

Update

Ministry

Seniors and Housing

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Sr Analyst, Comm Partnerships

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

Job Purpose and Organizational Context

Why the job exists:

The Seniors Strategic Planning Branch undertakes research, policy analysis and development and planning activities on issues of relevance to seniors and the aging population and provides leadership within the ministry, and across government, with respect to these issues. The Branch also collaborates with other ministries, levels of government and community stakeholders to ensure seniors' issues are considered in government initiatives and strategies. participates in the planning and reporting for the branch and its collaboration with other internal and external stakeholders.

Under the direction of the Director, Community Partnerships and Programs, the Senior Analyst provides leadership, advice and support for policy development activities related to seniors and Alberta's aging population. This involves policy and program development and analysis and leading initiatives; designing, planning, managing, and evaluating major projects and contracts; working strategically with internal and external stakeholders to advance the outcomes related to the business plan and minister's priorities; and supporting the alignment of relevant research, policy, program, and community initiatives across government and interdepartmental initiatives that support the achievement of independence and well-being among seniors.

The results of this work support the branch management as well as the ADM, the Deputy Minister, and the Minister in making decisions about current and future policies and strategies related to seniors and the aging population. All work is conducted with the goal of ensuring that the interests and priorities of the department, stakeholders and the

Government of Alberta are effectively represented. The incumbent is required to develop strong working relationships and liaise with key stakeholders and may represent the department on cross-ministry work teams.

This position operates within the framework provided by the branch and ministry operational and business plans and priorities; the Government of Alberta's established policy and legislative development processes; established consultation and research processes; and direction from branch leadership.

Responsibilities

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

Lead development of strategic initiatives and projects that are focused on partnerships and collaboration, and addressing social policy trends and issues related to Alberta's aging population.

- Collaborate with the community based seniors serving sector (CBSS) to identify opportunities that are key to advancing the sector's development and priorities.
- Develop plans (e.g., strategy, pilot projects, action plans for CBSS Sector work streams) in collaboration with sector partners, relevant branch units.
- Conduct analysis to identify strategic trends, issues and pressure points to anticipate and identify potential seniors' issues.
- Lead research and environmental scans into other jurisdictions and leading practices in collaboration with other unit staff.
- Collaborate with other unit and branch teams to facilitate robust data analysis and evaluation and policy development.
- Develop proposals and options papers that outline responses and approaches to address the trends, pressure points and upcoming issues, and develop strategies for implementation.
- Develop necessary reports, briefings, documents and presentations that outline, analyze and evaluate options, within timelines that are often tight and with a high degree of independence.
- Provide specialist support to others in the department that will contribute to the development of feasible and effective solutions to seniors and aging population issues.
- Seek and investigate avenues that provide innovative opportunities (short- and long-term) to advance department and CBSS Sector priorities.
- Lead the planning and coordination of multiple provincial-level engagements
- Liase with stakeholder groups and sector partners to address issues, respond to queries related to the CBSS sector
- Represent branch, division and department interests by strategically collaborating with a variety of stakeholders.
- Prepare written reports/options papers and briefing materials, with recommendations for executive management and Minister.
- Contribute to preparation of government decision documents, for the Minister to seek approval from cabinet committees and cabinet.

Larger policy and program development and planning processes, including collaboration and coordination responsibilities, are coordinated and completed in alignment with ministry priorities.

- Coordinate initiatives with other departments, including participating/chairing departmental, interdepartmental and intergovernmental committees and working groups to ensure the views of seniors and Alberta Seniors are represented and considered in discussions about policies, programs and services.
- Collaborate with federal/provincial/territorial colleagues to plan and design like programs pertaining to seniors'

programs and services.

- Conduct policy research and analysis, including review of literature and background information.
- Define data and information needs.
- Determine consultation methods to use.
- Collect, analyze and interpret data results, including providing direction to junior staff.
- Write final report and briefing materials, with recommendations for next steps for executive management or Minister.
- Participate in strategic planning and reporting activities.

Policy, programs, and grants interpretation and communications support is provided to the public, stakeholders (e.g., seniors organizations, other government departments etc.), the department and the Minister.

- Clarify, interpret, and evaluate programs, policies, and grant funding opportunities for internal and external stakeholders.
- Administer grant funding to the CBSS Sector, as appropriate, and fulfill all grant management responsibilities, including grant development, review, administration, and reviews of reporting and accountabilities.
- Respond to complex questions from grant recipients as to reporting and other requirements.
- Report on status and outcomes of grant funding or similar funding programs.

Community Partnership initiatives are planned and led via effective project management to achieved intended outcomes.

- Develop project plan with goals, resource allocation and timelines.
- Coordinate meetings with stakeholders, including seniors.
- Manage external contractors. Prepare requests for proposals and manage the process of evaluating and hiring contractors.
- Monitor project processes, outputs and budgets using a variety of project management tools. Make adjustments as necessary.
- Write, or coordinate compilation and delivery of final product.
- Evaluate project results and develop and present recommendations for next steps.
- Provide consolidated updates and advice across multiple policy projects.

Branch and unit priorities and plans are achieved in line with Ministry priorities.

- Remain current on new and emerging trends and theories and apply as appropriate to current practices.
- Develop and prepare background and briefing materials and responses to action requests for review by senior management.
- Raise awareness to significant emerging issues and participate in developing and implementing resolution strategies.
- Develop recommendations to support continual improvement of team processes and functions.
- Supervise junior research staff as well as contracted resources when leading assigned projects

- Provide mentoring and support to junior policy and research staff, including assigning work and reviewing assignments.
- Represent Manager and/or Director at interdepartmental and other meetings.
- Serve as acting Manager as needed.

Problem Solving

Typical problems solved:

- This position leads large program development projects that may impact other government departments as well as the public (primarily seniors and their families). The Senior Analyst requires a broad knowledge base on all aspects of seniors' lives in Alberta, and the complex structure of community based, municipal, provincial, and federal policy approaches. Issues may arise in a wide range of areas, such as income and pensions, taxes, housing and long-term care, health care, elder abuse, needs of diverse populations, caregiving, retirement planning, transportation, and so on. The issues are complex and cross-cutting (e.g., low income among seniors may impact their health status and social connectedness).
- Determining how to best extract, consolidate, and share intelligence gained through multiple sources to shape the establishment and coordination of the CBSS Sector.
 - CBSS Sector organizations in Alberta are diverse and there is considerable variance in the types of services, programs, and capacity between organizations working to meet the needs of seniors.
 - Topics related to the CBSS Sector are connected to many other priorities, legislation, policy, and programs across Government (e.g., other seniors' issues, health topics, social services topics). Progress is not achieved in isolation and must broadly consider related impacts and integrate efforts to an aligned Government direction. Likewise, the position is challenged to effectively represent perspectives and shape other ministry or cross-ministry initiatives.
 - Due to the breadth of issues impacting the quality of seniors' lives (e.g., health, housing, income support, etc.), the Senior Analyst must be able to concurrently undertake multiple projects on a diverse range of complex issues.

Types of guidance available for problem solving:

This position works within the parameters of established legislation, policies, plans and guidelines with significant discretion in determining workload priorities and how responsibilities are performed. The Manager and management provides general direction and guidance. This position works with stakeholder groups to resolve straight-forward issues. When dealing with particularly sensitive issues or complex situations the Senior Analyst can seek guidance from the Manager and Director. The Senior Analyst assesses problems and considers impacts of various options before determining a path forward. Precedent might be available but could be applied in new ways to align with the collective impact model. Solutions within the collective impact model may require the creation or reorganization of information, while others will require clarification of existing requirements. There is independence to determine the path forward to solve problems.

Direct or indirect impacts of decisions:

Externally, the work of this position has a direct impact on:

- Provincial programs and services for seniors and future seniors. Approximately 700,000 Albertans are 65 years of age or older and in coming decades, this population will more than double.
- The establishment of a provincially coordinated CBSS Sector that facilitates interactions between community-based seniors' organizations and drives integrated services to seniors across Alberta; this ultimately improves health and social outcomes for older adults.
- The consolidation of a body of knowledge and data that can be applied for education purposes, capacity building, or to inform policy and programs.
- Relationships with multiple CBSS Sector partners and stakeholders.
- Significant contact, including consultation, with department colleagues, seniors, stakeholders, service provider

organizations, and other government departments.

Internally, the work of this position impacts:

- Availability of high-quality policy and program recommendations and subject-matter-expertise to inform senior and executive decision-making.
- Enhanced collaboration across branch units to result in robust policy and program recommendations and decision.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Director, Executive Director and ADM, Seniors and Strategic Services Division - provide updates on projects; raise awareness to significant emerging issues and participate in their resolution; provide policy and strategy advice and recommendations based on research and analysis of options.
- Other units across the ministry - provide consultation, advice and recommendations; exchange information; represent ministry interests and perspectives; and collaborate on policy and strategy initiatives
- Representatives of other departments - provide and exchange information; clarify requirements; lead and collaborate on cross-ministry projects and initiatives related to seniors, low-income Albertans and the aging population.
- Representatives from provinces, territories and the federal government

External

- CBSS Partners including the backbone organization - share GoA perspectives; participate in Sector planning, prioritization of initiatives; build and execute project plans; provide recommendations.
- Cross-ministry committees, teams and working groups - lead and/or participate to represent the department.
- CBSS organizations - lead specific initiatives; consultation and liaison; sustain working relationships; respond to queries; provide advice and guidance.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social sciences or another related field. Masters degree is an asset.

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

Skills and expertise required for this position:

- Strong conceptual, analytical and problem solving skills. Ability to synthesize and summarize complex material. Ability to identify key issues and develop solutions.
- Creative problem solving and the ability to think strategically and critically on a broad scale in the development of innovative and feasible options and strategic solutions to program and service issues.
- Analytical skills, including the ability to interpret data and information, define issues, develop and assess options and make feasible recommendations.
- Interpersonal skills: influencing others, negotiation, and consensus building.
- Excellent communication and presentation skills, particularly verbal and writing skills. Ability to clearly convey ideas and the ability to listen to others.
- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.
- Agility and the ability to work in an environment with changing priorities, short timelines and scarce resources.
- Time management, organizational skills and the ability to take on multiple projects and tasks and complete them in a timely manner. Ability to prioritize work and produce quality results, often within short timelines.
- High level of self-management with strong results orientation.

- Political sensitivity and the ability to maintain a neutral and objective approach.

Knowledge required for this position:

- The broad range of trends and issues related to seniors and the aging population in Alberta and Canada.
- At least four years of related experience or equivalent.
- Knowledge of relevant topics and trends in seniors' issues relevant to the CBSS Sector.
- Awareness of co-creation approaches and collective impact models that are the foundation of the roadmap for the CBSS Sector.
- Ability to create diverse recommendations based on robust analysis and strategic thinking.
- Knowledge of relevant department business plan priorities those of the CBSS Sector to align and prioritize activities accordingly.
- Knowledge of research methodologies, techniques, and procedures, including the application of qualitative and quantitative research methods.
- Knowledge of key stakeholder groups and their interests and perspectives, including other government departments, the public, and seniors' organizations.
- Skill in project management and applying project management methodologies and tools.
- Ability to effectively gather, synthesize, integrate, and interpret multi-faceted information from a wide range of sources and perspectives.
- Well-developed written and oral communication skills to communicate effectively with multiple stakeholders.
- Strong presentation skills and ability to present results to different types of audiences.
- Organizational skills, including ability to multi-task and prioritize multiple responsibilities to meet deadlines.
- Ability to build and maintain sound working relationships with multiple stakeholders and collaborate with others.
- Policy research, planning, and evaluation methodologies and tools.
- Project management methodologies and tools.
- Contract and grant management policies and procedures.
- Consultation approaches and strong public consultation skills.
- Strategic planning methodologies.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes 	Considers longer-term opportunities and risks prior to presenting recommendations; takes a holistic view of policy and legislation challenges and opportunities at multiple levels across related areas.

		<p>and potential impacts, seeks stakeholder perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Assesses consultation processes to identify improvements to get the best outputs possible; considers multiple types of feedback and others' perspectives; critically analyzes options and issues; proactively engages stakeholders to resolve issues to mitigate their escalation.</p>
Agility	○ ● ○ ○ ○	<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 	<p>Adapts communication to meet the needs of specific stakeholder groups; challenges the norm when necessary; proactively anticipates and adapts to shifting priorities and tight timelines and adjusts project plans accordingly.</p>
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others 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 	<p>Seeks out opportunities to engage internal and external knowledge in setting and accomplishing goals and priorities to support outcomes consistent with Government direction and department objectives and public expectations.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p>	<p>Seeks and leverages internal and external relationships to ensure the ministry has</p>

		<ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	sound inputs from stakeholders and stakeholders have meaningful opportunities to provide input; leverages opportunities to enhance the integration of perspectives into provincial legislation and policy and programs.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Promotes collaboration and positive relationships (even in challenging circumstances) within and across groups and builds commitment to reach desired results.
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Leverages the contributions of team learning by initiating and contributing to group reflection and discussions and finds ways to leverage strengths through new experiences and assignments to the Government's approach to seniors' policy and programs.