

Update

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 4

Job Focus

Operations/Program

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

2023-11-20

Responsibilities Added:

Expanded to include other grant programs the branch is responsible for (Food Banks, Low Income Transit Program, and Civil Society Fund). Clarified job description to describe responsibilities for full cycle grant management.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Preventive Community Services division develops programs, administers funding and works closely with community partners to prevent and address a wide range of social issues, including homelessness, and implements affordability initiatives, such as funding for food banks and low-income transit pass programs. The division manages the Family and Community Support Services (FCSS) program, which partners with municipalities and Metis Settlements

in delivering preventive social services, the Civil Society Fund, which supports innovation and capacity building in civil society, and the Service Dog program, which supports Albertans with disabilities to obtain a qualified service dog. The division also provides secretariat support to the Premier's Council on Charities and Civil Society.

Reporting to the Manager of Policy and Programs, the position's main purpose is to apply extensive theoretical knowledge and expertise to lead the planning, research, and reporting in the development of government policies and implementation and operation of grant programs intended to address the key social issues facing Albertans. The position includes the FCSS program, Food Bank funding, Low Income Transit program (LITP) and the Civil Society Fund (CSF). The position provides their expertise to the branch and division in the development of policy, community practices and grant administration standard operation procedures.

This position is directly responsible for regular and ongoing engagement with stakeholders in information sharing, issues identification, problem solving and strategic thinking to find preventive solutions to social issues. The position plays a key role in facilitating the relationship between the department and municipalities, Metis Settlements, and civil society organizations. It provides advice and assistance to funded municipalities, Metis Settlements, and civil society organizations. The position is responsible for monitoring grants to support compliance with legislated and financial requirements.

This position will provide advice and recommendations to senior management on the development of programs, policies and legislation and provides information and advice on emerging social issues, key risks, and opportunities related to preventive social services. The position maintains effective partnerships and working relationships with representatives from other ministries, municipalities, and civil society and other community agencies and organizations to facilitate information exchange and cooperation. The position also consults with other Division program representatives on issues and to address the impact on preventive social programs and services.

Responsibilities

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

1. The position is responsible for supporting the development, implementation and ongoing monitoring of programs, policies, and legislation to ensure that they meet the needs of the Ministry and Government business plan goals and priorities intended to improve the well-being of children, families and communities. The following activities are included in this accountability:

- Support in the development and implementation of the FCSS Accountability Framework and related program policies to support the consistent and quality delivery of programs and services to children, families and communities impacted by current and emerging social issues across the province.
- Provide strategic leadership in the development, implementation, monitoring, and evaluation of programs, policies, and practices to ensure that grant programs including FCSS, LITP, Food Bank , and CSF can improve outcomes for vulnerable Albertans
- Ensure the interests, perspectives, concerns and issues facing vulnerable Albertans are considered in Ministry policy and program development, service delivery and evaluation.
- Develop, implement, monitor and evaluate targeted policies and programs specific to the needs of diverse and vulnerable Albertans populations within program priorities and budgets assigned to the Division.
- Support in the development of comprehensive engagement processes to obtain input from stakeholders in the development and implementation of FCSS, Food Bank, LITP, and CSF policies and programs to promote collaboration and to ensure that stakeholder needs are accurately represented.

2. Responsible for full cycle grant management to support municipalities, Metis Settlements and civil society organizations throughout Alberta to ensure that programs and agreements are administered in an efficient and cost-effective manner.

- Monitor all financial and operational activities, including program and outcome reporting to ensure compliance with relevant legislation, program policies, and grant agreements.
- Prepare, conduct, and evaluate outcomes of program reviews and/or site visits to monitor the effectiveness of services delivered.
- Lead the development, implementation, monitoring, and analysis of reporting templates for respective grant programs.
- Lead the review and analysis of financial statements and performance outcomes.
- Prepare progress and annual reports and briefings on grant programs including review of performance measures and

targets

- Update and maintain the Program materials, grant applications, grant guidelines, reporting templates, and other resources.
- Maintain expert knowledge of all branch grant management software including Service Now to provide support to grant recipients.
- Participate in the development of upgrades to the IT system

3. Through direct stakeholder engagement this position supports community based capacity building to strengthen the delivery of the program funded through branch grants, and support municipalities, Metis Settlements, and civil society organizations to report on and evaluate their programing.

- Provide advice to FCSS programs concerning the prevention and community capacity building mandate of the FCSS Program and the appropriate processes for program development and support, and to other grant recipients concerning the mandate of their respective grants.
- Develop and deliver public presentations and training to municipalities, Metis Settlement Programs, and civil society organizations at regional and provincial Workshops, conferences, or other venues on all / any aspects of the respective grant program and processes.
- Provide consultation and advice to local program staff, Boards, senior municipal officials, and their auditors, on a wide variety of information related to grant programs including information about grant requirements, provincial and municipal mandates and roles, determining Program and project eligibility, identifying and measuring program outcomes, clarifying and advising on reporting requirements and providing information on changes to Program and the provincial government.
- Researches and identifies appropriate performance measures for program outcomes.
- Provides information for comprehensive program reports reflecting progress toward performance measures for program outcomes.
- Research and analyze program information (from program reports) to provide trend information for local and provincial strategic planning with respect to preventive social service strategies

4. In collaboration with the Strategic Services division, lead the provision of subject matter expertise and advice on policy and program development, legislative reviews, and related research projects including planning, establishing project timelines, budgets, and communications plans, resource management, and leading project teams.

- Develop project plans to ensure that program and policy development, legislative review, and other related projects are scheduled and monitored to ensure timely completion.
- Engage with cross divisional, cross ministry, and external project members to ensure that all project participants have access to the information they require to enable them to achieve project milestones.
- Track and communicate program decisions made by Minister, Deputy Minister, Steering Committee, etc.
- Ensure projects include a process for review and approval of deliverables that result in a consistent and integrated approach to recommendations and implementation.

5. Provides advice, information, and consultation to senior management on all aspects of branch grant programs, preventive social services strategies and initiatives and provides reliable, timely, and accurate information on social issues, trends, and best practices.

- Prepare timely, accurate and relevant information for briefing material including briefing notes, PowerPoint decks, and other products to respond to ARTS requests and/or divisional senior leadership to facilitate decision making, effective program management and relevant forecasting.
- Develop and maintain databases, spreadsheets, SharePoint sites, documents, and other tools to ensure accurate information is available.
- Maintains effective working relationships and partnerships with other Ministry program areas to discuss policy development and implementation issues and to ensure appropriate corporate support services are available for community prevention initiatives.
- Works collaboratively, provides secretariat support to, and chairs cross-sector working groups and stakeholder committees comprised of representatives from other ministries, Municipalities and Metis Settlements, civil society organizations, and other stakeholder groups to ensure coordinated and integrated legislation, policy, and program development and implementation.

Problem Solving

Typical problems solved:

The position communicates with and provides consequential information and advice to local Programs directors and

staff, municipal officials, provincial government departments and agencies. Inquiries are generally not of a routine nature and require creativity, originality and possibility thinking in responding to the unique and diverse preventive social needs of communities.

Requests are often politically sensitive, involve the commitment of resources and have very short turnaround time.

The position is accountable for providing timely advice and accurate information; as well as communicating major accomplishments and issues that may arise to senior leadership. Information requests and assignments may be complex, information may not be readily available and/or require analysis and have tight timelines.

The need to engage stakeholders to get and maintain support with development and implementation of policy initiatives and projects is critical.

Types of guidance available for problem solving:

The Executive Director, CSCI, provides vision, leadership and direction for branch priorities and initiatives. Branch directors are available to clarify goals, objectives, and priorities. The manager is available for consultation and provides advice as necessary. Within these parameters, the policy analyst has considerable authority to determine approach to responsibilities.

Direct or indirect impacts of decisions:

The position is accountable for providing timely and useful advice; as well as communicating major accomplishments and issues that may arise to the Executive Director of the Civil Society and Community Initiatives Branch to assist in effective and informed policy direction and decision-making within the ministry related to prevention and the enhanced well-being of Albertans.

Data, information, and recommendations provided to senior leadership may lead ultimately to changes in program design and related policies, which directly impacts the ability of the Ministry to design and deliver effective preventive social services and supports.

The range of consultation and information services provided to municipalities, civil society organizations, and senior divisional and ministry leadership is broad, and includes interpretation of program guidelines, analysis of program financial and outcomes data. Sound judgment and accurate information is essential to providing definitive responses within short timelines.

Key Relationships

Major stakeholders and purpose of interactions:

The position communicates with and provides consequential information and advice to municipalities, civil society organizations, and provincial government department and agencies in relation to legislation, policies, procedures, and issues. Many requests are politically sensitive, involve the commitment of resources, and have a very short turn around time.

Within the provincial government, the position communicates with other divisional, cross ministry and corporate services staff including finance and legal to request, provide, and exchange information related grant programs within the CSCI branch. Many requests for information require accurate information that may be shared with government officials for politically sensitive meetings or may form parts of media releases or other publicly shared 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:

A degree in public or business administration, social sciences, community development, education, etc.

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

Essential to the position:

- strong knowledge of community development, collective impact and outcome measurement
- current knowledge of emerging issues in preventive policies and practices, strategies and theories related to working with diverse populations and integrated inter-sectoral approaches to complex social issues
- strong knowledge of legislative processes and current political environment

- strong knowledge of provincial and community prevention networks and resources
- Strong financial, information technology, grant management and administrative processes
- Strong common office software (PowerPoint, Word, Excel etc)
- good knowledge of project management principles and methodologies
- good knowledge of research methodologies, tools, statistics, techniques, and information systems, data management and analysis
- good knowledge of applicable legislation, regulations, ministerial orders, and guidelines (i.e. *Family and Community Support Services Act, Government Accountability Act, Government Organization Act, Municipal Government Act, Financial Administration Act, Alberta Public Agency Governance Act*)
- knowledge of government structures and community, municipal, and regional authority dynamics
- solid understanding of the development, monitoring, and evaluation of policies

The position also requires strong and demonstrated:

- problem solving skills in order to address complex, unique and diverse social issues
- ability to work independently, as part of a team, and with diverse stakeholders
- consulting, negotiating, and consensus building skills in order to represent the Ministry in a variety of situations and build relationships and obtain cooperation from multiple partners and other stakeholders
- interpersonal and influencing skills
- relationship building skills
- professional judgment and decision-making skills to assess alternative options, implement viable approaches, and evaluate the results
- facilitation and conflict resolution skills
- written and verbal communication skills
- ability to manage resources, time, stress, work under pressure, and under high demands

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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Work is done in alignment with the ministry's vision and values, business plan and strategies in a fast paced and politically sensitive environment.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve 	Develops expertise and independently makes recommendations for the resolution of issues with limited direction from manager.

		<p>problems</p> <ul style="list-style-type: none"> • Engages others and encourages debate and idea generation to solve problems while addressing risks 	
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Can work in an environment where there is ambiguity, Is able to adapt to new information and find related information without explicit direction. Able to meet changing priorities while adhering to timelines.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Ability to coordinate work with stakeholders to achieve overall goals, within tight timelines and with competing priorities.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Builds networks and partnerships with stakeholders internal and external to the GoA to collaborate on shared goals.</p>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Builds trust and rapport with internal and external stakeholders to share information and collaborate to achieve mutual goals.
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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