

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Senior Policy Analyst plays a key role in supporting the Claims Unit within the Proceedings Management Branch by providing advanced policy, legal, and financial analysis related to claims, lawsuits, trade disputes, and other litigation processes involving the Ministry of Energy and Minerals. The position exists to ensure that these complex issues are analyzed and managed in a coordinated, defensible, and strategic manner, consistent with departmental and government priorities. This includes working in a highly complex and time-sensitive environment, leading research and analysis on matters that are legally, financially, politically, and reputationally sensitive. The role requires synthesizing complex information and concepts into clear, concise advice and recommendations for leadership and decision-makers. The Senior Policy Analyst is expected to exercise sound judgment, manage competing priorities, operate with a high attention to detail, and escalate concerns and options as appropriate. While not a formal management position, the Senior Policy Analyst must be capable of assuming a leadership role on the team, providing expertise and guidance of less experienced team members. Establishing and maintaining effective collaborative relationships across government with a diverse range of stakeholders will also be critical to this role.

Responsibilities

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

Claims Team File Management:

- Lead complex policy, legal, and financial analysis related to claims, trade disputes, Indigenous litigation, and other matters involving the department.
- Develop high-quality briefing materials, analysis, and advice for leadership that translate complex legal considerations into clear rationale and recommendations.
- Work independently and complete tasks in a timely fashion to provide robust research and analysis to support the development of clear advice and recommendations.
- Monitor emerging legal, policy, and Indigenous litigation trends to anticipate impacts on existing and future disputes and inform proactive risk management.

Litigation and Settlement Strategy Development:

- Support the development and coordination of litigation and settlement strategies by identifying risks, gaps, and interdependencies across files and escalating issues and options as appropriate.
- Collaborate with internal and external legal counsel, policy experts, and program areas across government to ensure alignment of and consistency of the Crown's positions and strategic approaches.
- Influence without authority to work with program areas to attain subject matter advice, records and collaboration across divisions, departments and agencies to show initiative when facing ambiguity.

Team Leadership and Continuous Improvement:

- Provide leadership through subject-matter expertise by guiding less experienced analysts, contribute to team knowledge, and support continuous improvement of team approaches and processes.
- Support a positive team culture, model professional behaviour, and demonstrate respectful workplace interactions.
- Contribute to a culture of accountability, initiative, collaboration, and continuous learning within the unit.
- Ensure consideration of meaningful Indigenous participation and reflection of values and perspectives.

Problem Solving

Typical problems solved:

The Senior Policy Analyst exercises a high degree of judgment and interpretation in resolving complex issues. This requires considerable financial, analytical, interpretive and evaluative thinking to synthesize a diversity of information. Problems often involve ensuring that project management processes are acknowledged and adhered to, and supporting collaborative efforts of the team by influencing without authority. The role requires the ability to employ creativity and agility when considering responsiveness to changing requirements, priorities and anticipation of unintended consequences.

Types of guidance available for problem solving:

The Senior Policy Analyst operates with a high degree of independence within the established branch framework. Guidance is available from the Manager and Director positions within the Claims Unit, and the role is expected to incorporate input from internal and external legal counsel on complex litigation matters. The Senior Policy Analyst

works closely with PMB management to ensure alignment with leadership direction.

Direct or indirect impacts of decisions:

This role supports the development of strategic policy advice, litigation, and settlement strategies that directly impact the quality, timeliness, and defensibility of the Crown's position in complex legal matters. Effective decisions reduce legal, financial, and reputational risk, support sound litigation outcomes, and ensure statutory decision-makers are properly supported.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Trade Panels; Director, Claims; and Executive Director, Proceedings Management Branch
- Additional staff, Proceedings Management Branch
- Alberta Justice and external legal counsel
- Policy, operations, and corporate service areas within the Ministry
- Working-level teams in other departments, agencies, and committees.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Law, History, Accounting, Engineering, Geology

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

Practical Job Knowledge:

- Strong project management competency and effective writing skills.
- Working knowledge of issues and implications pertaining to claims against the Crown.
- Working knowledge of current litigation files, events, demographic trends, Indigenous participation and stakeholder needs and perspectives.
- Strong knowledge of related policies, programs, Acts, legislation and regulation specific to the scope of Proceedings Management Branch.
- Working knowledge of government/division/branch initiatives, protocols, strategic direction and priorities.
- Working knowledge of the Department's mandate, business plans and policies.
- Working knowledge of the Department's mission and the Division and Branch goals and objectives.
- Working knowledge of GoA system applications, Microsoft office programs, including Microsoft Project, Visio.
- Working knowledge of stakeholder consultation and the ability to obtain consensus when presented with conflicting ideas.

Theoretical Knowledge:

- Strong knowledge of research and analysis processes, procedures and approaches.
- Strong knowledge of the knowledge and theory and practice of policy/program/project development, analysis and implementation.

Desired but not required:

- Demonstrated ability to understand and interpret legislation, regulation, policy and procedures to a complex environment and lead large files.
- Knowledge of Alberta's tenure, royalty and regulatory systems.
- Knowledge of applicable legislation, regulations, ministerial orders, guidelines and AER Directives (*Mines and Minerals Act, Responsible Energy Development Act, Alberta Land Stewardship Act, Allowed Cost Regulation, Oil Sands Royalty Regulation, Mines and Minerals Dispute Regulation, Oil Sands Allowed Costs Regulation, Mines and Minerals Administration Regulation, Petroleum Royalty Regulation and Natural Gas Royalty Regulation*).
- Understanding of the intent of international policies and trade agreements such as the North American Free Trade Agreement, Canada-United States-Mexico Agreement, and Comprehensive and Progressive Agreement for Trans-Pacific Partnership.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 backup plan 	Position will assume a leadership role of files and supervision of project teams or staff and be responsible to maintain and improve processes and products for managing large litigation files.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Position will be required to lead, influence without authority and be innovative when faced with ambiguity.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	This position will lead solving problems related to claims, litigation, and reporting of branch activities. The position will be expected to question existing processes and approaches and come up with well thought out alternatives.
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</p>	Position will need to consider financial and policy impacts and be able to

	achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	articulate the complex nuances to leadership.
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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.