

## Update

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA15

Cost Centre

602189

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SFHW, WPL/Occupational Health and Safety

Current organizational chart attached?

Supervisor's Position ID

50030302

Supervisor's Position Name (30 characters)

Amy Elefson

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-27

Responsibilities Added:

The job description was updated to remove references to work on WCB policy and legislation, otherwise, the job responsibilities remain unchanged.

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

Workplace Policy and Legislation is one branch within the Safe Fair and Healthy Workplaces division of the Ministry of Jobs, Economy, Trade and Immigration. The Workplace Policy and Legislation branch is a fast-paced and results-oriented environment that strives for excellence while developing and fostering cooperative relationships across the Government of Alberta and with external stakeholders. The branch is comprised of three units that focus on employment standards and workers' compensation, labour relations, as well as occupational health and safety (OHS) policy and legislation.

The Policy Analyst reports to the Manager of OHS Policy. This position is responsible for supporting policy and project management work associated with regular review and update of OHS policy and legislation to ensure it achieves the department's goals and is responsive to the needs of stakeholders. The Policy Analyst provides expertise on OHS legislation to support the development of strategic advice to decision makers with respect to OHS trends and issues.

## Responsibilities

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

### **Identify and manage issues, trends and developments related to OHS.**

- Continuously monitor OHS trends and developments through frequent scanning of media or other sources and share intelligence with the broader unit, branch or other areas of government if appropriate.
- Continuously monitor case law and other legal developments relevant to OHS.
- Proactively prepare and maintain environmental scans, jurisdiction scans, and literature reviews of policy trends, legislation and other developments related to OHS provincially, nationally and internationally.
- Analyze trends and identify emerging issues early to ensure the department is responsive to evolving OHS issues, and where appropriate propose actions that could be taken to address emerging issues.

### **Establish and foster collaborative relationships with internal and external stakeholders.**

- Identify and collaborate with internal departmental stakeholders, as appropriate, on strategic initiatives to advance the department's priorities.
- Facilitate information sharing with other departments and collaborate and provide support on cross-ministry strategic initiatives with OHS implications by providing analysis, intelligence, and recommendations.
- Identify key external OHS stakeholders and develop and maintain networks.
- Create collaborative relationships with key internal and external stakeholders to share information and discuss subject matter or technical information.
- Support Albertans in understanding rights and responsibilities under OHS legislation.
- Support the development of information or education resources that help Albertans understand OHS policy and legislation.
- Prepare correspondence for Albertans that provides responses to questions, responds to concerns, or provides information regarding OHS legislation.

### **Provide policy advice on OHS issues and support changes to OHS policy or legislation.**

- Proactively research or collect information related to OHS issues utilizing a variety of methodologies such as jurisdictional or environmental scanning, academic research or other literature, or consulting experts.
- Organize, synthesize, and analyze information from a variety of sources to develop a holistic understanding of OHS to support the development of appropriate and innovative options to resolve those issues.
- Demonstrate understanding of the policy development and approval process within the Government of Alberta when providing advice on appropriate ways to address issues (such as whether non-legislative approaches may be needed or when changes to regulation or legislation should occur).
- Draft or support the development of strategic, clear and concise briefing materials (such as briefing notes, discussion papers, reports, presentations or other documents) that provide recommendations and options for senior leadership to resolve issues.
- Support the development of documents for policy and legislative approval such as committee or cabinet packages under tight timelines.

- Provide OHS subject matter expertise and collaborate with team members, OHS Delivery, Legislative Services, Legal Services, Legislative Counsel Office or other units to support the drafting of new policies, regulations or legislation.
- Collaborate on the development of strategic communication plans to share information on changes to OHS policy and legislation and draft supporting materials such as media announcements, key messages, website content, and question and answer documents.

**Plan and support engagement with external stakeholders that informs OHS policy and legislation.**

- Support engagement activities with a diverse range of internal and external stakeholders for the purpose of gathering feedback and input to inform policy and/or legislative changes.
- Coordinate and consult with the Communications and Public Engagement teams and other relevant internal stakeholders in the development and delivery of stakeholder engagement.
- Support the development of engagement materials such as strategic engagement plans, engagement announcements, engagement surveys or discussion guides and other materials.
- Support stakeholder engagement, including the release of correspondence and information to stakeholders, responding to queries and concerns from stakeholders, and addressing issues that may arise during stakeholder engagement.
- Analyze, summarize and interpret engagement participation and results to inform policy advice.
- Draft or support the development of strategic, clear and concise briefing materials (such as briefing notes, discussion papers, reports, presentations or other documents) that provide recommendations and options for senior leadership to resolve issues.
- Support the development of documents for policy and legislative approval such as committee or cabinet packages under tight timelines.
- Provide OHS subject matter expertise and collaborate with team members, other branches in SFHW, Legislative Services, Legal Services, Legislative Counsel Office or other units to support the drafting of new policies, regulations or legislation.
- Collaborate on the development of strategic communication plans to share information on changes to OHS policy and legislation and draft supporting materials such as media announcements, key messages, website content, and question and answer documents.

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- Analyze, summarize and interpret engagement participation and results to inform policy advice.

**Problem Solving**

Typical problems solved:

*Policy and Legislative Development.* The position is required to develop OHS knowledge and expertise and that, along with policy analysis skills, can be used to identify issues and trends in OHS for the purpose of making policy and legislative recommendations to address those issues and to develop relevant legislative materials. Projects can be strategically and politically sensitive and are closely related to the Ministry business plan or government priorities related to OHS in Alberta. Policy and legislative development projects often impact other Ministries and external stakeholders. The position often acts as a resource to these Ministries or to others providing policy expertise or advising on strategies.

*Issues Management.* The position is required to be proactive in reviewing and assessing current and potential OHS issues within Alberta, Canada and internationally to determine their implications in Alberta. For example, the position may be required to assess the significance and potential impact to Alberta of court cases, policy positions of stakeholder groups and lobbying activities, and events in other

jurisdictions. Position must exercise considerable judgement and discretion in terms of determining the relevance of new information and events and how and when to bring them to the attention of leadership.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- advice and support from the Manager and Director of OHS Policy;
- support and direction from the broader WPL leadership team, as needed;
- support from fellow policy analysts within the OHS Policy team and across the branch;
- legal advice from the Alberta Justice Legal Services team for the department;
- support on legislative process, approvals and documents from the departments' Legislative Services team;
- resources from Policy Coordination Office, Legislative Council Office, and Communications and Public Engagement;
- research and resources stored on SharePoint, Teams, and the Action Request Tracking System;
- technical expertise for the Specialized program Services in SFHW;
- OHS trends and related data from the Data Analytics unit in SFHW; and
- processes and procedures for tracking project deliverables, managing information, and developing briefing materials.

Direct or indirect impacts of decisions:

Decisions made in OHS policy and legislation have direct impacts on most workers in Alberta, including private and public sector employers. Changes in OHS policies and legislation impact most employed Albertans' working conditions and employers' duties and responsibilities for ensuring the health and safety of workers. All major economic sectors in Alberta are directly impacted by OHS legislation, each of which contribute to the well-being and functioning of communities in Alberta.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal:

- **Manager and Director:** Provide direction and guidance on assigned work, develop strategies for the work of the unit with the support of the team members, support the professional growth of analysts, lead in the development of a cohesive team, and resolves issues as they arise.
- **Executive Director:** Provide special assignments, establishes the strategic direction for the branch, and resolves issues that may occur.
- **Other Branch Analysts:** Support information sharing, collaborate on projects, share subject matter expertise, and provide peer review on deliverables.
- **Branch Administrative Support:** Provide information and support related to 1GX, Action Requests Tracking, and procurement requests.
- **OHS Program Delivery Staff and Specialized Program Services Staff:** Share information on activities and data and trends in the administration and enforcement of OHS legislation, support with technical advice and analysis of OHS legislation.
- **Other Divisional Professional Staff:** Provide support with information sharing, developing processes, procedures and sharing best practices.
- **Communications:** Prepare content and key messages for the public with the support of policy staff, reviews communications materials, and provides strategic communication advice.
- **Legislative Services:** Coordinate legislative and regulatory changes.
- **Legislative Counsel Office:** Draft all legislation and regulations in Alberta.
- **Alberta Justice:** Provide legal analysis on legislative initiatives and provide legal opinions and advice on legal challenges.

### External:

- **Public:** Source of action requests and OHS questions, requesting information on OHS matters in the form of written correspondence, or telephone calls.
- **Employers and workers:** Key industry and labour stakeholders who advocate for changes to OHS policy and legislation that will support their positions.
- **Other Ministries:** The department will frequently liaise with other Ministries to collaborate on specific initiatives and to share information.

- Government staff from other jurisdictions: Periodic contact with government departments across Canada, responsible for regulating OHS for environmental scanning or research purposes.
- Industry associations: Periodic contact and follow up with a variety of industry associations and other stakeholder groups during legislative review projects.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

**Knowledge**

- Post-secondary education in a field related to the position assignment (e.g., public administration, political science, labour studies) supplemented by two years' progressively responsible related experience in policy analysis and development or similar.
- Familiarity of government decision-making and policy development process and procedures, including processes for amending and enacting legislation, public engagement processes, and stakeholder management.
- Knowledge of research methodologies, and policy analysis processes necessary for the development of policy recommendations, action plans, implementation strategies, etc.
- Knowledge of OHS issues and relevant legislation, policies, programs, business and strategic planning processes.
- Knowledge and familiarity with the Alberta economy; and key industries and trends in OHS and government priorities.

**Skills**

- Strong research, problem-solving, and writing skills, including knowledge of various research methodologies and the ability to identify resources (internal and external) to support policy work, including the identification of potential solutions and recommendations to complex issues and problems.
- Capacity to conduct strategic analysis of OHS trends and events, including the ability to develop innovative and realistic solutions to complex problems and provide recommendations to senior leadership.
- Ability to make sense of information from a variety of sources to identify the key factors impacting an issue, often under tight deadlines and determine the path forward on a project.
- Ability to effectively communicate, including the ability to summarize information (e.g., research, data, analysis) from a variety of different sources succinctly and in plain language, both in writing and verbally.
- Demonstrate good judgement, political acumen, and a strong understanding of the environment by knowing when issues need to be brought to the attention of leadership in addition to making sound recommendations and establishing and/or understanding the direction of strategic projects and initiatives.
- Ability to work independently with minimal direction and can leverage colleagues to drive for results under pressure and tight timelines.
- Excellent time management skills, including the ability to set goals, organize and prioritize work effectively, and communicate to leadership when resources are constrained or lacking.
- Ability to support a wide variety of projects and processes simultaneously in achieving the unit's goals.

**Essential Work Experience**

- Experience in supporting the development of policy, regulation and/or legislation, including conducting the necessary research and analysis.
- Experience in supporting projects and issuing recommendations in a multi-faceted stakeholder environment.
- Experience in writing briefing notes, correspondence, reports and other materials for senior leadership.
- Experience in understanding and analyzing competing interests of stakeholders to support the development policy and legislation.
- Experience in planning and facilitating stakeholder and/or public engagement.

## 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		
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>The position must be able to achieve measurable results in supporting larger projects to completion and when developing various briefings, correspondence, and other identified products, within prescribed (and often tight) timelines.</p>
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>The position is expected to consider a wide variety of factors in their work, including how wider societal factors such as the economy, technological change, and the labour market may cause OHS issues to arise, how OHS issues align with other workplace and labour legislation, and how the programs and policies of other departments can impact OHS legislation. The position must also understand the broader government priorities and the pre-existing relationships between stakeholders to ensure that context is incorporated into advice provided to decision makers.</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> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>This position is expected to contribute to the building of a high functioning and collaborative team through forming connections with individual staff members as well as supporting strong team connections, both within the unit, branch, and among internal and external</p>