

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

Alignment of Job Description to that of the current positions roles and responsibilities, as well as that of the other Senior Policy Analyst in the branch. This includes Fiscal and Policy Analysis, Budget and Fiscal Updates, the participation in Cross-Ministry Policy Initiatives and Special Projects, and supporting the work of the intergovernmental Analysis unit.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Strategic and Policy Supports, the Senior Policy Analyst carries out professional analysis on a wide range of fiscal and policy matters, often working collaboratively with other areas within the Division and across the GoA. This work supports strategic analysis in areas of policy development and program evaluation. The role requires strong systems thinking, agility and a proven ability to gain expertise in a wide range of topics, often under very tight timelines. Other areas of the branch work include federal-provincial and interprovincial fiscal issues, to which the Senior Policy Analyst will

contribute as needed.

Responsibilities

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

1. Fiscal and Policy Analysis:

- Carry out professional analysis on a wide range of policy-related issues, including but not limited to short- and long-term fiscal projections and risks, interprovincial comparisons and forecasting of various program areas (e.g. education, health, environment, social services) and cross-ministry topics, often working collaboratively with the Treasury Board Secretariat and program ministries.
- Support ministries with technical advice and analysis to ensure that questions raised by Treasury Board are adequately addressed.
- The above include the preparation of related briefings and presentations for the Minister, Deputy Minister, Assistant Deputy Minister and other senior government officials.

2. Policy and Outcome evaluation:

- The Senior Policy Analyst will support senior leadership's goals to measure the performance of policies supported by programs from multiple ministries. This could include providing expertise and insight on questions and outcomes being assessed; engaging in ongoing environmental scanning and tracking government policy direction; linking cross ministry programs and systems to broader outcomes; reviewing relevant legislation and consulting with other ministries on program portfolios.
- In addition, this role would support the research and assessment of policies on outcomes, which includes identifying useful analysis methodologies, by using internal government data and programs to create new learnings and to support and explain policy directions.

3. Participate in Cross-Ministry Policy Initiatives and Special Projects

- The Senior Policy Analyst will support the Director on cross-ministry initiatives in a variety of subject areas - including social, economic and environmental policy, and provincial-municipal fiscal matters - to ensure the ministry's views are well represented in the policy development process.
- This requires regularly developing program/policy expertise on issues that lie outside the ordinary scope of the branch, often within very short time frames.
- As required, this position will support the Director in managing contracted resources used to assist with policy initiatives to ensure high quality returns and value for dollar are realized. This could include providing project development assistance (i.e., developing requests for proposal, evaluations and directing quality assurance assessments on contracts) and technical guidance for contractors as required.

4. Budget and Fiscal Updates

- Participate in the development of budget chapters and fiscal updates by carrying out analysis, preparing briefing materials and drafting sections and chapters of the budget documents as required.

5. Developing and Managing Proactive and Collaborative Relationships:

- Initiate and manage professional relationships with counterparts within the Economics and Fiscal Policy Division, the Ministry, and across Ministries (e.g., Health, Energy, Education and SCSS) on matters relating to fiscal policy analysis.

6. Supporting the work of Intergovernmental Analysis Unit

- The Senior Policy Analyst supports and participates in other work of the branch as required, including on major federal transfers, analysis of federal and provincial budgets, interprovincial comparisons and jurisdictional scans

Problem Solving

Typical problems solved:

- The position involves leading analysis on complex issues and developing new fiscal models or analytical frameworks, often outside the ordinary scope of the Branch.
- The Senior Policy Analyst operates with a significant degree of autonomy and minimal supervision and is expected to make decisions on the scope, method and assumptions used in the analysis.
- The unit is often involved in multiple priority projects with tight timelines. The incumbent is expected to respond proactively to shifting priorities, flag issues and propose ways to address them.
- In addition, the incumbent is expected to work well in a team setting and be active in meetings, collaborating and seeking input from team members and bringing new ideas to the branch.

Types of guidance available for problem solving:

- Under the guidance of the Director, the Senior Policy Analyst consistently applies a government-wide and fiscal sustainability lens to the analysis, such as the role of fiscal constraints/fiscal anchors and other policy priorities reflected in Budgets, Business Plans and fiscal updates.
- To ensure outcomes are achieved, a wide variety of skills are required including strong problem solving skills, ability to identify inconsistencies/conflicts within and across major fiscal strategy, collaboration and consensus-building.
- The incumbent requires a solid understanding of economic theory, the interactions of economic, policy and fiscal variables/ outcomes, as well as key fiscal responsibilities of all levels of government and familiarity with current research and literature in that area.

Direct or indirect impacts of decisions:

- The decisions made by the incumbent can have important policy implications; therefore, the incumbent will take into consideration how their own work will impact the work of others and ultimately the team's success.

- For example, the team often works closely with Treasury Board Secretariat on multiple policy and budget initiatives and has established productive working relationships with that team.
 - The analysis the unit is involved in often has revenue or expense implications that need to be taken into account and brought to the attention of other areas, as required.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts daily with the branch staff and Director to discuss branch work priorities and operational matters.
 - Interacts frequently with other EFP branches, TBF divisions for information sharing purposes and on common projects/analysis.
 - Interacts with contacts in other Ministries (Health, SCSS, IGR, etc.) and cross-ministry working groups/committees as needed for information sharing and providing feedback/input from TBF perspective
 - May require contacts with federal or other provincial officials or non-government stakeholders as needed, depending on the project.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Economics		

If other, specify:

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

- A degree in social sciences, including training in economics, statistics and research methods is required. A Master's Degree in Economics is preferred.
 - Minimum four years of progressively responsible related experience is required, preferably in economic analysis or policy development.
 - The position requires strong technical skills to develop and adapt policy, scenario and forecasting models to Alberta's policy environment as well as advanced understanding of the interactions of economic, policy and fiscal variables/outcomes.
 - The position requires strong written and oral communication skills. The incumbent must be able to communicate highly technical issues in simple (non-technical), clear language.
 - The incumbent must also possess strong interpersonal skills to facilitate working with others and help lead groups, projects and initiatives.
 - The incumbent can demonstrate good judgment that weighs the analytical evidence before making recommendations and assesses the sensitivity of information requests.

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		
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 achieve them:</p> <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 	<ul style="list-style-type: none"> - The broad scope and the complexity of issues that this position deals with require drawing connections between various government programs and broader fiscal context. - Work on cross-ministry projects and representing TBF typically involves thinking beyond individual ministry programs. - Broad scope of the unit also necessitates frequent collaboration with other units within TBF and/or program ministries.

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 	<ul style="list-style-type: none"> - The position operates with minimal supervision, leading analysis on complex issues and developing new ways of tackling problems. - The incumbent is expected to identify and highlight if and what other areas should be involved in projects that often overlap with work of multiple other areas, and work collaboratively to find solutions.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> - The incumbent will often be involved in high-priority projects with extremely tight timelines and shifting political direction. - The incumbent seeks clarity on timelines and changing priorities to ensure the focus is on the most urgent tasks and demands are met on time. - Proactive planning (such as considering multiple scenarios and risks) and quick response is necessary. - Emotional resilience under tight timelines and changing environment is important for success in this role.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<ul style="list-style-type: none"> - The unit is often involved in high-profile projects with potential policy implications. To be successful in this role, the incumbent needs to be result-oriented and self-motivated. To achieve goals, the position is expected to: - Seek ways to improve analysis and find improvements and efficiencies. - Propose new projects and approaches to help improve the work of the branch and achieve desired outcomes. - Be accountable for their work and to support work of others proactively.

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"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<ul style="list-style-type: none"> - The position will work collaboratively to support the team and achieve common goals. - Even when working independently on day-to-day issues, the incumbent will actively engage with other areas to build productive relationships and improve solutions.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<ul style="list-style-type: none"> - The position is expected to function with a large degree of independence. This requires initiative and constant drive for self-improvement. - With support from Director, the incumbent is expected to reflect on their areas of strengths and opportunities for development, both formal and informal, while contributing to team learning by showing initiative to share information, knowledge and experience.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<ul style="list-style-type: none"> - The incumbent is expected to engage with others in the branch and other work areas to build productive relationships, learn each other's work and be seeking ways to support the team. - The incumbent will at times be required to interact with other ministries and is expected to inform colleagues of any relevant information they should be aware of. - When involved in cross-ministry work, leverage existing and build new relationships to build consensus and influence outcomes without a formal reporting relationship.

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

DM Name

Date yyyy-mm-dd

DM Signature