

**New**

Ministry

Energy and Minerals

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Senior Analyst

Requested Class

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

☐ 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 Branch is the lead group supporting the mandate to develop competitive low-carbon natural gas products and initiatives that will support a robust, competitive and sustainable natural gas industry in the emerging de-carbonized energy landscape. The Branch is accountable for developing the overall low-carbon strategic plan for the natural gas sector and supporting the implementation of its core initiatives. Working closely with Government of Alberta partners and Department of Energy colleagues, the Branch leads, or has shared accountability for the following:

- Implementation of the 2021 Alberta's Hydrogen Roadmap, 2020 Natural Gas Vision and Strategy and 2018 Natural Gas Advisory Panel report: *Roadmap to Recovery: Reviving Alberta's Natural Gas Industry*;
- Technical research, analysis, advice and actions endorsed by Cabinet;
- Supporting meeting briefs, action requests, key policy and project documents, daily issues scanning and issue management support to Government, DMO, MO, and Energy Communications;
- External industry and intergovernmental natural gas relationships and partnerships;
- Natural gas regulatory intervention strategy development in support of optimizing western Canada's pipeline network to maintain and grow market access;
- Cross-cutting natural gas climate policy including Article 6, TIER and federal government climate policy;
- Long-term environmental scanning and risk-assessment to understand emerging natural gas

technologies, manufacturing opportunities, threats, and risks;

- Actions to grow and diversify the natural gas sector, as well as improve the business climate for the natural gas sector;
- Actions to ensure Alberta participates fully in the growing global LNG market;
- Investment attraction across the natural gas value chain including low-carbon production of natural gas, natural gas liquids (NGLs), hydrogen and petrochemicals;
- Cross jurisdictional scan to assess economic and environmental competitiveness to position Alberta as a leader in low carbon natural gas, hydrogen and petrochemicals., and
- Actions to support the Plastics Circular Economy.

The Senior Analyst shapes and guides the Department of Energy and Mineral's natural gas strategic policy development and implementation. This position supports the Natural Gas Strategy and Engagement Branch - the lead group supporting the mandate to restore the health of Alberta's natural gas sector so Albertans can benefit from a robust, competitive and sustainable natural gas industry. The branch is accountable for developing the overall strategic plan for the natural gas sector and supporting the implementation of its core initiatives. In particular, this position supports the Competitiveness and Environment team which develops and implements natural gas strategic policy related to growing demand for natural gas domestically and globally including environmental considerations related to growing gas demand.

This position represents the department on diverse natural gas initiatives, projects and issues to ensure the department's interests relating to natural gas development, infrastructure and markets are communicated and integrated into strategy and project development processes. The Senior Analyst contributes significantly to the Natural Gas Strategy and Engagement Branch's initiatives, including the implementation of key recommendations from 2023 Emissions Reduction and Energy Development Plan, 2021 Alberta's Hydrogen Roadmap, 2020 Natural Gas Vision and Strategy (petrochemicals, plastic circular economy, hydrogen, LNG, and Alberta industrial demand), and 2018 Natural Gas Advisory Panel report: Roadmap to Recovery: Reviving Alberta's Natural Gas Industry.

## Responsibilities

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

### **1. Facilitate the coordination and preparation of supporting materials resulting from branch research and analysis.**

- Lead and provide policy research, quantitative and qualitative analysis and develop new and innovative policy recommendations to address issues raised by industry, government, the public and other stakeholders, ensuring policy is consistent with Division priorities, Department Business Plan and Government of Alberta policy outcomes and objectives.
- Collaborate on the development of communication strategy and plan(s), key messages, and question & answer materials for Ministry public releases and announcements, website and other modes of delivery.
- Lead in environmental scanning and resulting proactive analysis to help inform the planning and development of Energy policies and programs.
- Coordinate research, analyze, and evaluate data and information pertaining to Ministry issues obtained from diverse sources including statistical databases, legislation, policy documents, technical reports, government studies, and academic journals.
- Lead and collaborate in the development of research reports, position papers, presentations, project management plans, briefings and other documents related to Ministry issues, strategy and policy initiatives, projects and issues for consideration by: Government committees, the Branch Management Team Executive, the Deputy Minister of Energy and Minerals, the Minister of Energy and Minerals or Cabinet as appropriate.
- Coordinate or lead the preparation of memos, letters, emails, briefing notes, and other ministerial correspondence for senior management, executive management, ADM, DM, and Minister.
- Identify significant public sector policy shifts at provincial, national and international levels with potential for impact on Ministry initiatives and provide recommendations for Alberta.
- Analyze economic, social, political and technological issues to identify trends with the potential to impact

Ministry policies and programs, summarizing findings, and making recommendations for consideration of Ministry decision-makers.

- Identify and share intelligence on emerging issues and trends, their potential impacts on division policies and programs, and develop recommendations to mitigate risk.
- Proactively collaborate with multidisciplinary teams (e.g., other branches, divisions, ministries, and governments) to gather intelligence and conduct research and analysis to ensure thoroughness and consistency in the development of programs and policies.

## **2. Provide expertise, advice, and recommendations in support of informed planning and decision-making.**

- Provide strategic advice and options related to policy and programs, including identifying related impacts and proactively recommending policy changes and solutions.
- Participates and provides leadership in meetings and committees of a Department and cross-ministry nature pertaining to strategic natural gas initiatives, projects and issues, contributing actively to ensure the reasonableness of processes and content through all phases of policy development and implementation.
- Develop expert advice and recommendations and identify strategic options and alternate courses of action and associated implications of Ministry programs and policies through interpretation and application of research findings and analysis.
- Coordinate and/or develop status and profile reports, including inter-provincial comparisons, international trends, and impact of policy decisions.
- Provide Ministry representatives with information as to emerging trends and issues with potential to impact Ministry and ensure managers are informed of activities in other divisions, ministries, and levels of government that may affect Ministry policies and programs, and provide recommendations to mitigate risks.
- Identify trends and gaps in programs and initiatives resulting from reviews of correspondence, reports, and other documents and provide associated analysis and reports.
- Collaborate with members of the team and other department staff as appropriate to review and streamline work processes for efficiency.
- Provide input for Departmental business plans, annual reports, and other corporate initiatives.

## **3. Provide project leadership in identified projects and innovative initiatives in support of ministry policy and program development.**

- Project management, consultation, communication, and advisory services are provided to support planning processes and integrated approaches for determining implications and benefits to provincial priorities for energy development.
- Engage and identify key stakeholder contacts in the Department and across the Government with whom a relationship must be established.
- Lead and/or participate in Department or Government-wide projects to ensure thorough analysis of issues and the employment of proper research methods.
- Lead in the evaluation, monitoring, and reporting of the status of projects to the Manager, including timelines, costs, fielding issues, etc.
- Supports the manager in the development and implementation of policy and programs.

## **4. Proactively engage, collaborate, and consult with internal and external stakeholders to address emerging issues and provide clarity.**

- Develop and maintain positive working relationships with branches, other Ministry divisions, other GOA ministry partners, and federal and provincial jurisdictions to facilitate the development and delivery of policy, strategy, and engagements in achievement of common outcomes.
- Represent and participate in Ministry committees, teams and working groups, providing perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Develop and maintain positive working relationships with industry stakeholders and other parties external to governments and regulatory bodies.
- Collaborate with other ministry and cross-ministry staff to ensure coordination and integration of activities and promote collaboration within Ministry, and with system stakeholders.

- Facilitate communication and contribute by actively sharing information, listening and acknowledging others' points of view.
- Communicate purposefully and inform key stakeholders of relevant information in a timely manner.
  - Understand connections and ask questions to understand broader goals and objectives.

## Problem Solving

Typical problems solved:

The position requires frequent contact with other divisions, jurisdictions, and/or regulatory bodies. The role is considered a key point of contact for the Natural Gas Strategy Framework. It requires independence and minimal direction to carry out responsibilities. The position provides strategic and creative solutions to ongoing issues presented.

The position provides leadership 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 strategy and programs. The position is a key resource for strategic information, obtained through research and environmental scanning, and engagement with stakeholders that have the potential to influence the direction, design, and implementation of departmental strategies, policies and programs, which can directly affect both internal and external stakeholders. Internal stakeholders include other professional colleagues, management staff, other divisions, and other cross ministry partners/departments. External stakeholders include other jurisdictions, regulatory bodies, industry, and international stakeholders. Issues are diverse, complex and often politically sensitive, with this position expected to maintain a broad view of the Ministry and its strategic priorities when providing information, analysis and planning advice to Ministry managers.

Types of guidance available for problem solving:

The position collaborates with staff throughout the Ministry and Government of Alberta when identifying issues; clarifying impacts of various policy options; planning and managing research projects; and developing input and recommendations for the consideration of senior decision makers. The position demonstrates initiative and creativity when coordinating complex research projects, and when reviewing and evaluating policies and programs to contribute to their development. The position must remain aware of trends, issues and best practices across Canada and around the world to effectively analyze diverse viewpoints and develop valid recommendations for presentations to Ministry representatives.

Direct or indirect impacts of decisions:

The position is delegated considerable independence to determine areas of focus, exercising judgment when researching, analyzing and summarizing information and presenting associated reports and proposals to Ministry decision-makers and prioritizing responsibilities to meet deadlines. Matters with potential for significant impact on business area operations, resource allocation, or planning documents are referred to the Manager and Director, who are also available for guidance when dealing with particularly sensitive issues or situations. The Manager and Director also review briefings and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal Contacts:

- **Executive Director/Director** - Receive strategic and tactical direction, to provide research, analysis and planning services; to support the development, review and evaluation of strategies, policies and programs; provide consultation, advice and recommendations; support development of planning documents; exchange information; represent branch interest and perspectives; and provide project management services for research and other branch initiatives. Receive coaching and professional development support.
- **Manager** - Receive strategic and tactical direction, immediate supervisory direction and project assignment. Provide input, support and recommendations. Receive coaching and professional development support.
- **Coworkers within the work unit** - Receive and share information, collaborate on team-based projects.
- **Other divisional staff (Communications, Legal, Finance)** - Collaborate, provide input, suggestions, ideas, and information or to obtain information on department processes.

**External Contacts:**

- **Other jurisdictions (municipal, provincial, federal, and international)** - To gather intelligence, issues management, preparing strategic documents and coordinating activities. To provide and exchange information; clarify requirements; and collaborate on projects and initiatives.
- **Other departments** - To gather intelligence, issues management, preparing strategic documents and coordinating activities. To provide and exchange information; clarify requirements; and collaborate on projects and initiatives.
- **Industry** - To provide and exchange information. Testing and validation of policy concepts.
- **Agencies, boards, and commissions** - To provide and exchange information.

**Required Education, Experience and Technical Competencies**

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

If other, specify:

A University graduation in a related field plus four years progressively responsible related experience.

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

**Knowledge:**

- Knowledge and experience with the application of both qualitative and quantitative research methods and data analysis.
- In depth knowledge and demonstrated understanding of policy development, including the policy cycle, strategic planning, and issues management.
- Familiarity of Alberta's energy industry within the Canadian and global context.
- Knowledge of related natural gas and energy legislation, regulations, policies, procedures, and Ministry Business Plan.
- Familiarity and knowledge of strategy, policy, planning, project management and decision making in large and complex organizations and the interrelationships with key stakeholders.
- Knowledge and demonstrated understanding of natural gas strategy and policy issues and implications for Alberta.
- Knowledge of other provincial, federal and international processes that impact Ministry initiatives, including legislation and policies.
- Familiarity with Government of Alberta business processes (e.g., ARTS, Committees, Organizational Structure).

**Skills and Abilities:**

- Excellent verbal, written, and presentation skills.
- Ability to work strategically and simultaneously manage a wide variety of issues, mobilize resources and find innovative solutions to complex issues and problems.
- Ability to build and foster long-term relationships with key stakeholders.
- Strategic thinking and synthesizing, conceptual and analytical skills and ability to develop creative and innovative solutions on short notice to complex issues.
- Ability to work towards and gain consensus among work teams and committees.
- Ability to understand and articulate issues with broad social and political implications.
- Ability to work independently as well as in a team environment.
- Ability to lead, plan, and coordinate projects.
- Leadership, negotiation and conflict resolution skills.
- Strong problem-solving, time management and project planning skills.
- Attention to detail and commitment to client service, confidentiality, discretion and tact.
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook.

**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	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty, and effectively work in a changing environment.</li> </ul>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively build networks, connecting and building trust in relationships with different stakeholders.</li> <li>• Lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.</li> </ul>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<ul style="list-style-type: none"> <li>• Identify what outcomes are important and maximize resources to achieve results that are aligned with the goals of the organization, often under short timelines.</li> </ul>

Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Apply systemic thinking and a holistic approach to work deliverables, to articulate broad-system short, medium, and long-term impacts and connections.</li> </ul>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<ul style="list-style-type: none"> <li>• Through the development of new and creative policies and strategies, the position must act as a change agent and find solutions to various resource development issues.</li> </ul>

## Benchmarks

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