

## New

Ministry

Energy and Minerals

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Policy Analyst

Requested Class

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

Energy Policy, Proceedings Mangement

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Judicial Reviews

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Proceedings Management Branch (PMB) was established in 2024 to address the strategic priority of several lawsuits and financial and reputational risks. PMB ensures the effective, efficient and consistent treatment of claims, litigation, judicial reviews (JR) and other dispute resolution processes against the Crown as represented by the Minister of Energy and Minerals. When necessary, PMB will lead negotiated settlements, ensure the timely passage of files through the statutory decision-makers and develop and adhere to processes that reduce the overall costs of litigation and other matters. This effort is required as under the *Government Organization Act*, Designation, Transfer of Responsibility Designation and other legislation, litigation involving the Minister can and will happen.

Team members will address JRs, statements of claim, trade disputes, ensure court-imposed deadlines are met and provide strategic analysis and recommendations. The work contributes to an effective regulatory system that supports competitiveness and provides investor confidence to ensure Albertans benefit from their natural resources by optimizing project management, data analysis and internal and external collaboration.

The Policy Analyst, will contribute to the research, analysis and development of strategic policy advice to address legal issues impacting the department and develop litigation and settlement strategies for claims and trade disputes made for and against the Crown. The Policy Analyst will contribute to a team of

professionals in the successful achievement of the Energy and Minerals PMB's vision and mandate. Establishing and maintaining effective relationships across government with a diverse range of Indigenous Peoples and other stakeholders will be critical to this role.

## Responsibilities

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

Sound and audit-able financial and economic analysis supporting settlements, issue identification and recommendations, despite highly complex and longstanding files.

Working understanding of applicable legislation and the ability to distill and present very complex information in a simplified manner. Incumbent requires exceptional writing skills.

Support internal and external counsel with litigation concerning the Crown, and other related issues.

Influence without authority to work with program areas to attain subject matter advice, records and collaboration across divisions, department and agencies.

Support community and Indigenous engagement where appropriate.

## Problem Solving

Typical problems solved:

The position:

- exercises a high degree of judgment and interpretation in resolving complex issues.
- requires considerable analytical, interpretive and evaluative thinking to synthesize a diversity of information.
- ensures that project management processes are acknowledged and adhered to.
- employs creativity and agility when considering responsiveness to changing requirements, priorities and anticipation of unintended consequences.
- support collaborative efforts of the team and embraces leading from within to develop self and others.

Types of guidance available for problem solving:

This position supports and collaborates closely with the Proceedings Management Team within Energy and Minerals to ensure alignment with leadership direction.

Direct or indirect impacts of decisions:

This person supports the development of strategic policy advice, litigation and settlement strategies. The support of decisions made by the Branch will have a direct impact on the defense of the Crown in litigation matters.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal contacts include the Proceedings Management Branch, Legal counsel and other policy and operations groups within the department. Contacts will also include working-level teams in other departments, agencies and committees.

External contacts may include representatives with external counsel and other jurisdictions.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

### PRACTICAL JOB KNOWLEDGE:

- strong analytical ability, project management competency and succinct writing skills.
- Working knowledge of legislation, issues and implications pertaining to claims, disputes, judicial reviews and other matters against the Crown.

- Knowledgeable of the various royalty calculations and dispute resolution processes.
- Working knowledge of current legislation, events, demographic trends, Indigenous participation 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 .

**Desired but not required:**

- Demonstrated ability to understand and interpret legislation, regulation, policy and procedures to a complex work environment.
- Knowledge of Alberta's tenure, royalty and regulatory system.
- Knowledge of applicable legislation, regulations, ministerial orders, guidelines and AER Directives (*Mines and Minerals Act, Responsible Energy Development Act, Alberta Stewardship Act, Allowed Cost Regulation, Oil Sands Royalty Regulation, Mines and Minerals Dispute Regulation, Oil Sands Allowed Costs Regulation, Mines and Minerals Administration Regulation, Petroleum Royalty Regulation and Natural Gas Royalty Regulation.*)
- Understanding of the intent of international policy such as the North American Free Trade Agreement and the United States-Mexico-Canada Agreement.

**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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	Position will be responsible to support team members and team work. Delivers solutions on time and with excellence. Meaningfully contributes to branch projects and action requests.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even</li> </ul>	Position stays focused and ensures that work/ efforts are consistent with the Branch Mission and Vision and consistent with APS values.

		<p>indirect responsibility</p> <ul style="list-style-type: none"> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>It is critical that the position builds strong relationships with other Branch staff and key individuals in the Assistant Deputy Minister's office. These relationships will facilitate trust and open discussion in improving processes and adjusting timelines.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>This position will contribute to solving problems relating to settlements, negotiations and reporting of branch activities. The position will be expected to question existing processes and approaches and come up with well thought out alternatives.</p>

**Benchmarks**

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

**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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature