

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title <b>Program Policy Analyst</b>		Name	
Position Number	Reports to Position No., Class & Level <b>Manager</b>	Division, Branch/Unit <b>AEMA, Recovery Branch Program Interpretation and Appeals</b>	Ministry <b>Public Safety and Emergency Services</b>
Present Class <b>Program Services 3 Market Adjustment (023PSAMA)</b>		Requested Class <b>N/A</b>	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Alberta Emergency Management Agency (AEMA) is accountable and responsible to the Government of Alberta (GoA), to Albertans, to their communities, and to industry for the protection of people, their property and the environment from the effects of emergency events. Alberta relies on a decentralized “system” for managing the various types of emergency events that occur every year. The AEMA accomplishes its objectives by leading the co-ordination, collaboration and co-operation between all entities involved in prevention, preparedness, response and recovery activities within this diverse system.

Reporting to the Manager, Program Interpretation and Appeals, the Program Policy Analyst provides comprehensive research, analysis and writing services in support of ongoing Disaster Recovery Program (DRP/MWAP/HARP), Municipal Wildfire Assistance Program (MWAP) and Hazard Assistance and Resilience Program (HARP) grants on behalf of the Government of Alberta. The role analyzes diverse information to develop recommendations for program direction that are consistent with ministry and government directions and reflective of stakeholder feedback. Functioning as part of a highly collaborative team, this position contributes to the development of briefing materials, program statements, interpretation (IT) bulletins, training content and public-facing materials such as fact sheets and website materials. This position requires planning, environmental scanning and research and analysis frameworks that support decision-making for programs promoting a sustainable, high quality provincial disaster financial assistance grants. The scope of work includes complex data analysis, and problem solving, briefings and development of recommendations for the consideration of senior management, ministry representatives and officials, and potentially Treasury Board, standing policy committees, Legislative Council and Cabinet.

Responsibilities also include the identification of issues, definition of problems, development of methodologies for research, analysis (qualitative and quantitative) and coordination of the collection, analysis and provision of research findings and associated implications to diverse clients. Projects include the coordination and analysis of surveys, development of costing and funding models, environmental scanning initiatives and research/analysis to support development of performance indicators associated with accountability frameworks for DRP/MWAP/HARP. The Program Policy Analyst will liaise with ministry and federal government stakeholders to gather, exchange and analyze information relating to ministry program development and planning.

The Program Policy Analyst also contributes to effective collaboration and capacity building through the development and maintenance of positive relationships with multiple internal and external stakeholders (e.g., division staff, other government departments, community organizations, and other jurisdictions). This work contributes to effective development of program direction and interpretation, implementation, as well as a creative partnership approach to issues impacting the unit. This role is full-time and is expected to work a standard 36.5 hour week.

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This position may be required to work in the Provincial Operations Centre (POC) or on field assignment as needed during emergencies or disasters in order to coordinate provincial emergency response efforts and/or support/advise/assist government ministries, municipalities, Metis Settlements, and/or other organizations. In these circumstances, the position may require working extended and irregular hours and/or shifts with minimal or no notice, particularly during emergencies and exercises.

The position operates within a framework of existing policy and processes that govern research, reporting, performance measures and issues management in the GoA. AEMA, Recovery Branch and unit operation plans and priorities also guide the position.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**Provide advice, information and inputs to develop and implement program policy, briefing materials, program statements, IT bulletins, training content and public-facing materials in line with ministry and government directions and reflective of stakeholder feedback.**

- Provides specialized advice, analysis and interpretations on a range of issues.
- Incorporates the views of other departments/divisions/branches related to opportunities, risks, costs and benefits of options, including implementation and delivery implications into the development of cabinet packages, program statements and IT bulletins.
- Provides supports on projects as directed, including review of existing direction or new proposals.
- Develops coherently argued, logically presented materials in a timely manner.
- Prepares briefing materials and correspondence for the Manager, Director, Executive Director, Managing Director, Deputy Minister, Minister and in some cases, members of parliament (MLAs).

**Provide research, analysis, advice and documented direction to support ministry representatives in planning and development of the Program to align with applicable Government and ministry goals, business plans and strategic priorities.**

- Identifies the needs for and coordinates specific research projects to be used as a basis for understanding issues (e.g., report review, jurisdictional reviews, scans of external environment) and the review of existing or potential directives.
- Develops recommendations and identifies alternate courses of action and associated implications of DRP/MWAP/HARP direction through interpretation and application of research findings and analysis.
- Interprets policy, literature, research findings, reports, legal material and recommendations of relevance to the division.
- Takes into account relevant research, including how other jurisdictions are addressing the same or similar problems and program issues, and provides input to other jurisdictions on how Alberta is dealing with issues.
- Researches external policies, best practices and new theories relating to disaster recovery administration and ensures relevant ministry representatives are informed of the research findings.

**Contribute to the evolution of DRP/MWAP/HARP through development of integrated reports, cabinet materials, inputs and briefings.**

- Provides input and/or recommendations regarding proposed changes to programs or initiatives within the ministry.
- Provides accurate information on DRP/MWAP/HARP issues or projects in a timely manner.
- Prepares briefing materials for leadership and the Minister.

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**Build collaborative relationships to enhance capacity for collaboration and effective policy and program development and implementation.**

- Creates partnerships within the Program to ensure collaboration and effective policy and program development and implementation.
- Pro-actively builds and maintains a network of positive, collaborative relationships with key stakeholders, including division staff, other government departments and community organizations, to develop innovative strategies to facilitate a creative partnership approach to issues impacting the unit.
- Develops and maintains positive working relationships within other ministry divisions and regions and other GoA ministry partners for achievement of common outcomes.

**Supports leadership and other departments in achieving the mandate and goals of the Program.**

- Participates in ministry committees, teams and working groups, providing department perspectives and program expertise to ensure thoroughness and consistency in program and policy development.
- Collaborates with staff to ensure coordination and integration of activities and promotes collaboration within the department and ministry, and with system stakeholders.
- Establishes and maintains relationships with ministry and government representative stakeholders.
- Develops recommendations to support continual improvement of department functions and maintains awareness of associated processes, tools and best practices that can be tailored to meet departmental needs.
- Remains current and informed as to ministry issues, proactively recommending review and evaluation of programs and develops related strategies and recommendations in consultation with department representatives.
- Leads Red Tape Reduction (RTR) on behalf of the Recovery Branch by coordinating, collaborating with leadership, Ministry and GoA RTR stakeholders to ensure Recovery Branch's regulatory requirements are individually counted, tracked, and reported.
- May be required to work in the POC or on field assignment as needed during emergencies in order to coordinate provincial emergency response efforts and/or to support/advise/assist government ministries, municipalities, Metis Settlements, and/or other organizations. In these circumstances, the position may require working extended and irregular hours and/or shifts with minimal or no notice, particularly during emergencies and exercises.

**Supports and leads the development and delivery of Recovery Branch training materials on program policy and interpretation.**

- Participates in the development of training plan(s), including identification of mandatory, optional and desirable training and courses for all Recovery Branch staff.
- Schedules and coordinates the delivery of training sessions in consultation with other Recovery Branch leaders.
- Leads the creation and preparation of training materials including PowerPoint presentations, question and answer documents and training exercises.
- Delivers training sessions in an interactive, supportive and engaging environment.
- Evaluates the post-training sessions to ensure participants' understanding of material, quality of training and identification of any gaps in information.

**Reviews and assesses Ministerial and Managing Director appeals and verifies outstanding concerns or issues.**

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- Conducts a review of the physical file and DRP/MWAP/HARP Application database contents and previous appeal history to determine if there are missing or required documents, e.g. insurance letters or land titles.
- Contacts the applicant to review issues they have outlined in their appeal or request and confirm any remaining issues not stated.
- Evaluates the issues listed to determine if the applicant is eligible for financial assistance to help them recover from uninsurable loss and damage by researching, interpreting and applying applicable guidelines, policies and regulations.
- Consults and liaises with external contractors, business areas, and leadership when reviewing complex files.
  - Ministerial stakeholders and the Municipal Governance Board for Ministerial appeals
- Prepares written reports, recommendations and decision letters for leadership including the Managing Director, Director of Appeals, or the Minister of Municipal Affairs.
- Communicates outcomes and resolves issues with individual appeals and enhances the applicant's knowledge of DRP/MWAP/HARP through effective verbal and written communication.
- Makes recommendations to leadership for changes to the guidelines, regulations, policies and procedures to deal with trends and issues identified through the appeal process to provide fairness to the applicant, improve DRP/MWAP/HARP effectiveness, reduce future appeals and achieve Branch outcomes.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision-making capacity of the position. Also, identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The research and analysis completed by this position impacts the development of recommendations for program directions as well as ongoing accountability. The Program Policy Analyst contributes to briefing material, program statements, IT bulletins, public-facing materials, training content, planning, environmental scanning and research and analysis frameworks that support decision-making for programs promoting an accessible, sustainable, high quality provincial DRP/MWAP/HARP.

The Program Policy Analyst determines research methods based on assigned requests/projects, and both leads and participates in multiple team projects. The Program Policy Analyst may be engaged on multiple projects at any one time, and must be able to balance and adjust to changing priorities. Complexity is increased by the range of information to collect and analyze. The Program Policy Analyst must also be able to find a common path forward when stakeholder inputs conflict with each other or with GoA priorities.

Creativity is applied to determine how best to present data and analyses for various audiences, and to determine the best approach to use to sustain effective working partnerships and collaborations.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

#### Education and Experience

- Related post-secondary degree plus at least two years related experience, or equivalent mix of education and experience (social science, political science)
- Experience in policy research, analysis and interpretation is an asset
- Emergency management background is an asset
- Experience with training, staff development and coaching is an asset

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Knowledge:

- Ministry business plan and strategic priorities, as well as mandates, programs and functions of business areas across the ministry
- Government strategic and policy directions and priorities as they relate to the Ministry mandate and initiatives
- Research methodologies, techniques and procedures, including the application of qualitative and quantitative research methods and data analysis
- Political environment within which the ministry operates and the decision-making process of the Legislative Assembly, Cabinet, Caucus, Treasury Board and various government committees
- Knowledge of provincial and federal disaster recovery programs and associated Acts, Regulations, Guidelines and policies (e.g., *Emergency Management Act*, Disaster Recovery Regulations, Disaster Assistance Guidelines, Disaster Financial Assistance Arrangements) is preferred
- Experience in document and information analysis and interpretation is preferred
- Relevant ministry policies, functions and processes is an asset
- Knowledge of historical and current DRP/MWAP/HARP program frameworks is an asset

The Program Policy Analyst requires strong and demonstrated:

- Strong technical writing, verbal communication skills and presentation skills, including the ability to develop clear and compelling documents in support of recommendations; articulate complex issues with broad social, legal and political implications; and present information in a variety of formats to a variety of audiences
- Consultation and interpersonal skills
- Research and information integration skills, including ability to analyze and synthesize information drawn from different sources and develop recommendations based on findings
- Project planning and management skills, including ability to plan, coordinate and execute complex research, evaluation and survey projects
- Organizational skills including ability to multi-task and prioritize multiple responsibilities to meet deadlines
- Commitment to client service, confidentiality, discretion, tact and innovation
- Software tools used to carry out job responsibilities including Microsoft Office Word, Excel and PowerPoint, ARTS, SharePoint
- Drive for Results – identifies and acts on opportunities to partner with other groups to achieve desired outcomes
- Creative Problem Solving – actively seeks new and different ways of doing something
- Knowledge of MS Project and Visio is an asset

The Program Policy Analyst must be able to:

- Apply theoretical research methods and analysis tools to practical settings while maintain a high degree of rigor
- Assess the accuracy and reliability of data; apply costing effectively; and assess and manipulate statistical databases
- Proactively anticipate and plan for ministry business area requirements
- Identify emerging trends, issues and opportunities relating to disaster recovery policies and programs across Canada and around the world, and provide recommendations pertaining to sensitive issues
- Develop and maintain collaborative working relationships with clients, stakeholders, and partners
- Maintain a strategic and ministry focus while delivering results at the operational level;
- Function independently, as well as lead and contribute effectively within a team environment
- Demonstrate initiative, professional judgment and flexibility
- Develop Self and Others - contributes to team learning by initiating and contributing to group reflection and discussions. Uses this information to plan future activities and projects

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- Build Collaborative Environments - Promotes collaboration and positive relationships within and across groups and builds commitment to reach desired results.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Manager – provide research results and associated recommendations; raise awareness to significant issues; provide specific supports as needed to inform decision-making for programs
- Unit staff – lead and/or collaborate on projects; provide research to support specific program statements and directives, or accountability measures; coordinate issues management to provide comprehensive issues resolution
- Other Recovery Branch and AEMA Units – collaboration on specific projects; share research information and results
- Senior and executive AEMA leaders – develop briefings and responses to queries
- Other ministries – build and maintain working relationships to enhance collaboration and effective program development and implementation; facilitate a creative partnership approach to issues impacting the unit; integrate their inputs into research and document deliverables
- Community organizations - facilitate a creative partnership approach to issues impacting the unit; integrate inputs and feedback; integrate their inputs into research and document deliverables

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

N/A

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff MUST be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

## Signatures

The signatures below indicate that the incumbent, manager and Executive Director have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

**Incumbent**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Manager**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Executive Director**

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