

New

Ministry

Public Service Commission

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SSPAS/Workforce Policy/Strategic Planning & Policy

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Senior Policy Analyst is responsible for supporting the Public Service Commission's (PSC) strategic program and policy agenda related to providing human resource support for the Alberta Public Service (APS) to ensure Alberta has a professional public service that is skilled, engaged and delivers the programs and services Albertans expect. This includes advanced project management, and program and policy work associated with the development, review and implementation of strategic APS HR policies and programs. The position coordinates and provides ongoing strategic services in response to policy and program issues the department is required to respond to by liaising with other PSC divisions and GoA departments, drafting responses, conducting research and analysis and providing advice.

Responsibilities

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

1) Support the strategic policy agenda for the Strategic Planning and Policy Team by providing planning and policy advice, professional expertise and information support to the Public Service Commissioner, Deputy Minister Human Resources Integration Committee (DMHRIC), Minister and senior and executive officials in the PSC.

- Identify, evaluate and research complex and sensitive policy issues that impact on the HR mandate of the PSC and develop briefings, presentations, reports, information materials, some of which include recommendations for consideration by the Commissioner, DMHRIC and Minister.

- Leads, with minimal supervision, in carrying out policy and planning projects. This includes the review, analysis and development of policy projects within the framework of the department's business plan objectives.
 - Compile, research, develop and write speeches, issues papers, briefing papers, presentations, statistical reports and correspondence for the ADM, DM, PSC, DMHRIC, the Minister and senior and executive officials within the Ministry.
 - The position is frequently called upon to think strategically and act quickly to formulate solutions to high priority requests.
 - Prepare ministerial and executive responses to Action Requests
 - Coordinate and provide ongoing strategic services for ad hoc files the department is required to respond to.
- 2) Maintains a leadership role in coordination of input from internal and external stakeholders on issues related to strategic PSC initiatives, projects, and activities.
- Identifies and evaluates complex and sensitive issues that impact PSC and GoA and recommends a course of action.
 - Liases and coordinates with other PSC divisions and other departments to collect and analyze information to inform assigned projects and Action Request responses
 - Consults with key stakeholders in the GoA
 - Act as a resource to other divisions on policy expertise and developing strategies.
- Engages with cross-divisional and cross-departmental colleagues to support a strategic, evidence-based, and outcome-focussed culture within the division and the PSC.
- Lead specific consultations related to policy development.
- 3) Prepare a variety of briefings and reports to inform the ADM, DM, and DMEC of policy advice.
- Work with divisional and department program areas to develop and coordinate briefings, background documents, correspondence, ensuring materials are accurate, comprehensive, and consistent.
 - Coordinate the development of strategic responses, issues papers, and briefings in response to emerging issues and issues identified through consultation and external advice processes.
 - Complete briefing documents and agendas on a variety of ongoing policy initiatives.
 - Develop analyses that include benefits and risks associated with proposed corporate policy changes.
 - Analyze and review issues and related information to ensure decision-makers have appropriate input and briefings to make strategic decisions and provide advice.
- 4) Support the Director in supporting the Strategic Planning and Policy team to accomplish operational goals.
- Participate in Unit planning and reporting.
 - Provide early awareness of emerging issues that require senior or executive attention.
 - Build and maintain strong working relationships across the division and department to foster a proactive perspective to strategic alignment of policy initiatives.
 - Work collaboratively with staff across the unit, branch, division, department and APS on ad hoc initiatives.
 - Provide regular status updates to the Director in relation to advancing the policy agenda.
 - Provide advice on the development of policy frameworks and agendas.

Problem Solving

Typical problems solved:

This position provides strategic and operational approaches to identify issues and propose solutions. The

position leads development of solutions to various strategic and operational HR policy and program issues. Thinking is within a broadly defined environment, where there is latitude to determine the best approach.

Types of guidance available for problem solving:

For guidance on problem solving, the position must draw on senior level knowledge of general government policies and processes, policy development processes, PSC legislation, regulations and directives, general legislative processes, government structure and norms, and high political acumen.

Direct or indirect impacts of decisions:

This position leads policy development/strategic planning projects on human resource policy issues and trends that have high impact across the APS. The research, analysis and advice provided by this position support senior level decision making on far-reaching strategic policies impacting all staff across the Alberta Public Service.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with PSC managers for the purposes of informing and developing strategic policy analysis and advice to respond to issues and develop sound human resource policies and programs. Interact regularly with professional staff and managers across the APS to gather and provide information and advice. Stakeholder interactions can occasionally include external clients, to gather or provide information.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Adaptability and flexibility to adjust priorities and schedules for self as needed to meet the needs of each initiative.
- An ability to effectively employ consulting/consensus building techniques.
- Well-developed project management and direction skills.
- Ability to facilitate problem solving and decision-making with diverse groups.
- Ability to develop effective relationships within and across the department.
- Excellent interpersonal and communication skills, including:
 - Clear and concise writing ability
 - Strong issue synthesis and briefing skills
 - Strong listening skills
 - Excellent public speaking and presentation skills
 - Strong networking skills
 - Diplomacy and professionalism
- Strong understanding of the needs of executive level decision-makers related to policy development.
- Strong knowledge of GoA policy development, government structure, operations and decision-making processes.
- A strong understanding of complex, multi-stakeholder policy and program development priorities of PSC.
- Working knowledge of the human resources priorities within PSC.
- Sound knowledge of PSC stakeholders and their relationships with the department.
- Sound knowledge of theories of policy development.
- Knowledge of approaches for training and coaching.
- Knowledge of the regulatory, legislative and appointment processes of GoA.
- Experience preparing and reviewing policy analysis, options and recommendations
- Experience working with multiple internal and external interests to develop shared understanding and outcomes; including facilitation, consultation, consensus building and conflict management
- Ability to effectively gather, integrate and interpret multi-faceted information from a range of sources and perspectives
- Outstanding collaboration skills and a strong teamwork orientation to maximize consultation initiatives within the division and with PSC and its partners

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"> • 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 	
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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
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 	
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 	

		<ul style="list-style-type: none"> • Seeks advice and support to change appropriately • Works creatively within guidelines 	
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Benchmarks

List 1-2 potential comparable Government of Alberta:

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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