

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Strategic Services, SPPCA, SPPI

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Strategic Context Development, this position provides leadership, policy analysis and advice on strategic policy development and integration in the five policy domains under the strategic mandate of the Ministry of Assisted Living and Social Services (ALSS). Work is done in collaboration with external partners, cross ministry partners and delivery divisions. The Senior Policy Analyst is responsible for project management and advanced policy and program work associated with the development, review, evaluation, and implementation of provincial ALSS policy and programs.

The position is accountable for supporting and/or leading large projects and/or aspects of projects, as required. The position also provides advice to management and executive in a timely and accurate way and may lead, participate, and support a wide range of committees, including working groups.

All work is conducted with the goal of ensuring that the interests and priorities of the department and the Government of Alberta are effectively represented in ALSS-related projects and activities. Policy development and analysis carried out by this position is also intended to support effective alignment and

integration of strategic, program and operational policies within and across ALSS policy domains. The incumbent is required to liaise with key stakeholders and often represents the Ministry in interdepartmental work and with external stakeholders. The position is guided by policy development principles, which include collaboration, cross-divisional approaches, consistency, flexibility, strategic thinking, and capacity building.

Responsibilities

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

Provide leadership at the Senior Policy Analyst level to the Strategic Policy and Priority Initiatives unit in support of government and ministry priorities and in the development of forward-looking, innovative social policy infrastructure that is relevant, integrated and sustainable.

1. Undertakes strategic policy development based on high-profile government and ministry priorities.

- Policy Framing
 - Provide specialized, strategic advice and analysis to ALSS program policy leaders on strategic social policy work.
 - Consider the views of other divisions, ministries and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and integrated service delivery implications.
 - Identify questions and assumptions to frame the issue in the development of strategic policy.
 - Apply strategic thinking to framing policy issues and provide evidence based analysis.
- Policy Analysis and Development
 - Provide project management, leadership and/or support on policy projects as directed.
 - Develop coherently organized, logically presented materials in a timely manner.
 - Prepare a range of materials for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister, Minister and Cabinet. For example, Letters, Briefing Notes, Reports, Cabinet Reports, (CRs), Presentations, visuals, etc.
 - Lead, participate on, or support internal, cross-ministry and cross-government committees, when applicable.
- Policy Capacity and Coordination
 - Provide analyst support for work on policy documents for Ministry and GOA strategic priorities and initiatives. This requires divisional and Ministry input.
 - Provide support for projects where content lead and coordinate with other units/branches/divisions to ensure policy excellence, alignment and/or integration.
 - Provide support for strategic policy activities by providing input into new processes and opportunities.
 - Provide support for the implementation of policies including communicating with stakeholders and ensuring the development, presentation and distribution of materials that support communication and implementation goals

2. Undertakes policy research and analysis to support ongoing work of ALSS and the Government of Alberta.

- Identify trends/emerging issues in social policy and identify the need for and conduct/coordinate and/or project manage specific research projects to be used as a basis for strategic policy (e.g. report review, jurisdictional reviews, scans of external environment).
- Gather and analyze various sources of information and prepares reports with recommendations.
- Interpret academic literature, research findings, reports and recommendations of relevance to Division and Ministry.
- Take into account relevant research, including how other jurisdictions are addressing the same or similar problems and program/policy issues, and provides input to other jurisdictions on how Alberta is dealing with issues.

3. Explores and presents strategic policy directions (foresight) on emerging or innovative policy approaches to address key Community and Social Services' policy challenges and questions.

- Explores the “root causes” of social challenges and researches, analyses, and presents a range of options for addressing them.
- “Thinks Big” in terms of what the department can and should be doing to support Albertans.
- Tackles issues of implementation and measurement for the unknown.
- Leads discussion and analysis on asking provocative and “wicked” questions.

4. Supports strategic policy integration activities and initiatives to ensure ALSS programs are appropriately aligned and integrated within and across ministry policy domains.

- Analyze programs, legislation and key issues in ALSS policy domains to support development of options for alignment and integration of program policy in support of Integrated Service Delivery and better client experience.
- Collaborate with policy leaders, regional staff and integrated service delivery design teams to ensure policy alignment and integration projects are focused on program and delivery efficiencies and effectiveness, using innovative and creative

approaches to policy development.

- Influence understanding and action across ministry program policy areas to take forward-thinking and person-centred perspectives in policy options development to ready the ministry for future service demands.

5. Build collaborative relationships that are initiated, supported, maintained, fostered, and enhanced.

- Develop and maintain positive working relationships with program policy leaders and units across ALSS other Ministry divisions and regions and other GOA Ministry partners to ensure collaboration and effective policy development and implementation.
- Pro-actively build and maintain a network of positive relationships with key stakeholders, including division staff, other government departments and community organizations, and possibly national and provincially-based organizations, to identify innovative strategies impacting the Ministry's policies and programs.
- Provide input and/or advice regarding proposed changes to programs or initiatives within the Ministry taking into account their impacts to the ALSS policy infrastructure and integrated service delivery.
- Provide information to support departmental, interdepartmental and intergovernmental committees and working groups to ensure the views of the Ministry and the Government of Alberta are represented and considered in discussions.
- Support stakeholder engagement (internal and external) in policy development and implementation by developing, presenting, and distributing relevant materials.

Problem Solving

Typical problems solved:

This position demands a high level of creativity, originality and innovation, independent research, ability to identify implications, define issues, and develop creative and appropriate solutions. Projects are usually diverse in dealing with strategically sensitive and complex issues and are closely related to the department and government's policy objectives. Issues involved are often unique in nature, with limited precedence to be found within the Ministry or in other jurisdictions.

In addition to the in-depth knowledge and understanding of varied policy/legislation/regulations/ stakeholders related to ALSS issues, this position must also understand the complex interrelationships between the Ministry policy domains and portfolios and portfolios outside of the department. This position identifies strategic connections between initiatives and also ensures that Ministry divisions consider policy development from a strategic, long-term and integrated perspective.

The role deals with:

- Staff, senior management, and executive in the unit, division, and throughout the Ministry and other departments with respect to policy development and analysis.
- Key interfacing Ministries and their policy, particularly in the health, mental health and social services.

This position also requires political sensitivity and the ability to maintain a neutral and objective approach when balancing the interests of the many different divisions within the Ministry.

There are some unstructured aspects to this role adding complexity. For example, the use of judgement is required as well as the need for speed and flexibility (quickly pull together or create material with short timeline) and adaptability to work in an ambiguous, changing environment. One aspect of the complexity is the many factors that need to be considered (political, internal, external) and the many varied potential policy/program responses.

Examples of problems to solve, include:

- Determining the implications of the current social, political and economic climate on the ALSS policy agenda and policy direction
- Analyzing the fit and implications of policy in other jurisdictions in the Alberta context
- Prioritizing research and policy questions and determining key analysis for building understanding of key policy questions

Types of guidance available for problem solving:

This position has the support of the Manager, Director and Executive Director in determining key direction in priorities and relevant context.

The unit has another team of analysts that focus on policy priorities, and the unit works together to

determine applicable strategic context problem solving, and develop briefing packages and information resources.
 This position also works closely with, and often leads, intra-Department and cross-Ministry colleagues and committees (including research & analytics units) to help identify trends and emerging issues.

Direct or indirect impacts of decisions:

- Decisions in this role determine the evidence and context put in front of policy decision makers and impacts the relevance or lack of context for policy decisions.
- Often decision makers are interested in policy in other jurisdictions for its implications on similar policy issues in Alberta; decisions in this role can impact the ability to make sense of applicability and suitability of policy transfer issues/ideas that are on the table for government decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director: receive general/strategic direction.
 Director: receive general/strategic direction.
 Manager: receive direction, review progress.
 Other Divisional Management and Professional Colleagues: share information and advice, provide research support and discuss possible policy and program implications and to come to a shared understanding, collective strategic approach designed to achieve desired outcomes.
 Service Delivery Partners/Other Stakeholders: to come to a shared understanding, collective strategic approach designed to achieve desired outcomes.
 Other Management and Professional Staff in other Divisions, Departments and Governments: obtain and share information about implications for other programs' policies and possible implications for division policy.

Required Education, Experience and Technical Competencies

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

If other, specify:

None

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

Progressively responsible related experience is required.
 Knowledge:

- In depth knowledge of policy development and decision-making processes.
- Expert knowledge of issues pertaining to strategic policy.
- In depth knowledge of policies, legislation and regulations.
- Breadth of knowledge of the diverse work of Ministry and Division.
- Knowledge of related programs and developments in other jurisdictions.
- Knowledge of program evaluation processes and research methodologies (e.g. social return on investment/cost benefit analysis).
- Knowledge and skill set for data analysis, both qualitative and quantitative, beyond research methodologies to include depth analysis.
- Knowledge of computer programs, accessing/creating databases, electronic survey software etc.
- Knowledge of sources of information relevant to policy coordination and capacity building.
- Knowledge of government structures, processes and approval mechanisms.
- Broad knowledge of social, economic and labour programs.

Skills:

- Excellent written communication skills for the preparation of briefing materials and reports.
- Excellent verbal communication skills for participation/leadership on committees.
- Strong interpersonal and collaboration skills, and the ability to work with others to coordinate information, resolve issues and successfully manage projects.
- Strong relationship building skills to establish credibility, balance diverse perspectives and expectations, and ability to communicate constructive advice with tact and sensitivity.
- Strong conceptual, analytical and problem-solving skills.
- Highly developed critical thinking skills.

- Aptitude for problem-solving and decision-making, as well as mature judgement, tact, and diplomacy.
- Ability to generate new ideas and creative solutions.
- Ability to summarize and synthesize complex material.
- Ability to identify key issues and develop solutions.
- Strategic thinker - able to identify emerging issues, see how things fit together in the “big picture “and creatively use available information.
- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels.
- Political sensitivity and the ability to maintain a neutral and objective approach.
- Excellent project management organizational skills, ability to work independently or as part of a team and the ability to manage multiple projects.
- Computer skills, including Internet research, Word, Excel, PowerPoint, Outlook, and SharePoint.
- Broad knowledge of Ministry business areas and relevant policies.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Developing strategic context by identifying emerging issues in ALSS mandate areas and connecting the impacts of those issues across ministries, policy domains and programs and services.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Developing strategic context by identifying emerging issues in ALSS mandate areas and connecting the impacts of those issues across ministries, policy domains and programs and services.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs 	Understands the synergy between data analysis and policy development and the critical nature of involving delivery, operations, data and cross-ministry perspectives.

		<ul style="list-style-type: none"> • Ensures all needs are heard and understood 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	Develops approaches and processes for knowledge management in ALSS that are used widely with department-wide buy-in from staff and management.

Benchmarks

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

024PS63 Policy Analyst - Health

024PS10 Policy Advisor, Seniors and Housing, Strategic Policy