

## New

Ministry

Service Alberta and Red Tape Reduction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Research, Policy, and Planning Analyst

Requested 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

#### Job Purpose and Organizational Context

Why the job exists:

The Procurement Services Branch is responsible for the Government of Alberta's (GoA) mandate for efficient, open and transparent procurement. The Branch supports ministries to meet essential and complex program goals, by leading or facilitating cost effective procurements in a fair and equitable manner, in alignment with national and international trade agreements and provincial legislation.

Reporting to the Manager, Systems, Policy and Engagement (M2), the Senior Research, Policy and Planning Analyst will provide project leadership on a range of priorities for the Procurement Standards and Engagement Unit, including procurement policy, vendor engagement, systems modernization and branch/division-wide initiatives. This may include undertaking internal and external stakeholder engagement, delivering project management support/coordination, developing communications and change management supports and preparing ministerial correspondence, action request responses, briefing notes and presentation materials on behalf of the Unit.

Functioning as part of a highly collaborative team, this position contributes to policy, planning,

environmental scanning and research and analysis frameworks that support decision-making for policies and programs implemented across the Government of Alberta. Key duties of this position will be varied and the incumbent is expected to be agile and responsive to emerging responsibilities while demonstrating excellent time management skills.

A professional demeanor and political acumen is required to liaise with executive leadership on sensitive topics, and to maintain stakeholder relationships. Maintaining positive and productive working relationships in these dynamic situations is vital to the success of the Unit.

## **Responsibilities**

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

### **1. Strategic Policy and Program Development**

- Lead strategic projects, ensuring program area, department executive leadership, minister, government, stakeholder, and public needs are addressed, including preparation of necessary documentation such as briefing notes, PowerPoint presentations, speaking notes and Cabinet Reports, as required.
- Demonstrate a high level of critical thinking and creativity to support the development of policy options in alignment with the current political environment, and the strategic priorities of the department, the Minister, the Government of Alberta, stakeholders, and Albertans, as appropriate.
- In collaboration with Branch stakeholders, provide advice and recommendations for policy proposals put forward by divisional representatives to ensure balanced and informed decisions are made for complex initiatives.
- Provide direct support and advice to department staff on policy and program development, including engagements, consultations, and advice to ensure acceptability of proposals for divisional leadership, interdepartmental working committees, Cabinet and Cabinet Policy Committees, Caucus, and the Legislative Assembly.
- Prepare and manage instructional material (e.g., flowcharts, written documents, and templates).
- Prepare and organize strategic engagement plans, briefing packages, and status reports on initiative progress.
- Assist the Manager in the development, standardization, and maintenance of strategic initiatives, including briefing packages and presentation materials for divisional leadership and inter-departmental committees, as required.

### **2. Project Management, Planning and Communications Support**

- Provide direct project oversight, including planning, budgeting, scheduling, monitoring, and documenting all elements of priority projects, ensuring project risks are identified and mitigations and interventions are developed.
- Oversee the coordination and completion of Action Requests (ARs) and correspondence for the Unit/Branch in a timely manner, including soliciting input from Branch and cross-government subject matter experts, as required.
- Prepare responses and communication materials on behalf of the Unit/Branch in response to stakeholder inquiries, ensuring relevant program area policies and procedures are appropriately reflected and consistency and accuracy of information is maintained.
- Lead the development of communication and change management supports to ensure successful implementation of policy/program initiatives across the enterprise.

### **3. Research and Analysis**

- Develop strategic engagement plans and facilitate both internal and external engagements and consultations for priority initiatives.
- Analyze both qualitative and quantitative information to ensure evidence-based options are presented to leadership, including the Assistant Deputy Minister, Deputy Minister, and Minister.
- Conduct various business intelligence activities to support key initiatives, including proactive jurisdictional scanning of existing and proposed legislation, regulations and policies.
- Provide direct research support to the Manager, Director, Executive Director, Assistant Deputy Minister, Deputy Minister, Minister, and other leaders through collation of researched information into complex briefing notes, correspondence or other communication documents.

#### 4. Relationship Building

- Engage with division staff and senior leadership to inform, compile, and support effective working relationships.
- Strengthen information sharing between project teams, divisions, and other Government of Alberta ministries.
- Manage conflict in a way that preserves positive working relationships and encourages consensus building.

#### 5. Leadership Support

- Provide cover-off for the unit manager, as required.
- Provide expert assessment, analysis, and interpretation of issues for mitigation actions.
- Facilitate mentorship with other division members by providing expertise on matters related to policy development, research, analysis, and change management as related to identified priorities.

### Problem Solving

Typical problems solved:

- The incumbent provides policy, planning, and operational support to multiple strategic priority initiatives across the Branch/Division. The incumbent coordinates the work of multidisciplinary teams involving department and cross-government colleagues.
- Projects involved are usually diverse, and deal with strategically sensitive and complex issues closely related to government priorities and the department's Business Plan.
- Most of the involved projects require independent and focused attention.
- The incumbent will be required to work in an ambiguous and changing environment, requiring problem solving and solutions skills in complex situations where no established precedent exists.
- The incumbent will deal with a diverse number of individuals across departments, jurisdictions, and projects, and as such, will require critical thinking and the ability to coordinate and handle competing priorities and deadlines. The requirements may involve interaction with management and senior management in other units and departments, requiring political acumen and the ability to influence.
- The incumbent requires a high degree of professionalism and initiative, as well as the ability to demonstrate professional judgement, respect, and adaptability.
- The incumbent will be expected to respond to ad hoc inquiries from all areas including senior executives.

#### Skills and Abilities

- Ability to maintain a positive, helpful, and service first attitude in a dynamic, fast-paced, and politically sensitive environment.
- Ability to work under pressure with many competing priorities, including using strong project management skills to coordinate complex initiatives.
- Self-directed with the ability to work independently and collaboratively with others to achieve joint, high quality outputs in a timely manner.
- Ability to work strategically to simultaneously assist in the management of a wide variety of issues, mobilizing resources and finding innovative solutions to complex issues and problems.
- Ability to identify and evaluate complex and sensitive issues, synthesizing complex materials and issues and utilizing analytical skills to write in a clear and concise manner.
- Highly developed interpersonal skills and the ability to foster trusting and dependable working relationships with stakeholders.
- Strong written and verbal communications skills to clarify, identify, and communicate issues and ideas to others.
- Excellent strategic thinking, analytical skills, and orientation to detail in order to assess complex issues and situations, and propose appropriate solutions and recommendations.
- General awareness and sensitivity to political issues.

#### Education and Work Experience

- University graduation in a related field, supplemented by four years of progressively responsible related experience in policy analysis and development, project management, or similar. Equivalencies will be considered (one year of related experience for one year of related education).
- Significant understanding of Government of Alberta policy development and decision-making processes is

an asset.

- Knowledge of department mandate, including policies, procedures, and legislation and significant understanding of Government of Alberta priorities.
- A broad-based understanding of Government of Alberta legislation and statutes.

Types of guidance available for problem solving:

The position works under broadly defined guidelines and practices, including Trade Agreements and the Government Organization Act. As a subject matter expert, the Senior Research, Policy and Planning Analyst is required to work with considerable independence and minimal past precedents.

Supervision is provided by the Unit Manager. Strategic direction is also obtained from the Director, Executive Director and could include executives in other departments.

Direct or indirect impacts of decisions:

Work performed affects the GoA as a whole, including extended stakeholders outside of the GoA such as the MASH sector, vendor community, and purchasing organizations in other provinces.

Effective procurements are vital to the province as they affect all Albertans, with a direct impact on expenditures and provincial program outcomes. The Senior Research, Policy and Planning Analyst must remain continuously sensitive to the larger political and societal context in which the key procurement objectives are to be achieved.

## Key Relationships

Major stakeholders and purpose of interactions:

This position works within the Procurement Standards and Engagement Unit and works with teams including different subject matter experts, stakeholders and ministries. Liaises across government, providing policy, research and communications expertise, guidance and leadership.

**Procurement Standards and Engagement Unit:**

The Senior Research, Policy and Planning Analyst will work closely with the Procurement Systems, Policy and Engagement and Standards and Training teams within the Unit to provide project management, research and communications support on priority initiatives, as well as policy advice and guidance to achieve desired outcomes.

**Procurement Services Branch:**

Working closely with colleagues across the Procurement Services Branch, this position will support the implementation of priority initiatives through the development of policy and program documentation, advising on best practices, and change management resources to support program delivery outcomes and ensure continuous improvement of policies and processes.

**GoA Departments:**

This interaction will be an essential requirement of this position to support effective communication, information gathering, and cross-government collaboration to deliver on Branch and Department goals. The Senior Research, Policy and Planning Analyst will incorporate research methodologies, data analysis, and recommendations that interpret how the analysis relates to the work of decision-makers across the broader GoA. The levels of whom the individual will interact with will vary from subject matter experts through to senior leadership.

**Primary contacts (daily):**

Manager - Strategic and tactical direction, immediate supervisory direction and project assignment.

Branch staff (including other work units) - Information source, team-based projects, input/suggestions.

**Secondary contacts (frequent):**

Senior Manager - Strategic direction and information source.

Other divisional/departmental staff - Input, suggestions, ideas and information.

Program analysts in other departments - Share information as appropriate, obtain consensus on cross-

ministry policy proposals.

Other contacts (occasional):  
Executive Director - Strategic direction and information source.  
ADM Office staff - Specific direction/information.

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:

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

Education and Work Experience

- University graduation in a related field, supplemented by four years of progressively responsible related experience in policy analysis and development, project management, or similar. Equivalencies will be considered (one year of related experience for one year of related education).
- Significant understanding of Government of Alberta policy development and decision-making processes.
- Knowledge of department mandate, including policies, procedures, and legislation and significant understanding of Government of Alberta priorities.
- A broad-based understanding of Government of Alberta statutes.

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"/>	Identifies and manages required change and the associated risks: <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>	Seeks out new opportunities: Identifies alternative approaches or courses of action in unclear and complex situations. Supports others to identify, assess, and use alternative approaches. <p>Anticipates changes: Proactively explains how anticipated change will affect work processes and structures in general.</p> <p>Emotional resilience: Anticipates the emotional triggers of others and prepares to mitigate reactions and maintain composure and productivity, especially during conflict or highly challenging situations.</p> <p>Supports change: Anticipates obstacles to change and thinks ahead about next steps. Stays</p>

			<p>focused on goals despite pressure and stress.</p> <p>Adapts: Makes decisions and takes action even when there is not enough clarity to predict the consequences with certainty. Includes a back-up plan in case predictions are incorrect.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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>	<p>Brings people together: Works with others to identify and remove barriers.</p> <p>Facilitates communication: Contributes positively by actively sharing information, and listening and accepting others' points of view in an open, honest and non-defensive way.</p> <p>Addresses conflict: Anticipates and takes action to reduce and resolve conflict at the outset, by encouraging on-going open two-way communication among all stakeholders and groups.</p> <p>Empowers others: Identifies ways to support and encourage group members in accomplishing their tasks. Uses mistakes as learning opportunities thereby empowering others to take risks.</p> <p>Encourages diversity: Promotes collaboration and positive relationships (even in challenging circumstances) within and across groups and builds commitment to reach desired results.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and</p>	<p>Identifies stakeholders: Seeks to understand the</p>

		<p>perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>perspectives and needs of colleagues, clients and stakeholders.</p> <p>Builds relationships: Makes an effort to develop professional and collaborative working relationships with a range of colleagues, clients and stakeholders.</p> <p>Focuses on client: Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes.</p> <p>Communicates purposefully: Influences others by considering the meaning of what is being said, the environment and how the information is being presented.</p>
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>	<p>Looks beyond immediate: Consistently takes a holistic and long-term view of challenges and opportunities at multiple levels across related areas.</p> <p>Considers impacts: Anticipates outcomes and potential impacts across inter-related areas and factors this into planning.</p> <p>Understands connections: Seeks information and analyzes long-term outcomes. Focuses on the goals and values in addition to the process.</p> <p>Provides clarity: Works with others to identify and address interdependent activities that require collaboration.</p>



Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	Plans for development: Reflects on learning experiences and creates plan on how to apply to the work environment.  Actions development: Finds ways to leverage strengths through on the job assignments, career moves or further developing strengths through formal training, volunteers for “stretch” assignments and taking on increased responsibilities.  Supports others’ development: Contributes to team learning by sharing information, knowledge and experiences even when not asked.
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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.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature