

Reclassification

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Current Class

Requested Class

Program Services 4

Program Services 4

Job Focus

Supervisory Level

Policy

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

International & Industry Collaboration Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Intl & Industry

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-26

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The International and Industry Collaboration (IIC) unit is responsible for leadership in strategic planning, policy, and programs related to supporting international education, inter- and intra-governmental relations and encouraging collaboration with industry to enhance Alberta's adult learning, research and innovation systems; attract, develop, and retain talent; and increase Alberta's economic and social capacity. The position is responsible for management of the Provincial Attestation Letter (PAL) portal, including providing specialized advice with regard to emerging concerns,

trends and opportunities in relation to Alberta PAL allocation, its management and distribution to Alberta post-secondary institutions.

The Senior Analyst contributes to development and evaluation of policy and initiatives related to international education and industry collaboration within the post-secondary education system--from initial issue identification and research to analysis and option development. Reporting to the Manager, International and Industry, this position is accountable for the following key areas:

1. International education and industry collaboration policy development.
2. Stakeholder engagement and consultation.
3. Issues management, research and analysis.
4. Unit planning, evaluation and reporting.

The position is responsible for issue identification and management, including providing specialized advice with regard to emerging concerns, trends and opportunities in international education and industry collaboration. The Senior Analyst delivers environmental scans, literature reviews, and research reports for evidence-based recommendations and strategic direction on a broad array of matters that span the department and other government ministries. An important aspect of this job will be the ability to understand and interpret complex information and data and synthesize often conflicting view points, and communicate this to senior management in support of policy, programs and regulatory initiatives.

An important aspect of this job is building and maintaining relationships with team leads from across government to ensure alignment across varied policy initiatives. The Senior Analyst participates on ministry, cross-ministry and inter-government committees to enhance consideration of the international and industry perspectives across various government programs and projects.

This position is responsible for maintaining strong working relationships with system and industry stakeholders and will participate fully in engagement activities to garner comprehensive understanding of views and perspectives from the post-secondary education sector industry groups to advance ministry priorities. In addition, the position provides project management leadership to ensure milestones are met and approval processes are managed appropriately.

This role also provides support to the manager in the development, implementation, evaluation and reporting of operational and corporate plans and their deliverables.

Responsibilities

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

1. Policy development on international education and collaborating with industry -- Takes a leadership role in policy initiatives, strategies and frameworks that contribute to clear direction for adult learning in Alberta.

Activities:

- Establishes and leads internal advisory committees as necessary to ensure a department wide perspective is considered when addressing new policy initiatives (e.g. amendment to Alberta's Designation Requirements, a new micro-credits framework), while ensuring that efforts align with broader government objectives.
- Provides project management support for branch-led policy work, such as drafting of documents (e.g. Terms of Reference, work plans, status updates, etc.) to accomplish expected outcomes.
- Participates on working groups made up of representatives of the Ministry, other government departments, student groups, post-secondary institutions and industry stakeholders to ensure international and industry perspectives are reflected in broader deliberations regarding the post-secondary education system.
- Reviews and evaluates existing policies and programs to identify and address areas of provincial interest in International Education and industry collaboration.
- Works with other branches in the department to identify and evaluate gaps in international education policy that have impacts across different areas in the organization and opportunities to further institutional collaboration with industry (e.g. post-secondary program approval, legislation and governance, work

2. Stakeholder engagement and consultation -- Leads engagement activities and supports Ministry and cross-Ministry work for the unit by providing necessary briefing and background information on issues that may be

- Builds understanding of the intent of objectives of policy and /or program
- Chairs meetings, gives presentations, and prepares agendas and other items.
- Develops summaries of input and feedback gathered during stakeholder engagement, ensuring timely provision of information to working groups, management and stakeholder representatives.

3. Issues Management, research and analysis - international, intergovernmental, and industry issues that impact the ministry are addressed through research, analysis, and recommendations for action.

integrated learning, institution management agreements) and prepares briefing materials for information and/or decisions.

- Coordinates the implementation of approved policy and programs as required.

raised by stakeholders.

Activities:

- Develops and implements engagement plans and resource estimates related to the planning and delivery of ongoing stakeholder engagement, events, and facilitated sessions and develops associated documentation (e.g. project proposals, RFPs as needed).
- Identifies issues and risks to engagement initiatives, assesses their impacts on project scope, time and cost and establishes systems and mitigation plans to resolve conflicts or problems.
- Organizes and facilitates meetings with other governments, Alberta Ministries, and key stakeholder groups (e.g. post-secondary institutions and industry associations):

- Develops and produces communication materials, including key messages, background materials, submissions and discussion papers for stakeholder engagement, liaising with Communications as necessary.
- Ensures best practices related to stakeholder engagement are incorporated into initiatives, strategies and frameworks being led by the branch.

Activities:

- As a knowledge expert in international education and collaboration with industry, the position responds to day-to-day issues and inquiries and liaises with other ministry staff as required to assist in the completion of action and information requests.
- Develops and implements research mechanisms to analyze and report on emerging trends, issues, and opportunities related to international education, collaboration with industry, and some intergovernmental relations.
- Builds and maintains a baseline of key data through primary and secondary sources to better understand and respond to day-to-day inquiries in a timely manner.
- Researches assigned issues, provides content and strategic analysis for the preparation of briefing papers, reports and discussion papers assigned by the Manager.
- Works with the department's policy area in the identification and evaluation of complex and sensitive issues that impact the post-secondary education sector.

Activities:

- Liaise with the unit management team to articulate goals and priority initiatives for inclusion in unit operational plans.

- Analyses and reports on the unit's achievements in relationship to performance measures.
- Contributes performance advice and data in support of the Ministry's annual reports and business plans.
- Gathers information and updates on various initiatives to inform reporting functions within the division

Problem Solving

Typical problems solved:

A policy issue, question or gap related to international education will be identified or a potential opportunity to collaborate with industry will be sent to the ministry for consideration. This position will undertake qualitative and quantitative research to better understand the issue, project, or proposed collaboration. This position will then analyze found research and data, draft response documents, and recommend a policy approach for the Manager, Director, and senior leadership to consider.

Types of guidance available for problem solving:

Existing legislation, department strategies, business plans, budgets, and operational policy --the Post-Secondary Learning Act; Alberta 2030: Building Skills for Jobs; and Alberta's International Education Strategy, the Alberta Designation Requirements

Manager and Director -- guidance, mentorship, historical and institutional knowledge

Colleagues across branch, division, and department -- information on related programs, priorities, and ongoing work occurring elsewhere in the department

Direct or indirect impacts of decisions:

- Incumbent identifies issues for ministry, researches options and make recommendations for director and senior leaders to consider and approve.
- The position must work well as a team player, and have the ability to work well under pressure in a challenging and fast-paced office environment under tight timelines to produce accurate and high quality work, along with the ability to be flexible so as to handle a diverse range of responsibilities.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director, International, Research and Innovation - participates in unit planning, receives direction, shares project information.
- Director, International and Industry Collaboration - identifies major issues and presents resolution strategies.
- Manager, International and Industry - for direction, guidance and mentorship.
- Other Ministry branches - collaboration on policy development and evaluation; shares information; aligns programs & initiatives across the Ministry.
- Ministry Communications and legal representatives - addresses legal inquiries not resolved through regular operational policy; negotiates messaging for external audiences.
- Representatives from other governments, government departments, and industry representatives, including the Government of Canada; Alberta Jobs, Economy, Trade and Immigration - shares and collects information; e-scanning.
- Representatives from stakeholder groups including Post-Secondary Institutions, student groups, and industry representatives - sustains strong working relationships; garners input for consideration in policy/strategic direction.

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:

Social sciences, International relations, Education, Public administration or Humanities

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

- Knowledge of the Post-secondary Learning Act; Alberta 2030: Building Skills for Jobs; and Alberta's International Education Strategy for post-secondary education.
- Familiarity with Immigration and Refugee Protection Act and the regulations regarding study permits for international students.
- Strong knowledge of current post-secondary education policy directions and strategies.
- Excellent awareness of the stakeholder community affected by international education and collaboration with industry at the post-secondary education level.
- In-depth knowledge of models and practices relating to stakeholder engagement.
- Knowledge of the government approval processes and public administration practices.
- Strategic planning principles and project management approaches.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency | A B C D E | Level Definition | Examples of how this level best represents the job |
|--------------------------|--|--|---|
| Systems Thinking | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences | Ability to understand how research, data, and policy options will impact other areas within the organization. |
| Creative Problem Solving | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | Focuses on continuous improvement and increasing breadth of insight: <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 | Ability to understand new problems, assess potential options and think through implications of recommendations to achieve outcomes and solutions. |

| | | | |
|----------------------------------|--|--|---|
| Agility | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | Works in a changing environment and takes initiative to change: <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 | Ability to anticipate, assess, and readily adapt to changing priorities, and work effectively in a team environment. |
| Build Collaborative Environments | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | Facilitates open communication and leverages team skill: <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 | Ability to lead informal teams and contribute to the conditions and environments that allow people to work collaboratively and productively achieve outcomes. |

Benchmarks

List 1-2 potential comparable Government of Alberta:

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 |
|------------------------|--------------------------|-----------------------------|

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|------------------------------------|--------------------------|---|
| _____ 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 |
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