

New

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

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 Seniors Strategies and Program Support unit provides leadership in the development of coordinated policy, strategic plans and policy options to support effective, efficient and sustainable approaches to meeting the needs of current and future seniors in Alberta.

Under the direction of the Manager, Seniors Strategic Programs, and Director, Seniors Strategies and Program Support, the Senior Policy Analyst provides leadership, advice and support for policy development activities related to seniors and Alberta's aging population. This involves policy analysis and leading policy initiatives; designing, planning, managing, and evaluating major projects and contracts; working strategically with internal and external stakeholders to advance the outcomes related to the business plan and minister's priorities; and supporting the coordination of policy related cross-government and interdepartmental initiatives that support the achievement of independence and well-being among seniors.

The results of this work support the branch management as well as the ADM, the Deputy Minister, and the Minister in making decisions about current and future policies and strategies related to seniors and the

aging population. All work is conducted with the goal of ensuring that the interests and priorities of the department, stakeholders and the Government of Alberta are effectively represented. The incumbent is required to develop strong working relationships and liaise with key stakeholders and may represent the department on cross-ministry work teams and Federal/Provincial/ Territorial working groups, in addition to taking a lead role in carrying out significant policy and strategy projects.

This position operates within the framework provided by the branch and ministry operational and business plans and priorities; the Government of Alberta's established policy and legislative development processes; established consultation and research processes; and direction from branch leadership. 

Responsibilities

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

Strategic policy initiatives and projects that are focused on addressing social policy trends and issues related to Alberta's aging population are developed and supported.

- Conduct analysis to identify strategic trends, issues and pressure points to anticipate and identify potential seniors' issues.
- Research and define policy issues.
- Develop proposals and options papers that outline policy responses and approaches to address the trends, pressure points and upcoming issues, and develop strategies for implementation.
- Develop necessary reports, briefings, documents and presentations that outline, analyze and evaluate policy options, within timelines that are often tight and with a high degree of independence.
- Develop project proposals and plans to obtain information, including stakeholder input, and manage processes.
- Provide specialist policy support to others in the department that will contribute to the development of feasible and effective solutions to seniors and aging population issues.
- Represent branch, division and department interests by strategically collaborating with a variety of stakeholders.
- Compare federal government legislation and policy changes, and those of other provinces and territories, in relation to existing Alberta seniors' policy and legislation. Assess potential impact of policy changes elsewhere on Alberta seniors.
- Prepare written reports/options papers and briefing materials, with recommendations for executive management and Minister. Prepare government decision documents, for the Minister to seek approval from cabinet committees and cabinet.

Larger policy development and planning processes, including collaboration and coordination responsibilities, are coordinated and completed in alignment with ministry priorities.

- Coordinate initiatives with other departments, including participating/chairing departmental, interdepartmental and intergovernmental committees and working groups to ensure the views of seniors and Alberta Seniors are represented and considered in discussions about policies, programs and services.
- Collaborate with federal/provincial/territorial colleagues to fulfill agreements reached by federal/provincial/territorial Ministers Responsible for Seniors, and any other federal/provincial/territorial agreements pertaining to seniors' programs and services.
- Conduct policy research and analysis, including review of literature and background information.
- Define data and information needs.
- Determine consultation methods to use.
- Collect, analyze and interpret data results, including providing direction to junior research staff.
- Write final report and briefing materials, with recommendations for next steps for executive management or Minister.
- Participate in division strategic planning and reporting activities.

Policy interpretation and communications support is provided to the public, stakeholders (e.g., seniors organizations, other government departments etc.), the department and the Minister.

- Clarify, interpret, and evaluate policies for internal and external stakeholders.
- Coordinate and develop issue papers, correspondence, briefing notes, presentations and background materials for executive management and the Minister.

Branch and unit priorities and plans are achieved in line with Ministry priorities.

- Remain current on new and emerging trends and theories and apply as appropriate to current practices.
- Develop and prepare background and briefing materials and responses to action requests for review by senior management.
- Raise awareness to significant emerging issues and participate in developing and implementing resolution strategies.
- Develop recommendations to support continual improvement of team processes and functions.
- Supervise junior research staff as well as contracted resources when leading assigned projects
- Provide mentoring and support to junior policy and research staff, including assigning work and reviewing assignments.
- Represent Manager and/or Director at interdepartmental and other meetings.
- Serve as acting Manager as needed.

Problem Solving

Typical problems solved:

- This position leads small-to medium-sized policy development projects that may impact other government departments as well as the public (primarily seniors and their families). The Senior Policy Analyst requires a broad knowledge base on all aspects of seniors' lives in Alberta, and the complex structure of municipal, provincial, and federal policy approaches. Issues may arise in a wide range of areas, such as income and pensions, taxes, housing and long-term care, health care, elder abuse, needs of diverse populations, caregiving, retirement planning, transportation, and so on. The issues are complex and cross-cutting (e.g., low income among seniors may impact their health status and social connectedness).
- Due to the breadth of issues impacting the quality of seniors' lives (e.g., health, housing, income support, etc.), the Senior Policy Analyst must be able to concurrently undertake multiple projects on a diverse range of complex issues.

Types of guidance available for problem solving:

- Existing policy development processes and priorities, initiative mandates, and scope documents provide guidance, as well as the branch operations plan and direction from the Manager and Director. Within this framework, the incumbent assesses problems and identifies solutions to action; this draws on analysis on underlying and contributing factors and creativity to develop a solution that considers near and longer-term impacts.
- The incumbent works with stakeholder groups to resolve straight-forward issues related to engagements. Complex issues, or those with potential to impact the branch or department are discussed with the Manager. There is independence to determine the path forward to solve problems.

Direct or indirect impacts of decisions:

Externally, the work of this position has a direct impact on:

- Provincial programs and services for seniors and future seniors. As of December 31, 2024, there are roughly 820,000 Albertans aged 65 years or older and in coming decades, this population will more than double.
- Significant contact, including consultation, with department colleagues, seniors, stakeholders, service provider organizations, and other government departments (both provincial and federal). The development of policy and program direction requires that the Senior Policy Analyst work together with seniors, seniors' organizations, service providers, other stakeholders in the community, staff in government and other levels of government.

Internally, the work of this position impacts:

- Availability of high-quality policy and program recommendations and subject-matter-expertise to inform senior and executive decision-making.
- Enhanced collaboration across branch units to result in robust policy and program recommendations and decision.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Director, Executive Director and ADM, Seniors and Strategic Services Division - provide updates on projects; raise awareness to significant emerging issues and participate in their resolution; provide policy and strategy advice and recommendations based on research and analysis of options.
- Other units across the ministry - provide consultation, advice and recommendations; exchange information; represent ministry interests and perspectives; and collaborate on policy and strategy initiatives.
- Representatives of other departments - provide and exchange information; clarify requirements; lead and collaborate on cross-ministry projects and initiatives related to seniors, low-income Albertans and the aging population.
- Representatives from provinces, territories and the federal government - provide leadership and collaboration on work related to the Federal/Provincial/Territorial Ministers Responsible for Seniors Forum priorities.
- External stakeholders - share information; consult for input on projects; manage grants and contracts.
- External contracted resources - manage contracts for service provision.

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:

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

<p>Knowledge required for this position:</p> <ul style="list-style-type: none">• The broad range of trends and issues related to seniors and the aging population in Alberta and Canada.• Federal and provincial policy, legislation and regulations governing seniors programs.• Government role, structure, policies and procedures, particularly those related to policy development, regulatory reform and legislation development, and planning and accountability.• The interests and perspectives of stakeholders, including other government departments, the public, and seniors' organizations.• The political environment and implications.• Policy research, planning, and evaluation methodologies and tools.• Project management methodologies and tools.• Contract and grant management policies and procedures.• Consultation approaches and strong public consultation skills.• Strategic planning methodologies. <p>Skills and expertise required for this position:</p> <ul style="list-style-type: none">• Strong conceptual, analytical and problem solving skills. Ability to synthesize and summarize complex material. Ability to identify key issues and develop solutions.• Creative problem solving and the ability to think strategically and critically on a broad scale in the development of innovative and feasible options and strategic solutions to program and service issues.• Analytical skills, including the ability to interpret data and information, define issues, develop and assess options and make feasible recommendations.• Interpersonal skills: influencing others, negotiation, and consensus building.• Excellent communication and presentation skills, particularly verbal and writing skills. Ability to clearly convey ideas and the ability to listen to others.• Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.• Agility and the ability to work in an environment with changing priorities, short timelines and scarce resources.• Time management, organizational skills and the ability to take on multiple projects and tasks and complete them in a timely manner. Ability to prioritize work and produce quality results, often within short timelines.

- High level of self-management with strong results orientation.
- Political sensitivity and the ability to maintain a neutral and objective approach.

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 	<p>Considers longer-term opportunities and risks prior to presenting recommendations; takes a holistic view of policy and legislation challenges and opportunities at multiple levels across related areas.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Assesses consultation processes to identify improvements to get the best outputs possible; considers multiple types of feedback and others' perspectives; critically analyzes options and issues; proactively engages stakeholders to resolve issues to mitigate their escalation.</p>
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 guidelines 	<p>Assesses consultation processes to identify improvements to get the best outputs possible; considers multiple types of feedback and others' perspectives; critically analyzes options and issues; proactively engages stakeholders to resolve issues to mitigate their escalation.</p>

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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Seeks out opportunities to engage internal and external knowledge in setting and accomplishing goals and priorities to support outcomes consistent with Government direction and department objectives and public expectations.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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>Seeks and leverages internal and external relationships to ensure the ministry has sound inputs from stakeholders and stakeholders have meaningful opportunities to provide input; leverages opportunities to enhance the integration of perspectives into provincial legislation and policy.</p>
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"> • 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 	<p>Promotes collaboration and positive relationships (even in challenging circumstances) within and across groups and builds commitment to reach desired results.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal 	<p>Leverages the contributions of team learning by initiating and contributing to group reflection and discussions and finds ways to leverage strengths through new experiences and assignments to the Government's approach to seniors' policy.</p>

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