New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Research and Policy Advisor

Requested Class

Program Services 4

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:

Reporting to the Manager, Research, Policy, and Correspondence, this position is responsible for policy and research work, ensuring the division is consistent with business plans and government/departmental philosophy and policies associated with developing, monitoring, implementing and/or continuously improving curriculum and career education policy, programs and curriculum. The Research and Policy Advisor takes a lead role in evaluating complex and sensitive issues that impact education stakeholders and senior officials. They coordinate and advise on major policy and planning projects and establish processes to accomplish expected outcomes. All work is conducted with the goal of ensuring that the interests and priorities of the department, the Government of Alberta, and key education stakeholders are effectively represented in curriculum and career initiatives, projects and activities. This position is required to liaise, collaborate, and communicate with key stakeholders and often represents the ministry in cross-divisional, or interdepartmental work teams. This position acts as a mentor to unit, branch and division staff regarding policy and research.

Responsibilities

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

1. Takes a lead role, with minimal supervision, in coordinating complex, long-term policy projects.
- Coordinates and advises on strategic initiatives and projects at the broad CCE Division level that are focused on curriculum and career education policy trends and issues.
-Leads collaboration on policy projects, including consensus driven mediation between internal stakeholders from across the division.
-Applies a systems thinking approach to provide strategic analysis and advice on how to implement mandate priorities.
-Reviews evaluates, and advises on education and career policy, within the framework of the department's business plan objectives.
-Conducts research and analysis to inform policy planning and identify strategic upcoming policy issues and pressure points.

2. Applies a policy lens to all divisional correspondence, briefings, and presentations to senior leadership.
-Provides advice on policy framing, consistency, and opportunities for coordination and/or collaboration.
-Researches and synthesizes knowledge of policy initiatives across the Ministry to ensure policy briefings and recommendations are well aligned, strategically sequenced, and redundancies are avoided.
-Reviews divisional correspondence to ensure education and career policy is accurately and clearly communicated to stakeholders and the public.
-liaise with other government departments and stakeholders to obtain strategic information to help inform policy development and decision-making in the division.

3. Builds capacity across the division for research and policy development.
-Establishes, maintains, and continuously improves standards and processes for division staff on approaches to policy research, briefings, and correspondence.
-Establishes, maintains, and adjusts as necessary a set of standards and processes for division staff on research methodologies and approaches. These may include how to conduct literature reviews, perform jurisdictional scans, conduct evaluations, or create surveys as well as advise on appropriate methodologies for conducting data analysis.
-Develops professional learning sessions for division staff related to research, policy research, policy timelines, briefing senior officials, and the decision-making/approval process.
-Provides 1-on-1 support to colleagues across the division to increase their capacity to successfully research, time, and communicate policy initiatives and projects.
 -Provides advice/direction and follow-up with division staff regarding research and policy projects to ensure thorough analysis of issues and the usage of appropriate research methodologies.

4. Management relies on this position's accuracy and skills to achieve the goals of the unit, branch, and division.

-Advises manager on strategic research and policy needs and develops and enacts plans to analyze, evaluate, summarize and provide key conclusions, recommendations, strategic advice, and alternate courses of action on research and policy related materials in education.

-Collaborates/leads in the development of research reports, position papers, and other documents focused on curriculum and career education issues, policies, and programs that may affect the division.
-Applies advanced research knowledge and techniques to support the ongoing development of data collection tools, complete ongoing data analysis, and report findings and recommendations on division-wide initiatives to help inform curriculum and career education programs and policies.
-Supports the oversight of the centralized research repository, ensuring that it is up-to-date and accessible.

Problem Solving

Typical problems solved:

This position is a key resource for strategic information, obtained through research and policy analysis. They will often be required to synthesize information from a variety of sources and consider a variety of

perspectives when providing advice on policy development. This position demands a high level of creativity, originality and innovation, independent research, ability to identify implications, define issues, and collaboratively develop appropriate solutions.

Types of guidance available for problem solving:

This position is supported by their supervisor and the Director of the branch. They can leverage resources and information from the Research and Policy Development and Coordination Branches at the department level. This position operates within a broad framework of existing polices and regulations, including the Education Act, Funding Manual, Guide to Education, Ministerial Order on Student Learning, Freedom on Information and Protection of Privacy Act (FOIP), Guiding Framework, and division policies and guidelines, and can collaborate with their team and other sectors within the division to find solutions.

Direct or indirect impacts of decisions:

The impact of recommendations and decisions can be significant, influencing the direction, design, and implementation of education policies and programs that can directly affect school jurisdictions, learners, and other stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:
-Assistant Deputy Minister, Executive Director, Director: provide briefings, advice and recommendations
-Division colleagues: work closely with team members to determine priorities, provide recommendations and advice, coordinate projects and initiatives
-Division and ministry staff: share research and information and maintain effective working relationships in order to understand and incorporate multiple perspectives into priority work, contribute to various departmental priorities as appropriate, provide recommendations and advice, and exchange information

External:
-Various stakeholders, including parents, teachers, administrators, and the public: Ensure curriculum and career policies and initiatives are responsive to stakeholder needs.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	

If other, specify:

in a related field (Policy, Education, Research) plus 4 years progressively responsible related experience.

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

Requirements:
-Experience with policy development, analysis, and government decision-making
-Experience analyzing and synthesizing qualitative data
-Excellent communication skills, orally and in writing

Assets:
-A Master's Degree with a research and/or policy focus
-Ability to communicate in French, especially to analyze data that is in French
-Strong understanding of department policies, regulations, business plan, procedures, and operational requirements
-Excellent teamwork and collaboration skills
-Ability to multi-task and coordinate and prioritize a number of projects and related activities
-Familiarity with data analysis software systems (NVivo, etc).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job

Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • 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	Uses knowledge of research and policy to provide recommendations in a timely manner, identify and explain potential risks, and maintain focus as circumstances change.
Systems Thinking	○ ○ ○ ◉ ○	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	Must possess the ability to approach policy and research tasks from a broader viewpoint and scope, articulate complex issues in regard to their broad social and political implications, and present information on a variety of formats to a variety of audiences.
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • 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	Ability to lead and contribute effectively within a team environment that may include members from across the division. Strong organizational skills to prioritize responsibilities and deadlines, work collaboratively with team members, and meet the needs of others.
Creative Problem Solving	○ ○ ○ ◉ ○	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down	Uses a positive approach, analytical and problem solving skills, and empowers others to collaboratively identify

		problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	solutions.
Develop Networks	○ ◉ ○ ○ ○	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	Maintains relationships with internal and external stakeholders by providing quality work and clear communication.

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

_____   _____   _____
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