> <li>-Ability to identify systemic trends and patterns to inform the effectiveness policy and legislation.</li> <li>-Apply a systems level thinking approach to identify impacts, interconnectedness, and unintended consequences between programs. The intent is to develop innovative approaches to leverage learnings, manage issues, and create solutions, and this includes anticipating stakeholder reactions.</li> <li>-Appreciation for various views and inputs from TB and other ministry representatives, and other key stakeholders, enables this position to provide balanced and representative analysis and recommendations.</li> <li>-Works with others to identify and address interdependent activities that require collaboration.</li> </ul>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>-Ensures communications is ongoing by setting up processes that facilitate communication and collaboration.</li> <li>-Promotes positive conflict resolution by identifying issues and facilitating discussion and coaching others to constructively resolve</li> </ul>

		<ul style="list-style-type: none"> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>conflict.</p> <ul style="list-style-type: none"> <li>-Promotes collaboration and positive relationships (even in challenging circumstances) within and across groups and builds commitment to reach desired results.</li> <li>-Developing and maintaining positive and collaborative relationships with key individuals across government is critical to ensuring the department better informed about policies and programs to manage issues effectively.</li> </ul>
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<ul style="list-style-type: none"> <li>-Proven skills in thinking strategically and critically on a broad scale in the development and implementation of innovative and feasible solutions in response to complex problems. Solid political acumen is also required to manage issues and develop solutions.</li> <li>-The role has the ability to assess options and implications in new ways to achieve the intended outcomes by asking questions and looking for new approaches to improve.</li> <li>-Demonstrated ability to accommodate opposing views, enables this position to build consensus around accountability requirements and recommendations that meet the needs of government.</li> <li>-Often has to work in an environment where the policy question or need is unclear and ambiguous. Requires the ability to</li> </ul>

			<p>advise on the appropriate solution and provide analysis to support the recommendation.</p> <ul style="list-style-type: none"> <li>-Engages different perspectives in seeking out root causes.</li> <li>-Accesses resources, information and technology from other areas, and uses it to analyze issues, resolve problems and improve performance.</li> </ul>
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<ul style="list-style-type: none"> <li>- Clarifies objectives and taps into a variety of available resources within the organization; ensuring that roles and contributions are clear. Sets performance standards and monitoring process to ensure deviations from the plan are identified at an early stage. Cabinet packages require a great deal of coordination from resources outside the immediate team to ensure deliverables are met within specified timeline.</li> <li>-Holds self and other responsible for achieving results and agreed upon targets.</li> <li>-Courageously and respectfully takes a stand on issues based on values or beliefs of what is good for Albertans, even if it is not immediately accepted or appreciated. The role raises any flags to the manager that may be deviating from government policy or legislation.</li> <li>-Sets and accomplishes goals and priorities in order to deliver outcomes consistent with Government direction,</li> </ul>

			departmental objectives, and public expectations.
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**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

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature