

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Senior Policy Analyst		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit System Enhancement and Legislation, Legislation & Policy Unit	Ministry
Present Class		Requested Class	
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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager, Legislation & Policy, the Senior Policy Analyst is responsible for several functions that shape and inform the direction and priorities of the provincial addiction and mental health system, including related policy and strategy development and implementation, evaluation, and reporting. Specifically, the Senior Policy Analyst plans and completes a range of foresight activities, environmental scans, and research to produce recommendations that strategically shape the Alberta mental health and addiction system and that support continuous improvement and innovation. The Senior Policy Analyst develops recommendations to address system issues management. This position also coordinates branch planning and reporting functions in line with the vision of the Branch leadership team and ministry and GoA requirements to position the branch to best guide the evolution of the mental health and addiction system.

The system is multi-faceted, covering a breadth of topics and populations (e.g., addiction, mental health, Indigenous-specific issues, youth-specific issues, operating grants, research and innovation of services), with multiple stakeholders (e.g. community organizations, Alberta Health Services, regulatory colleges, indigenous communities and organizations, national organizations, advocacy groups), and connects to several other government portfolios (e.g., housing, education, economic development, children’s services).

Under broad guidance by the Manager, the Senior Policy Analyst independently liaises and consults with key stakeholders in Alberta Health, Alberta Health Services, other government ministries, and other system stakeholders, and represents the department on cross-ministry committees. This work supports broader system coordination and integration as well as system planning and reporting that orient and focus provincial resources on the priorities of multiple facets of the addiction and mental health system (e.g., diverse populations, diverse service delivery streams, addressing policy and strategies to enhance system capacity and advance on priorities).

Advice, recommendations, and reports are provided to branch and division senior leaders to inform broader decision making. All work is conducted with the goal of ensuring Mental Health and Addiction’s interests and priorities are effectively represented, and balanced with the needs of Albertans, in addiction and mental health initiatives, projects, and activities.

**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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Lead the development of cabinet packages that make recommendations for policy and legislative changes.

- Draft parts of or entire Memorandums to Cabinet, including analysis, options, financial implications, and regulatory impact.
- Prepare and implement strategic engagement plans with a variety of stakeholders, including but not limited to regulatory colleges, Indigenous communities and organizations, people in pursuit of recovery, and service providers.
- Conduct jurisdictional scanning of best practices in Canada and internationally.
- Work with legal counsel and legislative drafters to review draft policy levers such as standards, guides, ministerial orders, and legislation.
- Prepare speaking notes and presentation to cabinet policy committees, Legislative Review Committee and Cabinet.

Plan and complete research and scanning to inform addiction and mental health legislative development.

- Lead environmental scanning on a range of topics that will inform changes to policy and legislation.
- Liaise with health system stakeholders such as, Alberta Health Services, regulatory colleges and other addiction and mental health service providers.
- Develop and maintain a list of future amendments to existing addiction and mental health legislation.
- Manage contracts related to development of legislative and policy priorities.

Contribute to work related to the day-to-day functioning of the Branch and Ministry on behalf of the Legislation and Policy Unit.

- Draft and contribute to responses to action requests on behalf of the Ministry.
- Prepare briefing notes for senior and political leadership related to emerging mental health and addiction issues.
- Provide input into the Ministry's corporate functions, such as session notes, committee of supply, business plans and reporting obligations.
- Support or attend cross ministry working groups on behalf of the Branch.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The work of this position directly impacts innovation and future directions for the provincial mental health and addiction system. The impact of recommendations made by the incumbent can be significant; influencing the direction, design, and implementation of mental health and addiction plans, policies, and strategies that directly affect stakeholders across Alberta.

The mental health and addiction system in Alberta is complex due to the multiple topics, streams of service, populations, and service providers. Mental health and addiction strategies also impact other societal domains such as housing, education, economic development, and other elements of healthcare. When leading research, scanning and foresight activities the incumbent gathers, synthesizes and interprets diverse information from an array of sources and must be able to communicate information clearly and concisely. Due to the forward-looking perspective of this work, insights can be novel and might challenge status quo. There is a need to be able to communicate complex concepts in simple terms to different levels of stakeholders. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Senior Policy Analyst is evidence-based, comprehensive, and reliable. The Senior Policy Analyst must remain aware of trends, issues, and best practises across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to Ministry representatives. This position also liaises extensively with personnel from other divisions, departments, organizations and provinces, representing Alberta's position on mental health and addiction issues.

The Senior Policy Analyst takes a lead role, with minimal supervision, in leading projects based on general direction and guidance. The Senior Policy Analyst deals with issues which are diverse, complex, and often politically sensitive. The Senior Policy Analyst is expected to maintain a broad view of the Ministry's strategic priorities, while considering short- and long- term impacts, stakeholder considerations, evidence gained through research as well as multiple social and economic factors when providing advice to senior management).

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position is delegated considerable independence in working within the ministry, across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages and priorities. Matters with potential for significant impact on business area operations, resource allocation, planning documents, or branch functions are referred to the Director and Executive Director, who are also available for guidance when dealing with particularly sensitive issues or situations.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

#### Knowledge

- Quantitative and qualitative, primary, and secondary research processes, data analysis techniques, results synthesis and presentation.
- Understanding of legislation development and cabinet approval processes
- GoA policy and requirements for grants to external organizations
- Current and emerging mental health and addiction issues, including concurrent disorders, complex needs, health promotion strategies and theories, addiction and mental illness prevention and integration of strategies and services across sectors
- Ministry and GoA frameworks for operational business planning and reporting, including timelines, formats, and standards
- Policy, planning and strategy approval and decision-making processes applicable to the ministry
- Government strategic and policy directions and priorities as they relate to the branch mandate and initiatives
- Project management approaches and methods
- Relevant stakeholder network, including health and non-health sector groups as well as government and nongovernment stakeholders
- Addiction and mental health related legislation including the *Mental Health Act*, the *Mental Health Services Protection Act* (along with its Regulation and Standards), and the *Protection of Children Abusing Drugs Act*, and ministry priorities

#### Skills and Abilities

- Systems thinking to design projects and identify linkages across initiatives
- creative problem-solving ability to assess options and implications in new ways to achieve outcomes and solutions
- agility to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment
- Imagination and a level of comfort in challenging the status quo and considering a range of possible futures
- Strong interpersonal skills and relationship building skills with varied stakeholder groups
- Ability to apply information integration skills, including analyzing, interpreting and synthesizing information drawn from disparate sources to develop recommendations
- Oral communication skills, including ability to communicate with multiple stakeholders in a politically complex environment (develops networks)
- Written communication skills to draft responses, briefing documents, policy documents, develop various types of reports and presentations for diverse audiences
- Legislative policy-specific skills for preparing drafting instructions, analyzing clauses of regulations and standards, completing cabinet packages.
- Organizational skills, including ability to self-direct work and to prioritize multiple responsibilities to meet deadlines
- Commitment to innovation
- Effective project management skills to ensure progress is on time and on track and that outcomes are being achieved

This work reflects all APS Competencies with a focus on the following:

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

**Creative Problem Solving**

- Asks questions to get a deeper understanding of present issues
- Contributing ideas for how work can be done differently to solve common problems

**Agility**

- Asks questions, seeks clarification and assess how things will be different when change is introduced or anticipated
- Takes advantage of opportunities to change how work is completed to better anticipate obstacles and improve service

**Drive for Results**

- Takes past experience into considerations when making plans and adjusts plans based on past learning
- Identifies and acts on opportunities to partner with other groups to achieve desired outcomes

**Develop Networks**

- Identifies key stakeholder contacts with whom a relationship must be established
- Maintains contacts with a range of colleagues, clients and stakeholders

**Education and Work Experience:**

- University degree in a health or human services field, and a minimum of four years of progressively responsible experience
- Legislative development, research planning and management, and addiction and mental health related experience are assets.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

**The Advisor has regular and ongoing contact with:**

- Branch leaders – provide recommendations for the system based on research, issues management, foresight and scanning; provide updates on legislative projects; raise awareness to significant emerging issues and participate in their resolution; research and respond to specific queries; prepare briefings etc.
- Branch Units - provide research, analysis, and planning services to lead the development, review, and evaluation of policies and programs; provide consultation, advice, and recommendations; lead the development of planning documents; provide back-up as needed
- Other departments – collaborate on common initiatives; represent branch and ministry perspectives
- Addiction and mental health system stakeholders (e.g., representatives of Alberta Health Services and other service delivery organizations) – solicit input and feedback into future legislative changes; and help develop and provide guidance on legislative changes that impact licensed service providers, and other impacted organizations.
- Representatives of other jurisdictions - provide and exchange information; clarify requirements; and collaborate on projects and initiatives.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not directly supervise other positions.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

None significant. The description has been updated to reflect the evolution of the branch and its units to a functional alignment of work (e.g., focus on legislation and policy development).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

**Executive Director**

\_\_\_\_\_

Name

Signature

Date

**Assistant Deputy  
Minister**

\_\_\_\_\_

Signature

Date

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 (see Writing Guide Page 16)