

**New**

Ministry

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

Position ID

Position Name (200 character maximum)

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 Police Governance & Funding Analyst brings a depth of research, analysis, policy development skill and program support to the Manager, Police Governance in promoting effective civilian oversight of policing in Alberta. This position assists with the development, implementation, monitoring, and evaluation of police governance training programs, oversight standards, funding mechanisms, and community safety initiatives. The role involves significant relationship building with municipalities, police commissions, policing committees, Indigenous communities, and provincial and national governance associations.

This position supports the strategic direction of enhancing community involvement in police governance and oversight by providing support to municipal and Indigenous police commissions, municipal policing committees, joint municipal committees, regional policing committees and the Provincial Police Advisory Board (PPAB).

This position will support the administration of existing (ex. Police Support Grant) as well as emerging grant programs as directed by ministry priorities for policing and public safety. Development of grant criteria, applications and reporting documents as well as monitoring and evaluating of all grant programs to ensure compliance with

provincial accountability requirements.

## Responsibilities

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

### 1. Research, Policy Analysis and Development

- Conduct research and jurisdictional scans on emerging issues, trends, and best practices in police governance and civilian oversight in Alberta and across Canada.
- Lead the revision and development of model policies and standards by providing evidence-based analysis to inform updates to the Police Oversight Standards and related documents in collaboration with stakeholders such as municipal policing committees, joint municipal committees, regional policing committees, Provincial Police Advisory Board (PPAB), municipal police commissions, and Indigenous police commissions.
- Analyze policy impacts and prepare briefing notes, discussion papers, and stakeholder summaries on governance and funding-related topics.
- Ensure governance activities are aligned with Alberta's broader justice, equity, Indigenous relations, and public safety strategies.

### 2. Relationship and Capacity Building with External Partners

- Maintains a leadership role to establish and maintain positive working relationships with municipal policing committees, joint municipal committees, regional policing committees, Provincial Police Advisory Board (PPAB), municipal police commissions, and Indigenous police commissions, for policy and program coordination, oversight standards and continuous improvement.
- Coordinate and facilitate meetings, workshops, and consultations with internal and external partners including the Alberta Association of Police Governance (AAPG), Alberta Municipalities, Rural Municipalities of Alberta (RMA), and law enforcement agencies.
- Collaborate with AAPG on the planning of the annual AAPG conference, as required.
- Oversee the development and review of stakeholder communications, including presentations, newsletters, key messages, and FAQs.
- Tracks issues raised by external stakeholders and flag complex or high-risk concerns for escalation to the Manager.
- Provide operational support to municipal police commissions, First Nations police commissions, municipal, joint municipal, and regional policing committees.
- Facilitate the development and maintenance of training materials for governance bodies, including E-Learning modules and in-person workshop content.
- Deliver components of governance training as directed, in-person or virtually.
- Monitor governance body performance and advise on best practices, standards compliance, and policy implementation.
- Monitor and assist the Police Governance Coordinator in the collection and review of community safety plans and the implementation and updates to programs and services to achieve policing priorities submitted to the Ministry.

### 3. Grants Management and Program Oversight

- Leads the administration of grant funding including development of grant criteria and reporting outcomes, drafting funding agreements, compliance monitoring and financial review and analysis.
- Serve as a liaison for grant recipients, supporting understanding of grant terms, reporting expectations, and

outcome tracking.

- Identify risks or inconsistencies in grant delivery and recommend corrective or improvement actions in collaboration with the Manager.
- Leads the administration of police-related grant programs including Police Support Grants and community policing transition or enhancement funding.
- Review and analyze grant applications and reports to ensure compliance with funding criteria and government accountability standards.
- Ensure the development and execution of grants administered by the unit are compliant with Ministry policy and procedures and branch business practices. This will involve staying current on departmental and government grant policies and procedures, as well as Office of the Auditor General requirements.

#### **4. Communication and Issues Management**

- Respond to inquiries from governance bodies, municipalities, and internal stakeholders by providing accurate and timely technical information.
- Develop briefing notes, presentations, correspondence, and policy summaries for senior officials and external stakeholders.
- Enhance issues management by monitoring and assessing trends, concerns, or risks arising from police governance bodies, community stakeholders, and local governments.
- Monitor the Alberta Police Governance general inbox for prompt and accurate responses.
- Represent the unit at stakeholder engagement sessions and intergovernmental working groups, as needed.

#### **5. Coordination of Departmental Initiatives**

- Provides leadership and coordination on internal projects, initiatives, and working groups aligned with police governance and community safety planning.
- Liaises regularly with key internal partners --including Legal Services, Financial Services, Alberta Justice, SSII, and Treasury Board and Finance --to support integrated policy development and funding administration.
- Provides accurate, timely information and recommendations to Manager on governance and funding issues, including the preparation of briefing materials and decision-making documents.
- Contributes to a positive team culture, supporting collaboration across the division and participating in internal initiatives that enhance branch performance and alignment with Ministry goals.

### **Problem Solving**

Typical problems solved:

This position requires strong interpersonal and analytical skills to navigate day-to-day issues identified in police governance and funding. The role involves working with a diverse range of stakeholders, including those with competing priorities, and fostering collaborative partnerships that support effective governance.

Many issues span divisional or ministry boundaries and involve conflicting timelines, perspectives, and political sensitivities. The position must balance immediate, emergent needs with long-term strategic analysis, often under conditions of uncertainty or unpredictability.

The incumbent must manage multiple concurrent projects, assess and prioritize tasks, and build consensus across a

broad stakeholder network. Success depends on the ability to exercise sound professional judgment, develop practical solutions, and identify opportunities for collaboration that result in mutually beneficial outcomes.

Creative problem-solving, strategic thinking, and consistent application of departmental standards are essential to advancing ministry objectives and ensuring effective civilian governance of policing in Alberta.

Types of guidance available for problem solving:

The Manager, Police Governance and Funding provides support and guidance to this position. Consultation and collaboration with the CPPO team, other business units, and stakeholders allows for dialogue and problem-solving processes to occur.

Day to day decisions are impacted by political and Ministry platforms and current priorities. Platforms, priorities and direction can change quickly which impact day to day decisions and the work of this position.

Decisions are also guided by internal government and department procedures and policies to seek direction and decisions on policy work. Guidance to problem solve is available from peers, as well as branch and division management.

Direct or indirect impacts of decisions:

This position will have an indirect impact on the quality of police governance in Alberta by supporting municipalities in establishment and maintenance of effective and well-trained civilian governance bodies and that police funding initiatives are administered effectively to meet the needs of municipalities and police services.

### Key Relationships

Major stakeholders and purpose of interactions:

**Internal**

PSSES Divisional, Branch and Unit as well as Strategy Supports and Integrated Initiatives (SSII), Financial Services Division (FSD) and Legal Services.

**External**

Police Commissions (municipal and First Nations); Municipal Policing Committees; Regional Policing Committees; Joint Municipal Policing Committees; Chiefs of Police and District and Detachment Personnel from the RCMP; Mayors/Reeves; Council Members and Chiefs and Council; as well as other municipal officials. In addition: Governing organizations (Association of Police Governance, Alberta Municipalities, Rural Municipalities, Association of Chiefs of Police, etc.)

### 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:

Criminology, Public Administration, and/or social sciences

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

4+ years progressively responsible related experience or equivalent described below:  
This position requires knowledge of board governance and grants administration and/or finance. Experience with law enforcement or public safety related setting would be an asset. Experience in multi-stakeholder policy development, developing terms of reference materials and documents, and work plans, particularity in governance and oversight would be an asset. In addition, significant experience developing and writing briefing notes, materials and correspondence with excellent review and editing skills is desired.

## 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>This roles requires intermediate level knowledge of board governance, public safety, law enforcement, and the intersection of other factors such as addiction and mental.</p> <p>Apply a systems level thinking approach to identify impacts, interconnectedness, and unintended consequences between programs, governance requirements and funding.</p> <p>Appreciation for various views and inputs from ministry representatives and other key stakeholders enables this position to provide balances and representative analysis and recommendations.</p> |
| Agility                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul> | <p>Leads change initiatives to address system gaps, overlap and duplication, while remaining aware of current and changing government priorities and industry best practices.</p> <p>Demonstrated ability to manage and adapt to change, as well as guide others through systemic changes.</p> <p>Contributes to a culture of change and overcomes barriers through a proactive and adaptable approach to work.</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</p>  | <p>Ensures communication is ongoing by setting up processes that facilitate</p>  |

|                          |   |  |  |
|--------------------------|---|--|--|
|                          |   | <p>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> <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>communication and collaboration.</p> <p>Develops, promotes and maintains positive and collaborative working relationships to collect perspectives, understand unique challenges and needs and ultimately achieve desired results.</p> <p>Promotes positive conflict resolution by identifying issues and facilitating discussions to coach other to constructively resolve conflicts.</p>   |
| <p>Drive for Results</p> | <p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p> | <p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>       | <p>Possesses a strong focus on achieving organizational objectives which are consistent with APS direction while maintaining accountability to internal and external stakeholders.</p> <p>Clarifies objectives and taps into a variety of available resources within the organizational ensuring that roles and contributions are clear.</p> <p>Holds self and others accountable and responsible for achieving results and agreed upon targets and monitors performance to ensure appropriate interventions are made.</p> <p>Set and accomplished goals and priorities in order to deliver outcomes consistent with Government direction, departmental objectives, and public expectations.</p> |