

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Policy Development Advisor

Current Class

Program Services 3

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

Strategy, Support and Integrated Initiatives

☐ 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:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

The position assists in the development and implementation of strategic policies, including performance measurement and evaluation. The position carries out short-term projects or are responsible for a component of a large project or initiative that may impact the branch or division.

## Responsibilities

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

### 1. Policy and Program Development:

- Stays informed on issues and trends, provide necessary information, collaboration, and coordination required
- Leads small projects or components of larger projects to aid in evaluating, assessing and changing policies, programs and objectives or for reports
- Identifies emerging program and policy issues to effectively analyze diverse viewpoints and develop valid recommendations for presentation to ministry representatives
- Assists and provides input into/with legislative and regulation reviews/development
- Determines the best approach to research, applies knowledge of ethical considerations, and collects data for research projects
- Researches, evaluates, and analyses quantitative and qualitative data from a variety of sources, including internal and cross-jurisdictional databases and academic journals
- Considers system and statistical analysis implications on policy/program development
- Provides input, recommendations, and advice around policy development process
- Provides a source of legislative and Departmental program information and policy interpretation for stakeholders
- Supports implementing integrated processes for the Ministry when there is a policy change
- Facilitates meetings with stakeholders to discuss gaps
- Develops options and reports, on the development of programs and initiatives
- Develops information networks and research programming practices from jurisdictional scanning in order to identify best practices in service delivery
- Reviews program proposals from stakeholders for programming plan quality and compliance

### 2. Program Related Performance Measures:

- Develops a databank of information that will assist the division and sector with furthering policy/program implications
- Develops performance measures that align with specific departmental policies or programs and support the mandate
- Develops program evaluation reports that meet the Government's commitment as it relates to public reporting; expenditure management; management of results/outcomes; and policy/program improvements
- Monitors and analyses policy and program issues and identifies gaps or duplication of services
- Solicits and provides feedback related to procedural difficulties
- Assists with the development of action plans based on findings of program reviews and follow up on the implementation of recommendations identified

### 3. Stakeholder Consultation:

- Develops and maintains positive working relationships with branch, division, and government partners to ensure collaborative efforts lead to the effective development and implementation of policies
- Provides information to support departmental, inter-departmental, inter-governmental committees, and working groups to ensure the perspectives of the branch and Ministry are represented and considered in discussions
- Provides consultation and expertise in specific program areas
- Coordinates activities and meetings within the unit/branch/division as well as with external stakeholders to consult on policy issues and/or share research findings
- Supports and/or coordinates various aspects of stakeholder consultation to identify strategies and initiatives impacting the Ministry
- Facilitates consensus building when there are conflicting objectives or views between various internal and/or external stakeholders

### 4. Communication and Issues Support:

- Remains current and informed on issues specific to relevant program/policy to inform management
- Compiles information for Manager such as key messages, briefing notes, and responses for internal use and media inquiries
- Provides briefing notes on topics related to results of analysis and/or statistical methodology
- Assess content of outgoing correspondence to ensure compliance with applicable legislation and consistency with handling requests
- Identifies links to government priorities, programs and services, partner initiatives, and commitments
- Interprets and translates data/findings into business recommendations for managers to explore

5. Other related duties as assigned by management which support the purpose of the job without expanding the complexity of the main responsibilities. Further details on these duties may be included in the Position Specific section of this document.

## Problem Solving

Typical problems solved:

The position has the flexibility in identifying and determining an appropriate approach or methodology and tailoring it to achieve operational objectives. Typically, the problem is defined with the emphasis on applying a theoretical base of knowledge and experience to influence and to get to the expected outcomes, which includes choosing the appropriate methodology or approach and tailoring it to meet needs. The position is expected to draw on inferences to interpret data, present options, and recommendations for consideration by management. The position requires awareness of political sensitivity when developing recommendations and presenting to others for decision-making. Position works within a framework of reference including policies, standards, legislations and regulations. It has immediate access to assistance from a senior professional role or a Manager.

Types of guidance available for problem solving:

### PRACTICAL JOB KNOWLEDGE:

- Working knowledge of issues and implications pertaining to strategic policy
- Knowledgeable of the policy development process in the government
- Working knowledge of current events, demographic trends, and stakeholder needs and perspectives
- Strong knowledge of related policies, programs, acts, legislations, and regulations specific to their work assignment
- Working knowledge of government/division/branch initiatives, protocols, strategic direction, and priorities
- Working knowledge of the Department's mandate, business plans, and policies
- Working knowledge of the Department's mission, and the Division and Branch goals and objectives
- Working knowledge of Microsoft Office programs or other system applications
- Working knowledge of stakeholder consultation and the ability to obtain consensus when there are conflicting ideas

### THEORETICAL KNOWLEDGE:

- Strong knowledge of research and analysis processes, procedures, and approaches
- Strong knowledge of the theory and practice of policy/program/project development, analysis, and implementation

Direct or indirect impacts of decisions:

The position is considered a full working professional, applying theoretical knowledge and experience to assist in the development of policies or programs. It provides support for government social sciences programs. It will report to a Manager or senior professional, and may be part of a team comprised of other professional roles.

## Key Relationships

Major stakeholders and purpose of interactions:

### INTERNAL (within the department)

- Unit leadership to provide updates on work assignments, seek guidance on policy/program initiatives, and receive information on department strategy and priorities
- Unit staff to collaborate on policy/program research and development, analysis, evaluation, and recommendation of options
- Branch leaders to provide information and recommendations

### EXTERNAL (outside the department)

- Other department divisions to share information and discuss possible policy and program implications, and align policies/programs with other initiatives in those divisions
- External organizations, agencies, and companies to exchange information on trends and issues, collaborate on initiatives, and coordinate partnership activities

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

## 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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Asks questions to get a deeper understanding of present issues.</p> <p>Contributing ideas for how work can be done differently to solve common problems.</p>
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"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Asks questions, seeks clarification and assess how things will be different when change is introduced or anticipated.</p> <p>Takes advantage of opportunities to change how work is completed to better anticipate obstacles and improve service.</p>
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>Takes past experience into considerations when making plans and adjusts plans based on past learning.</p> <p>Identifies and acts on opportunities to partner with other groups to achieve desired outcomes.</p>
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"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others</li> </ul>	<p>Identifies key stakeholder contacts with whom a relationship must be established.</p> <p>Maintains contacts with a range of colleagues, clients and stakeholders.</p>

		through communication techniques	
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**Benchmarks**

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

Policy and Planning Consultant (PS3), Seniors & Housing  
Research, Planning & Policy Analyst (PS3), Advanced Education

**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
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Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
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Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
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ADM Name	Date yyyy-mm-dd	ADM Signature
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DM Name	Date yyyy-mm-dd	DM Signature
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