

Public (when completed)

Common Government

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position Name (30 characters)

Senior Policy Analyst

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

LaWS, Workplace Policy & Leg/ES Policy & Legislatio

☐

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr, ES Policy and Legislation

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Employment Standards Policy and Legislation, the Senior Policy Analyst is responsible for project management and advanced policy and project work associated with the review, evaluation and implementation of employment standards policy and legislation. Work is conducted with the goal of supporting government's interests and priorities with respect to employment standards policy.

The incumbent is required to liaise with key stakeholders and often represents the Ministry in interdepartmental and intergovernmental committees. Acts as a technical expert on employment standards legislation, trans and issues and is expected to leverage and share this expertise in providing advice and information to decision-makers, colleagues, and stakeholders.

Responsibilities

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

1. Develop and support strategic initiatives and projects focused on addressing trends and issues within employment standards.

- leads, with minimal supervision, in carrying out major policy or planning projects. This includes the review, evaluation, interpretation and/or implementation of employment standards policy and legislation. Drafting consultation approaches and data and information needs.
- researches assigned issues, creatively solves problems and obtains relevant information for preparing reports/briefing notes, correspondence, Action Requests. Prepares necessary internal documents/reports as well as information for external use.
- conducts analysis to identify issues and provides options and alternatives for consideration.
- creates and writes departmental positions on employment standards issues and provides advice and input into the development of provincial policy.
- prepares reports, recommendations, briefing materials and makes presentations to management or external stakeholders for information and/or decisions. Implements or coordinates the implementation of approval policy or programming as required.
- prepares correspondence and issues management briefings on matters related to employment standards. Prepares and collaborates on the development and implementation of a communications strategy and plan(s), key messages, and question and answer materials for Ministry public releases and announcements, website and other channels.

2. Establish and maintain positive and effective working relationships with key internal and external stakeholders and other jurisdictions for the purpose of gaining intelligence and transferring that knowledge into policy development and management decisions for the purpose of achieving business plan goals and government priorities.

- represents Ministry's view on employment standards issues on cross/intra ministry committees or FPT committees. May Chair committees as appropriate.
- provides input and information to meet cross/intra ministry committee's objectives.
- leads and coordinates efforts, often with others including external consultants, to gather feedback and input into policy or legislative changes.

3. Research, develop and maintain/monitor legislation, policies and procedures to comply with government/department philosophy, practices and business plan.

- participates in the development of employment standards policy initiatives by development draft materials, analyzing other provincial and other jurisdictions' policy documents and legislative frameworks.
- stays informed and shares intelligence on employment standards issues and trends.
- acts as a content/policy resource expert on employment standards within the Ministry.

4. Lead project work, including project management, supervision of project staff or consultants to ensure timely project completion as required by each project.

- provides project management support such as drafting documents (i.e., terms of reference, project charters) and preparation of agenda and stakeholder consultation materials.
- prepares, maintains and provides analysis for environmental scans and literature reviews of policy trends, legislation and other developments related to employment standards provincially, nationally and internationally.
- leads and/or supports departmental and stakeholder teams and committees on identified projects and initiatives that support policy development related to employment standards.
- develops project charters and job descriptions and identifies staff resourcing requirements for projects or work teams.

Problem Solving

Typical problems solved:

Policy and Legislative Development. Position is required to develop legislative proposals with respect to the regulation of most employment standards in the province. Position can be asked to research and develop policy, create discussion papers, strategy documents, consultation tools and an implementation strategy. Position is required to take that knowledge and develop and produce pre-legislative documents, including policy proposals (Legislation Charts, legislative templates, Ministerial Reports, Regulatory Impact Reports), often under extreme timelines. Also, the position must ensure that "substantial" data, research and background materials are prepared and available. For example, the position was required to lead the development of options for Alberta's approach to the minimum wage in the face of divided opinions between employer, employee and labour or social justice groups.

Issues Management. Position is required to independently and proactively assess current and potential employment standards issues within Alberta and Canada with respect to their implications for government. For example, the position may be required to assess the significance of court cases, policy positions or 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 leadership attention.

This position demands a high level of independence and an ability to identify problems, define issues, and develop appropriate solutions.

Projects are usually strategically and politically sensitive and are closely related to the Ministry business plan or government priorities related to employment standards in Alberta.

The position often acts as a resource to these Ministries or to others providing policy expertise or advising on strategies. Leads policy development on employment standards issues and trends that often impact business, industry, employers, employees, and their representative associations or unions.

Types of guidance available for problem solving:

Guidance available for problem solving includes:

- advice and support from Manager and Director of Employment Standards Policy and Legislation
- peer support from other Analysts in the branch
- legal advice from the Alberta Justice and the assigned legal services team for the department
- support on legislative process, approvals and documents from the legislative services team
- resources from Policy Coordination Office, Legislative Council Office, and Communications and Public Engagement
- support and direction from Branch leadership as needed
- systems support including SharePoint, Teams, and the Action Request Tracking System
- processes and procedures for tracking project deliverables (i.e., critical paths)

Direct or indirect impacts of decisions:

The outputs of this position impact both internal and external clients. Advice is provided when dealing with clients, which may inform the policy approach or departmental direction taken as well as the method of consultation and implementation with respect to employment standards in the province.

The decisions made and actions taken by the position have an impact on virtually every sphere of the workplace environment in the province. Nearly every employer and employee are governed by employment standards legislation. Changes to this legislation impact businesses, employer responsibilities and employee entitlements.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Manager and Director: assignments, reporting, advice, technical expertise, direction, guidance, strategizing, issue resolution
- Executive Director: special assignments, direction, issue resolution

- Other Analysts: information sharing, collaboration, subject matter expertise, peer review
- Other Divisional Professional Staff: information sharing, developing processes, procedures and best practices
- Communications: prepare content, review communications materials
- Legislative Services: coordinate legislative/regulatory changes
- Alberta Justice: communication on various legal challenges or legal opinions

External:

- Public: action requests such as information calls/emails or public consultation
- Industry stakeholders: networking, consultation, joint projects and partnerships (when appropriate)

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:

Social sciences

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

Knowledge

- post-secondary education in a field related to the position assignment supplemented by three years' related experience.
- strong knowledge of policy analysis frameworks necessary for the development of policy recommendations, action plans, implementation strategies, etc.
- knowledge of relevant legislation, policies, programs, business and strategic planning processes.
- knowledge of government decision-making and policy development process and procedures, including public consultation processes, legislative/committee processes.
- knowledge and familiarity with the Alberta economy; key industries, key trends, developments, etc.

Skills

- Capacity to conduct strategic analysis of employment standards trends, events and developments in a proactive fashion within the branch, division, department and government. Can perform integrative analysis making sense of large amounts of often confusing information (providing "bottom line analysis") under tight deadlines.
- must show potential to develop and enhance strategic and political acumen, including the ability to exercise independent judgement and develop and balance priorities among critical and "everyday" issues.
- strong organizational skills.
- exceptional communications skills, including: excellent listening skills, superior writing ability, and creative and innovative problem solving skills (under pressure).
- ability to adapt quickly to rapidly changing environments.
- ability to identify resources (internal and external) to find innovative and realistic solutions to complex issues and problems in the workplace.
- ability to simultaneously manage a wide variety of projects and processes in achieving the division's goals and strategies.
- strong research skills, able to understand and use research methodologies when appropriate.

Essential Work Experience

- understands how to strategically prioritize and manage issues.
- demonstrated commitment to Alberta Public Service vision and values.
- demonstrated time management and organizational skills.

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"/>	Works to exceed goals and partner with others	The position must be able to identify issues and

		<p>to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	drive for results through briefing and providing options and analysis within tight timelines.
Systems Thinking	○ ○ ● ○ ○	<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 	The position needs to understand how employment standards aligns within the labour legislative framework and build systems thinking capacity. The position also needs to understand how minimum employment standards impact the programs and policies of other departments.
Build Collaborative Environments	○ ● ○ ○ ○	<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 	This position must take an active role to build a high functioning and collaborative team through forming connections with individual staff members as well as creating strong team connections.
Creative Problem Solving	○ ○ ● ○ ○	<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 	The position must be able to monitor and clearly identify the needs of the employment standards policy system. The position must also be able to encourage and foster the development of innovative policy solutions within the policy team that align with the department and government goals.