Update

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Policy Analyst

Current Class

Program Services 4

Job Focus

Operations/Program

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

☐ 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:

The PS4 Senior Policy Analyst position retains the core responsibilities. The position emphasizes greater independence in strategic policy development, project management, increased engagement with executive leadership, explicit role in strategic foresight, and a broader role in policy/program development across systems.

Responsibilities Removed:

No responsibilities were removed;

Job Purpose and Organizational Context

Why the job exists:

Reporting to a Director, these positions provide leadership, policy analysis, project management and strategic advice to support the mandate of the Ministry of Assisted Living and Social Services (ALSS), with a particular focus on improving assisted living, strengthening service integration, and advancing a refocused approach at the intersection of health and social services. The role exists to support the development, alignment, and implementation of forward-looking policy that enables a sustainable assisted living system responsive to the needs of Albertans.

Work is carried out in close collaboration with delivery divisions, health system partners, external stakeholders, and cross-ministry counterparts to ensure policy direction reflects new service models, evolving delivery realities, and government priorities. The Senior Policy Analyst leads and supports complex, high-priority initiatives, including work associated with assisted living reform, health system refocus, workforce modernization, and integrated service delivery.

The position is responsible for project management and advancing policy and program work related to the development, review, evaluation, and implementation of provincial ALSS policies and initiatives. This includes ensuring policy coherence across social and health-related domains, supporting alignment between strategic, program, and operational policy, and identifying opportunities to improve outcomes, client experience, and system sustainability.

The role provides timely, accurate, and strategic advice to senior leadership and executives and may lead, participate in, or support internal, cross-ministry, and cross-government committees and working groups. The incumbent regularly represents the Ministry in interdepartmental and external engagements related to assisted living, integrated services, and shared health and social outcomes.

All work is conducted with the objective of ensuring that the interests and priorities of ALSS and the Government of Alberta are effectively represented, particularly in areas involving system transformation, service redesign, and integration with the broader health system. The position is guided by policy development principles that emphasize collaboration, cross-divisional approaches, strategic thinking, flexibility, evidence-based decision-making, and capacity building to prepare the assisted living system for current and future demands.

Responsibilities

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

1. Strategic Policy Development

Undertakes strategic policy development based on high-profile government and ministry priorities, with particular emphasis on assisted living, service integration, and the health-social services interface.

Policy Framing

- Provide specialized, strategic advice and analysis to ALSS program and policy leaders on strategic social and assisted living policy work.

- Consider the perspectives of delivery divisions, health system partners, other ministries, and external stakeholders when assessing policy opportunities, risks, and trade-offs, including costs and benefits, implementation considerations, and integrated service delivery implications.

- Identify key questions and assumptions to effectively frame complex policy issues in support of assisted living system improvement.

- Apply strategic thinking and evidence-based analysis to the framing of policy options that support service sustainability and client outcomes.

Policy Analysis and Development

- Provide project management,, such as tracking timelines, coordinating inputs, monitoring risks, and

supporting structured workflow, leadership, and/or support for high-priority policy initiatives, as directed.

- Develop clear, logically organized, and timely policy materials.

- Prepare a range of materials for senior leadership and decision-makers, including the Director, Executive Director, Assistant Deputy Minister, Deputy Minister, and Cabinet, such as letters, briefing notes, reports, Memoranda to Cabinet (MCs), presentations, and visual materials.

- Lead, participate in, or support internal, cross-ministry, and cross-government committees, as required.

Policy Capacity and Coordination

- Provide analytical support for the development of policy documents aligned with ALSS and Government of Alberta strategic priorities, including assisted living reform and service integration initiatives.

- Support projects by leading content development and coordinating with other units, branches, divisions, and health system partners to ensure policy coherence, alignment, and integration.

- Contribute to strategic policy initiatives by providing input into new processes, tools, and system-level approaches.

- Support policy implementation through stakeholder communication and the development, presentation, and distribution of materials that support implementation and change management objectives.

2. Policy Research and Analysis

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

- Identify trends and emerging issues related to assisted living, social services, health-system interfaces, and service delivery models.

- Manage targeted research projects to inform strategic policy development, including report reviews, jurisdictional scans, and environmental scans.

- Gather and analyze information from a variety of sources and prepare reports with evidence-based recommendations.

- Interpret academic literature, research findings, reports, and data relevant to assisted living, integrated service delivery, and ministry priorities.

- Incorporate jurisdictional evidence on how other provinces address similar system challenges and provide insight into Alberta's approach.

3. Strategic Foresight and Innovation

Explores and presents strategic policy directions (foresight) on emerging or innovative policy approaches to address key ALSS challenges.

- Examine the root causes of system-level challenges affecting assisted living and social services.

- Think strategically about how the Ministry can adapt to evolving demographic, health, and service delivery pressures.

- Address implementation risks and uncertainty related to system transformation and reform.

- Lead analysis and discussion by identifying and exploring complex policy questions.

4. Policy Integration

Supports strategic policy integration activities to ensure ALSS programs are aligned within the ministry and coordinated with broader government and health system directions.

- Analyze programs, legislation, and policy across ALSS domains to develop options supporting integrated service delivery and improved client experience.

- Collaborate with policy leaders, regional staff, and integrated service delivery and system design teams to ensure policy alignment and operational feasibility.

- Promote forward-thinking and person-centred approaches to support future assisted living and service system demands.

5. Relationship Building and Stakeholder Engagement

Builds collaborative relationships that are initiated, maintained, and strengthened to support effective policy development and implementation.

- Develop and maintain positive working relationships with ALSS policy and program leaders, delivery divisions, other GOA ministries, and health system partners.

- Proactively build networks with external stakeholders, including community organizations and sector partners, to inform assisted living and service modernization efforts.

- Provide strategic input and advice on proposed changes to programs or initiatives, considering impacts on integrated service delivery and policy infrastructure.

- Support departmental, interdepartmental, and intergovernmental committees and working groups.

- Support internal and external stakeholder engagement through the preparation and dissemination of policy and communication materials.

Problem Solving

Typical problems solved:

- Leads analysis and resolution of complex, strategic social policy issues that are often novel, politically sensitive, and lack precedent.

- Identifies and resolves conflicting policy objectives across ministries, divisions, and programs while balancing government priorities, stakeholder interests, and implementation realities.

- Frames ambiguous and cross-cutting policy challenges, identifies risks, trade-offs, and opportunities, and develops evidence-based options and recommendations.

- Addresses tight timelines and shifting priorities by exercising sound judgment and adaptability in fast-paced, evolving environments.

Types of guidance available for problem solving:

- Broad direction from Director or senior leadership on policy objectives, priorities, and desired outcomes.

- Existing legislation, strategic frameworks, and Government of Alberta policy direction provide high level guidance; however, solutions are largely developed independently.

- Limited precedents within the Ministry or other jurisdictions; incumbent is expected to interpret

intent, synthesize information, and exercise professional judgment.

Direct or indirect impacts of decisions:

- Directly impacts the quality, coherence, and effectiveness of provincial social policy, programs, and initiatives.

- Influences program design, integrated service delivery, and client experience across CSS policy domains.

- Provides advice that informs executive, Deputy Minister, and Cabinet-level decisions, with potential long-term implications for policy direction, resource allocation, and public outcomes.

- Impacts interdepartmental alignment and relationships with external stakeholders and partners.

Key Relationships

Major stakeholders and purpose of interactions:

- **Ministry staff and senior leadership:** Provide strategic policy advice, analysis, and recommendations; support decision-making and implementation.

- **Other GOA ministries:** Coordinate and align policy development, manage interdependencies, and support integrated approaches to service delivery.

- **Central agencies and executive offices:** Prepare and present briefing materials, MCs, and presentations supporting government priorities.

- **External stakeholders (e.g., community organizations, other governments, sector partners):** Gather input, share policy direction, and support collaboration and implementation.

- **Committees and working groups:** Lead, participate in, or support cross-ministry and cross-government committees to advance strategic initiatives.

Required Education, Experience and Technical Competencies

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

If other, specify:

Public Policy/Health, Social Sciences, Political Science, or a related field (graduate degree preferred).

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

- Significant experience in strategic policy development, analysis, and project management within a complex government environment.

- Demonstrated experience preparing executive_level materials, including briefing notes, letters, reports, presentations, and Memoranda to Cabinet.

- Experience conducting research, jurisdictional scans, environmental scans, and policy analysis to support strategic decision_making.

- Strong understanding of government policy development processes, legislative and regulatory frameworks, and interdepartmental coordination.

- Experience engaging with internal and external stakeholders in politically sensitive and high_profile contexts.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	Identifies emerging policy issues, root causes, and future service demands; develops forward-looking policy options
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Frames novel policy challenges, integrates diverse perspectives, and designs evidence-based options
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • 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	Works across ministries and with external stakeholders to advance integrated policy solutions

		and commitment	
Drive for Results	○ ○ ◉ ○ ○	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	Translates complex analysis into concise recommendations for executives and Cabinet Delivers high-quality policy advice under tight timelines and changing priorities

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Comparable bench marks include Policy Analyst, Health, Strategic Directions Division, Health Services Strategy Development Branch (024PS63).