

## New

Ministry

Energy and Minerals

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Policy Analyst

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Energy Policy/RDP/TRP / Royalty Policy

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 Ministry of Energy and Minerals is responsible for managing Alberta's energy and mineral resources to ensure they are developed responsibly, in a way that benefits and brings value to Albertans as the owners of these resources.

The Policy Analyst is responsible for the development and implementation of strategic priorities and initiatives consistent with Alberta Energy and Minerals' business plan goals.

The Policy Analyst supports such strategic priorities as:

- Energy and minerals market analysis.
- Sub-surface energy and mineral policy development across Alberta's downstream and emerging resources sectors (including oil sands and oil and gas tenure and royalty policy frameworks, carbon capture and storage, enhanced oil recovery, regulatory excellence, liability management, and resources such as helium, geothermal, and minerals).
- Developing reasonable access to Crown-owned mineral resources, including land access and land-use planning.
- Policy development related leasing and maintaining crown mineral petroleum and natural gas rights.
- Policy implementation related to calculating, assessing, and collecting and reconciling revenues from natural gas, conventional oil, oil sands, natural gas liquids, coal, and other metallic and industrial minerals.

- Planning and reporting.
- Setting and leading Alberta's vision for natural gas.
- Engagement for oil and natural gas markets.
- Development of a regulatory pathway for Nuclear energy including small modular reactors.
- Hydrogen.
- Other strategic initiatives.

## Responsibilities

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

### **Support policy coordination activities related to Energy and Minerals' projects and initiatives.**

- Maintain knowledge of, and advise on, current policy issues and changes that may impact Energy's projects and initiatives or may require additional tools to achieve defined outcomes.
- Collect, update and analyse energy and mineral data and statistics.
- Monitor upstream and downstream activities including critical minerals, conventional oil, natural gas, oil sands, tight oil, shale gas, pipelines, petrochemicals and refineries.
- Track and anticipate emerging challenges facing Alberta's energy and minerals industries, such as market access issues and competitions from other energy and mineral resource producing regions.
- Conduct research and develop briefing materials, options, and recommendations for the Premier, Minister, Executive Council, and other senior officials.
- Provide advice on the current government practices related to policy approval and the legislative process, including implications for Energy and Minerals projects and initiatives.
- Advise on timelines and milestones for policy and product development to implement changes within desired time frames. Make recommendations on project plans, resourcing, and timelines to reach milestones.
- Maintain a series of products to communicate processes, timelines and facilitate decisions on timing and sequencing of initiatives.

### **Manage policy issues related to Energy and Minerals' priority initiatives, ensuring they are accurate and compliant with government decision-making requirements and statutory requirements.**

- Work with functional areas within the department or across government to identify and assess issues related to Energy and Minerals' projects and initiatives.
- Provide timely, high-quality analysis and advice on policy options and processes (risks, costs, benefits, implementation impacts).
- Coordinate the preparation of required documentation (Briefing Notes, 4-column documents, drafting instructions, Ministerial Orders, etc.) for policy changes by providing well-informed advice and feedback on decision-making processes.
- Review materials and provide advice on content, reviewing for completeness and accuracy, finalizing materials, and providing any additional information to senior leadership and decision makers.

### **Coordinate/communicate policy activities across departments and within Energy and Minerals.**

- Conduct internal stakeholder analysis to determine ministries and work teams that are connected or impacted by the issue/initiative/policy.
- Liaise with Energy and Minerals program areas and other ministries to share information about strategic initiatives and to create opportunities for feedback and input.
- Coordinate input from other teams and ministries, including synthesis of information, summarizing, re-writing, and/or editing material as necessary.
- Create tools to report on progress of initiatives across government.

**Support good governance for Energy and Minerals' projects and initiatives.**

- Leverage research, foresight, and relationships to structure timely governance discussions.
- Draft materials for senior leadership.
- Provide support to senior leader working groups and project task forces, etc. as needed.

**Problem Solving**

Typical problems solved:

The role provides support and coordination in comprehensive services including research, analysis, project management, and advice on a broad range of issues to support informed planning and development of policies and programs. The work will impact the activities relating to resource development of several Government of Alberta departments, and seeks to achieve outcomes across social, environmental, and economic disciplines. A wide array of views and desired outcomes must be accommodated and addressed.

This position will be required to support independent and cross-ministry policy initiatives. The position provides strategic and creative solutions to ongoing issues presented. The position works independently and collaborates with staff throughout the department to present a collective view on policy issues and initiatives. The position must remain aware of trends, issues and best practices across Canada and around the world to effectively analyze trends and diverse viewpoints and develop valid recommendations for presentations to Ministry representatives.

Types of guidance available for problem solving:

The primary guidance would be from the manager and director and from past policy work, including analysis, engagement and reporting.

Direct or indirect impacts of decisions:

This role helps support, shape and inform the policy advices the branch provides to decision makers.

**Key Relationships**

Major stakeholders and purpose of interactions:

**Internal:**

Executive Director, Resource Development Policy Branch/Director, Emerging Resources:

- Develops timely briefings, analysis and recommendation of options.
- Gains support and direction on policy and strategic direction.
- Identifies gaps, inconsistencies and project optimizations.

Manager, Resources & Policy Innovation:

- Work responsibilities and general guidance.
- Mentorship and development discussions.

Divisional professional and management staff:

- Leads or collaborates on complex policy research and development, economic analysis, briefing development and recommendation of options.
- Provides policy advice and support for operational considerations and business rule requirements.

Other branches and divisions within department:

- Leads or collaborates on complex policy research and development, economic analysis, briefing development, and recommendation of options.
- Provides support for operational considerations and business rule requirements.
- Exchanges information and resolves issues related to policy development, and communicates the objectives of resource development policy.

Other departments and agencies:

- Exchanges information, resolves issues and represents Ministry interests related to policy development and implementation and other related initiatives and issues.
- Leads or collaborates on complex policy research and development, economic analysis, briefing development, and recommendation of options.

**External:**

Industry professional and technical staff:

- Resolves issues and represents Ministry interests in relation to resource policy development and implementation and other related initiatives.
- Identifies and analyzes stakeholder and policy issues and their implications for the energy and minerals sectors.
- Obtains and analyzes quantitative and qualitative data.
- Provides consultation and advocacy.

Non-industry stakeholders:

- Exchanges information and represents Ministry interests in relation to resource policy development and implementation and other related initiatives.
- Identifies and analyzes stakeholder and policy issues and their implications for resource development policy.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Bachelor degree in public or business admin, law, arts, economics, international relations, or related.

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

The Policy Analyst operates in a dynamic and complex environment involving multiple ministries, governments, and industry stakeholders. This position demands a high attention to detail, strong organizational and planning skills, and an ability to prioritize and deliver on multiple ongoing projects.

#### Knowledge:

- Knowledge of policy, planning and decision-making processes in large and complex organizations, as a key function of the position and branch is navigating organizational systems and structures to get timely decisions to move projects forward efficiently.
- GOA policy development expertise an asset. This position will provide expert advice, options, and recommendations on how to develop and implement policy changes related to Energy's priority initiatives.
- Familiarity with research theories and methods, including organizational evaluation, project management approaches, and information/data management and security.
- Knowledge of provincial priorities and emerging issues is an asset, as is an understanding of policy decision-making documents (such as Ministerial Orders, Cabinet Reports, 4-column documents, Recommendations for Order in Council, etc.)
- Awareness of statutes to which the Ministry is subject (such as the *Government Organization Act*, *Freedom of Information and Protection of Privacy Act* (FOIPPA), the *Alberta Public Agencies Governance Act* (APAGA), etc.)
- Awareness or experience with the acts, regulations, and major policies administered by Energy and its ABCs, or other provincial and federal legislation that is applicable to, and may impact, Energy's priority initiatives.

#### Skills:

The analyst should have the following skills and abilities:

- Excellent interpersonal skills, relationship management and communication skills, including the ability to consult, negotiate with, and communicate direction to, Ministry staff (program areas and senior management).
- Well-developed analytical and research skills. Ability to assess complex problems and issues and prepare strategies and solutions in response.
- Ability to probe for, and subsequently present, information and options that facilitate good Ministry and government decision-making. Ability to develop an idea from the conceptual stage through to implementation, to translate concepts and objectives into a clear and meaningful policy and legislative options.
- Demonstrate judgment and flexibility in amending legislation, taking into account and balancing a wide range of conflicting influences to ensure that policies are integrated to facilitate the effective delivery of programs and services.
- Relationship, consensus building, and facilitation skills to manage and coordinate small groups in meeting project deliverables; ability to work collaboratively in multi-disciplinary, multi-level team settings.
- Excellent written communication skills with an aptitude for detail and accuracy and the ability to modify writing style for different target audiences.
- Independent and self-directed working style with excellent project planning, strong time management, and well-developed organizational skills for managing individual projects and project teams; managing under pressure of short timelines; and ability to assess and balance competing demands on confidential and sensitive matters.
- Ability to exercise a high degree of independent decision-making by exercising sound judgement and objectivity in dealing with program areas.
- Good personal decision-making, sound judgment, and objectivity when working with program areas.
- Strong political acumen and ability to assess sensitivity and risk to specific legislative issues and take actions to manage or mitigate those risks.
- Well-developed oral and presentation skills for conveying information to peers and senior management.

- Competency in Microsoft Office software, (Word, PowerPoint, Excel, Microsoft Project) to organize and present information that promotes good decision-making
- The Analyst position requires the ability to function with maturity in most components of the GOA Competency Model, but the following are deemed to be of somewhat higher profile to success in the position - Systems Thinking, Creative Problem Solving, and Drive for Results.

**Experience:**

- Policy development and planning.
- Project management experience, including setting and meeting timelines, and delivering results.
- Proven ability to establish positive working relationships with a broad variety of clients and demonstrated success in managing complex issues within short timelines.
- Managing information flows to ensure decision-makers have timely access to information.
- Ability to perform effectively on and with a variety of project teams, and with many stakeholders, dealing with highly complex issues and interrelationships.
- Participation in planning sessions, writing project charters, and establishing outcomes and measurements.
- Experience with databases search techniques and with computer applications including Microsoft Word, Excel, SharePoint, and PowerPoint, and ability to prepare documents.
- Conducting research, analysis, and environmental scanning, and developing strategy documents in response to issues.

**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 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"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>Policy development can yield various impacts to other existing policies. A key competency for this position is to ensure proposed policies can be effectively integrated with policies already in place.</p>
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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Policy analysis often requires the use of varied and incomplete data. This shortfall will require the use of novel approaches to complete analyses and obtain reliable, useful results.</p>
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"> <li>• Leverages skills and knowledge of others</li> </ul>	<p>Policy development requires input from numerous stakeholders within Energy, Operations for example, and across</p>

		<ul style="list-style-type: none"> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>government and agencies. The position must be able to work with other levels of government as required. Building relationships with key contacts is a key component for success in this role as these contacts possess information and knowledge necessary for completion of policy</p>
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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Time constraints and competing tasks can be significant during policy development. This position will need to balance various requirements while meeting deadlines.</p>

**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.