

Update

Ministry

Education and Childcare

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

N/A - updating organizational info given child care reorg from CFS, to JET, to now Education and Childcare

Responsibilities Removed:

N/A - updating organizational info given child care reorg from CFS, to JET, to now Education and Childcare

Job Purpose and Organizational Context

Why the job exists:

The Child Care Transformation and Strategy (CCTS) Branch is responsible for planning, developing, and managing child care transformation for Alberta and the implementation/future year negotiations of the Canada-Alberta Early Learning and Child Care (Bilateral) Agreement and the Canada-Alberta Canada-wide Early Learning and Child Care (CACWELCC) Agreement, collectively referred to as the Early Learning and Child Care (ELCC) Agreements.

Reporting to the Director of Strategy & Negotiation, this position supports broader early childhood development and child care policy issues and their impacts on parents, delivery partners and children's development and well-being. It is responsible for supporting the negotiation and implementation of the ELCC Agreements, including report writing, policy development, research, performance measurement, project management, intergovernmental negotiations and working in partnership with various cross-divisional, ministry, other jurisdictions and community stakeholders. The position supports the branch to ensure integration of programs impacting child care from strategy, policy and delivery. Multiple positions work together in a collaborative team with an emphasis on strategy, economic and social policy, change management and communication, stakeholder management, business intelligence and quality assurance, process improvement, and federal/provincial/territorial negotiation.

This position supports projects to advance the Ministry's goal to provide an affordable, accessible, and quality child care system for Alberta's children and families. The position functions as part of a collaborative team and supports the work of the Branch by providing current and accurate advice, recommendations and support based on situational awareness and analysis of trends, research, and opportunities.

Responsibilities

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

Provide advice and guidance to support the development and implementation of project plans and initiatives related to child care transformation

- Lead and manage priority projects from infancy through to implementation related to childcare transformation, including through the development and implementation of ELCC Agreements.
- Conduct ongoing issues analysis and research, and monitor trends and jurisdictional best practices to support the provision of expert advice to inform department decision-making
- Identify short and long-term impacts of potential options on key stakeholders and the childcare sector more broadly.
- Prepare briefing notes, decision documents, reports, communications materials and presentations on a variety of topics as required.
- Use critical thinking, strategic insight and exceptional writing skills to clarify complex issues and support childcare initiatives.
- Develop materials to respond to incoming inquiries from the ADM, DM and Minister.

Support implementation of child care transformation initiatives and integration across divisions.

- Develop and implement project management processes to support the planning for and implementation of child care transformation activities, including through the negotiation and implementation of the ELCC Agreements (e.g., development of action plans, annual reports, negotiation strategies).
- Create an open environment of communication and maintain effective relationships with teams across the department to support ongoing implementation of initiatives in a cohesive and collaborative way.
- Identify and problem solve issues that arise and provide recommendations to address them, including collaborative approaches when issues cross multiple program areas.
- Work closely with team members, including other Policy Analysts, Managers, Directors and Issues Managers within the branch and across branches to advance priority projects.

Plan and support child care stakeholder engagement activities

- Understand key stakeholders across the childcare sector and support engagement activities, inclusive of ELCC bilateral implementation committee meetings, ensuring sensitivity to audience.
- Use understanding of diverse stakeholder perspectives to inform development of negotiation positions and strategies related to childcare transformation.
- Draft intergovernmental communications and various internal briefing materials to aid in ELCC negotiations and ongoing child care transformation implementation, as well as direct responses to respond to incoming inquiries from

stakeholders, advocacy groups and parents.

- Support change management activities, including development of stakeholder engagement plans, change management plans and approaches.

Problem Solving

Typical problems solved:

As an integral part of the Strategy & Negotiation team, the Senior Policy Analyst will work closely with the Director, Branch staff and other program areas to deliver on their work. The position receives direction from the Director, and must deliver on requests in a timely and accurate manner. Requests and tasks can cover a diverse range of topics related to ELCC Agreement negotiation, childcare transformation and ELCC more broadly.

The Senior Policy Analyst must be able to build consensus with various intergovernmental, committee, cross-ministry, and internal partners as well as with stakeholders. This work involves conceptualizing creative solutions, focusing the strategic direction of work, and seeking alliances to move the work forward. The incumbent must also possess organizational awareness, corporate knowledge and understanding of the ELCC work, as well as the ability to build strong working relationships across divisions to be able to access key information, address issues and deliver on projects, stakeholder engagement, change management and governance activities.

This position requires that the incumbent be able to analyze issues, identify solutions, design processes and manage projects to ensure the work produced is current and relevant. The Senior Policy Analyst must maintain confidential information, possess strong political acumen, excellent written and verbal communication and professional judgment in all aspects of the position's work.

Critical thinking is required to identify issues and gaps when analyzing information and subsequently make recommendations and provide advice to the Director. The incumbent must be able to develop a range of policy options, identify positive and negative impacts of the various alternatives, and propose a strategic direction that (a) embraces the often-conflicting insights and interests of a diverse set of stakeholders, (b) provides clarity, and (c) identifies practical, cost-effective and efficient solutions.

Types of guidance available for problem solving:

Problem solving skills are expected to be based on experience, research, consulting with the Director, branch staff and colleagues, and taking an innovative approach to solution seeking. The incumbent must be able to navigate challenging inquiries and discussions with stakeholders, support the coordination of complex projects and work directly with senior management on governance activities.

Direct or indirect impacts of decisions:

The ELCC negotiations strategy development and ongoing implementation activities supported by this position will have significant implications for the entire childcare sector and require the incumbent to have sound judgment while interacting directly with senior management external sector stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Director: Daily interactions for feedback, direction and guidance.

Executive Directors (EDs) and Other Directors (Ds): work regularly with EDs/Ds across the department to support project management activities.

Internal Unit(s) Team: Daily. Collaborate, cooperate, information sharing, issues resolutions, advice, support, direction and coaching.

Divisional Management team and staff: Weekly. Collaboration, cooperation, information sharing, issues resolution.

Other branches/divisions: Weekly. Consult on Branch work with cross-divisional work (e.g., digitization, inter-government, stakeholder engagement, policy, data, finance, performance etc.), Ministry direction, planning and reporting.

Other government departments: As needed. To coordinate cross-ministry information request and assignments.

Intergovernmental partners: Weekly. To support ongoing negotiation and implementation of ELCC Agreements.

External Stakeholders: As required. Support planning and development of stakeholder engagements (e.g., Implementation Committee meetings, in accordance with ELCC Agreement requirements).

Required Education, Experience and Technical Competencies

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

If other, specify:

Arts, Business, Economics, etc.

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

<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of evidence-based programs and practices. • Knowledge of policy development cycle including implementation within the provincial government context. • Knowledge and understanding of business planning, accountability processes, and performance management systems is an asset. • A good understanding of the principles and practices of public administration and of the operations of the Alberta government with respect to decision making, legislative planning, financing, contracting processes and practices, human resources, etc. to provide advice and analysis and make sound policy recommendations. <p>Strategic and Systems Thinking</p> <ul style="list-style-type: none"> • Planning and project management skills for program and policy development. • Systems thinking/knowledge to respond to broad scale, long-term views of challenges and opportunities, and understanding of complexities required to demonstrate political acumen in options and recommendations. • Excellent organizational and multi-tasking skills to effectively identify and simultaneously manage a number of initiatives while meeting tight timelines. <p>Problem-Solving</p> <ul style="list-style-type: none"> • Strong conceptual, research, analytical and problem solving skills to analyze complex policy issues. <p>Relationship building</p> <ul style="list-style-type: none"> • Negotiation, consensus building and conflict management skills to effectively manage relationships with staff in other divisions, departments, governments and stakeholder groups; • Excellent verbal and written communication skills to enable the effective preparation of briefing materials; • Leadership and goal setting skills to manage complex relationships and influence change through others. <p>Education and Experience</p> <ul style="list-style-type: none"> • University degree in public administration, arts (social sciences, humanities), business, economics or related discipline. • Experience in areas such as policy development, implementation, and evaluation; strategic analysis; project management; performance measurement; and, government structure and processes.

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, 	<p>The incumbent will support development and implementation of negotiation positions and strategies essential to supporting an entire sector's transformation. Understanding of the implications of policy</p>

		seeks stakeholder perspectives <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	decisions on specific stakeholder groups, and the ability to anticipate issues in advance and identify strategies to address them is essential.
Develop Networks	○ ○ ○ ● ○	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	The incumbent will build strong intergovernmental and inter-departmental relationships that enable an understanding of each parties' perspectives and core principles than can subsequently inform strategies related to incorporating perspectives and presenting negotiation positions.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: <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 	The incumbent will identify key inter-departmental relationships, recognizing child care transformation implementation impacts all child care divisions/ branches. Such collaboration will support the early identification of issues, understanding of system-wide impacts of various strategies, and efficient completion of system-wide reporting.
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • 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 	The incumbent is expected to proactively anticipate potential risks and identify alternative outcomes and be able to develop amended recommendations to initially planned approaches, as needed, in a short period of time.

		backup plan	
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>The CCTS branch leads the strategy for Alberta's early learning and child care transformation. The incumbent must be innovative and responsive in solving problems and developing pathways for change. This work is complex and non-linear in nature and the incumbent must find ways to navigate through to achieve results.</p>