

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Coordination & Engage 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:

As part of the Strategy, Support and Integrated Initiatives Division, the Strategic Policy and Planning branch provides strategic and integrated policy and project services for the department of Justice on a wide range of programs and services under department legislation.

The Coordination & Engagement Analyst reports to the Manager of Strategic Policy & Engagement.

The position takes initiative to complete policy projects to accomplish outcomes as assigned. The position supports departmental engagement activities as well as the coordination of departmental responses to cross-ministry initiatives. The Coordination & Engagement Analyst provides analysis and research services for the design, development and maintenance of programs, including strategic engagement plans and other engagement activities as well as legislative and regulatory changes. All work is conducted with the goal of ensuring that the interests and priorities of the department are effectively represented in projects and activities.

Results achieved by this position will have influence on current department initiatives and future policies/priorities. The results of this work support the Manager, Director, and Executive Director of SSII and other branches in Justice. They also support Assistant Deputy Ministers, Deputy Minister, and elected officials, as they make plans and decisions about strategic policy, legislation, programs, and services for the justice system.

Issues are identified by elected officials, senior department staff, program staff, and other internal and external stakeholders with an interest in Alberta's Justice System. The Coordination & Engagement Analyst receives assignments and direction from the Manager of Strategic Policy and Engagement.

Responsibilities

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

1. Engagement

- Develops materials to support internal and external engagement activities.
- Supports the planning and execution of engagements and other public facing events such as the Community Justice Awards.
- Supports the development of strategic engagement plans and materials.
- Gathers information at meetings and working groups and frames the information within the context of the department's interests.

2. Coordination

- Supports the coordination of department responses to cross-ministry initiatives such as Red Tape Reduction, the French Policy Action Plan and the Diversity and Inclusion Action Plan.
- Supports the coordination of departmental input briefing packages to support the Ministers participation at municipal events such as the annual Alberta Municipalities Conference.
- In consultation with the Manager, actions requests for input to divisional subject matter experts (SMEs) across the department.
- Reviews and consolidates divisional input and works with SMEs to ensure consistent messaging.
- Drafts response documents for decision makers including: briefing notes, memos, completing templates and entering responses into databases where required.

3. Project Management

- Supports working group meetings with internal stakeholders and keeps SMEs informed on processes.
- Supports policy development and stakeholder engagement activities, projects and events including developing project plans, terms of reference, meeting materials etc.
- Supports project planning and monitoring for research and policy development and/or engagement projects including defining activities and resources required to meet project goals, tracking project status and evaluating project results.

4. Information, Analysis and Advice

- Conducts research to develop policy proposals and actions, identify potential risks and propose mitigation strategies, and support implementation planning for policy decisions.
- Develops briefing notes, issue papers, and options documents and conducts jurisdictional and environmental scans.
- Supports the development of recommendations for senior officials and executive team and contributes to the drafting of Cabinet decision-making documents.
- Consolidating information into formats that are effective for the intended audience.
- Keeping updated and informed on department issues.

5. Issues Management

- Anticipates reactions to policy content and working proactively to mitigate concerns and clearly express strategic priorities.
- Provides concise and relevant information and analysis on various action requests.

- Supports the development of responses or recommendations for action by other areas or executives, to complex issues related to aspects of the justice system. Coordination includes collaborating with multiple stakeholders and having a strong understanding of related and impacted policies, standards and/or legislation.
- Ensures assignments are delivered on time and meet the requirements of management.
- Uses emails, discussion documents and briefing notes to articulate issues and recommendations for action to the Manager.

Problem Solving

Typical problems solved:

This position requires effective coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the justice system. Collaboration with stakeholders and integration of evidence into policy are key aspects of this position.

In addition to having a moderate understanding the various pieces of legislation/regulations related to the justice system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the justice system, such as agency governance, the interplay between systemic components, and the various rules and regulations governing such interplay. The ability to work on diverse policy issues affecting a myriad of justice issues is key, as is well-developed political acumen.

This position will deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying timeframes and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to adapt and adjust to shifting priorities and timelines and undertake exploratory analysis to support dealing with emergent issues in an effective and expeditious manner. The position will be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward.

The position must:

- Demonstrate strong organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and, in some case, external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be self-motivated to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate assigned actions and deliverables, including non-complex projects.
- Develop deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

Types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager, Strategic Policy and Engagement and other departmental experts with subject matter expertise.
- Typically, the assignment and expected outcomes are known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and engagements are influenced by the information presented by this position.
- These decisions ultimately impact the safety and social vitality of Albertans

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director - Provide information on project progress, as required.
- Manager - Daily provide information on project progress, identified risks, proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GoA Staff - Information sharing, coordination of input, and updates on project status, as required.
- Justice stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

--

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

Work Experience:

- Experience in project management and coordination.
- Several years of experience in policy analysis, development, and evaluation, preferably in public policy.
- Justice System-related experience strongly desired.
- Experience with legislation is strongly desired.

Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and experience in program and policy development and program evaluation techniques;
- Current knowledge of the justice system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.
- Knowledge of Justice legislation, regulation, and policy.
- Experience with multi-phase, complex projects;
- Exceptional communication skills to articulate department messages verbally and in writing to a broad and diverse audience;

Skills:

- Ability to work independently, think strategically, organize duties, establish and adjust priorities to complete tasks, and meet deadlines;
- Strong creative/critical thinking, conceptual, decision making and problem solving skills;
- Strong analytical and research skills;
- Ability to work effectively in a team setting and able to organize and lead project teams and committees to achieve work objectives;
- Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy;
- Ability to collaborate and engage stakeholders, other departments, and manage diverse perspectives

from a wide scope of stakeholder groups;

- Strong knowledge of government roles, policies and procedures, and awareness of the political environment;
- Strong report writing skills and effective presentation skills;
- Attention to detail and ability to work under short time frames and external pressures;
- Ability to interact and build relationships with peers, subordinates, teams, staff, and managers within and outside the department;

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		
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 	The Policy Analyst supports multiple projects and assesses and determines immediate priorities and carefully manages their workload to ensure deliverables are completed to the specifications of management and on time.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	When developing policy options, the Policy Analyst may consider the pros/cons of a particular option, including longterm impacts. Upon implementation or via the approval process, identifies unintended consequences and seeks input on mitigating negative outcomes.
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 	While completing a briefing note, the Policy Analyst will consider multiple perspectives and information sources to prepare a recommended course of action. As part of this work, the Policy Analyst is expected to proactively identify solutions to potential risks and identify next steps.

		choices	
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 	The Policy Analyst balances competing priorities, often under tight deadlines. The Policy Analyst prioritizes work appropriately. The Policy Analyst maintains project tracking and suggests mitigations to challenges or delays.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	The Policy Analyst will participate in team and project meetings on a regular basis. In these meetings, the Policy Analyst helps to create a positive space for sharing new ideas by respecting differing opinions and respectfully offering counter argument when appropriate. The Policy Analyst works with project SMEs to develop shared understanding of project goals.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	The Policy Analyst is able to identify their own strengths and weaknesses and works with their supervisor to find opportunities for improvement. The Policy Analyst remains current on issues impacting their work, such as understanding mandate commitments and proactively identifies issues or opportunities to the Manager and Director.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

023PS68