

Working Title  
Senior Policy Analyst

Name  
Nicole Davidson

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
50026024	50009856 SM2	Safe, Fair and Healthy Workplaces, Workplace Policy and Legislation Branch/Labour Relations Policy	Jobs, Economy, Trade and Immigration

Present Class  
Program Services 4

Requested Class

Cost Centre	Program Code	Project Code (if applicable)
602182		

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Labour Relations Policy (LRP) unit provides the overall direction of Alberta's labour force policy development to ensure effective and efficient development of the province's labour force potential. The unit leads development and implementation of the provincial labour force and immigration strategies, coordinating Government of Alberta (GoA) efforts to ensure a collaborative approach to labour force development with stakeholders. The unit supports strategic policy and federal, provincial and territorial (FPT) and Provincial-Territorial (PT) working groups, including the Forum of Labour Market Ministers (FLMM), the Forum of Ministers Responsible for Immigration, and the Canadian Association of Administrators of Labour Legislation (CAALL). Research and evidence provides the foundation for all work in the unit.

The Senior Policy Analyst will work with a team to develop high quality research and policy analysis on a range of labour issues. Under the direction of the Director, Labour Relations Policy, the position involves research and analysis of identified topics and policy issues, policy consultation and the development of communication documents relevant to Alberta's labour policy and programs. Key areas are

- Project management support for CAALL;
- Preparation of briefing material for meetings and teleconferences of Labour Ministers, Deputy Ministers and Senior Officials on intergovernmental files; and
- Co-operation and collaboration between Labour staff and officials in other Alberta ministries and the federal government, particularly as it relates to issues of shared priorities relating to labour legislation, including programming, policy development and establishing agreements.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

***Policy Analysis and Development***

Under the supervision of the Director, Labour Relations Policy, the Senior Policy Analyst will support the unit in strategic policy and analysis focusing on a wide range of labour related issues. Information will be drawn from a variety of sources (e.g., provincial and federal labour policies and procedures, academic research, intergovernmental communications, stakeholders, datasets, etc.). The incumbent will produce analytical and briefing materials, and quantitative analyses that are well researched, clearly presented and timely.

**Activities:**

- Monitor developments and obtain/evaluate/interpret information on labour issues within various levels of government, international arenas and local/national community and stakeholder communities.
- Support research/policy analysis on key labour and economic trends and issues.
- Support the development of strategies to achieve departmental strategic objectives in the context of the Safe, Fair and Healthy Workplaces Division outcomes and the Business Plan goals of the Ministry.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Participate on internal GoA working teams (including cross-ministry teams) as required to provide ongoing support on labour policy initiatives and projects.
- Work with Ministry staff, key stakeholders, and members of the GoA policy community to collaborate on labour policy issues.
- Take part in activities related to intergovernmental relations on labour-related matters (includes activities such as supporting or participating in various FPT tables).

The incumbent will participate in the development of policy options and recommendations and Labour's responses to identified issues in collaboration with appropriate branches/divisions, other departments as appropriate and with the FPT governments.

#### ***Communication/Responses to Labour-related Inquiries***

Develop and review draft responses to labour inquiries from government officials, stakeholders and the general public.

##### **Activities:**

- Identify potential impacts of labour legislation and policies on Albertans and on the policies and programs of other GoA ministries.
- Develop scenarios to support the development of the ministry's response and/or position on labour policy issues.
- Research and prepare recommendations for consideration by Ministry executive and elected officials.
- Provide ongoing labour policy support by analyzing reports, studies, and position papers.
- Work with and analyze various quantitative datasets related to labour and the labour force.
- Research/identify emerging labour-related issues, trends and performance measures.
- Prepare presentations.

#### ***Special Project Work***

Provide project management support to CAALL.

##### **Activities:**

- Coordinate meetings; create meeting materials; write and maintain records of decisions.
- Coordinate feedback from CAALL with other initiatives; providing advice to the ADM, DM and Minister
- Lead development of input into documents from the International Labour Organization (ILO)
- Respond to inquiries from CAALL members as required.

#### ***Issues Monitoring***

Monitor labour-related issues impacting Alberta, as directed by Director, Labour Relations Policy or Executive Director, Workplace Policy and Legislation.

##### **Activities:**

- Identify important policy developments in other jurisdictions and analyze implications for Alberta.
- Monitor provincial, national and international information pertinent to Alberta's labour policy and provide updates and analysis to Management.
- Prepare briefing material for the Minister, Deputy Minister, and Assistant Deputy Minister, as required.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The work requires coordination within the department and other Ministries, other Provincial Territorial (PT) jurisdictions, the federal government, and key stakeholders. The position requires knowledge of research methodologies, and policy analysis and development. It also requires creativity and independence to execute decisions on planning and consultation for the completion of assignments under tight deadlines.

The scope of activities includes:

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

1. Interact with federal counterparts and colleagues from other provinces/territories on inter-governmental projects that may impact the department's programs and services.
2. Work with other government departments to ensure consistent provincial strategies and responses to FPT and PT labour related issues.
3. Work with the federal government (e.g. Employment and Social Development Canada), other PT jurisdictions, and key stakeholders to advance Jobs, Economy, Trade and Immigration goals regarding labour-related issues.
4. Interact with senior officials to coordinate CAALL meetings.
5. Work with staff within the department and other Ministries to support research initiatives.
6. Development of position papers and draft policies to help resolve labour-related issues.
7. Collect information/material in response to action requests, requests for information, and to provide input into initiatives or events.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Education requirement of university graduation in Social Sciences (Economics, Geography, Sociology) or related field with at least two years of experience. Equivalencies will be considered.
- Ability to analyze complex issues and generate realistic options and recommendations.
- Knowledge of GoA labour-related activities and relevant provincial and federal policies and legislation.
- Analytical skills and sound understanding of the political and organizational environment and constraints.
- Understanding of the key components of the policy-making process.
- Well-developed writing skills (e.g., articulate, clear, concise, grammatically correct).
- Excellent consultation, presentation, problem-solving, analytical, communication, interpersonal and organizational skills.
- Ability to work effectively both independently and as a team member.
- Ability to manage multiple projects and tasks simultaneously.
- Knowledge of research methodologies and the ability to interpret qualitative and quantitative research results.
- Proficiency in Microsoft Office, including Word, Outlook, Excel, and PowerPoint.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Executive Director, Workplace Policy and Legislation (WPL)
- Director, Labour Relations Policy
- Manager, Labour Relations Policy
- On a daily basis will work directly with policy staff across the WPL; Evidence, Policy and Governance (EPG); Occupational Health and Safety Program Delivery; and Employment Standards Program Delivery
- The position liaises with other department staff, other ministries, other PT governments and federal government officials.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

No direct supervision of staff.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide Pages 15-16).

Responsibility for CAALL and FPT activities transferred from EPG, Workforce Strategies to WPL, SFHW Division

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide Page 17).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

### Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide Page 16)

Incumbent	Nicole Davidson Name	 Signature	2017/06/06 Date (yyyy/mm/dd)
Manager	Alex Martin Name	 Signature	2017/05/09 Date (yyyy/mm/dd)
Director	Mildred Klassen Name	 Signature	2017/05/09 Date (yyyy/mm/dd)
Executive Director	Percy Cummins Name	 Signature	2017/05/09 Date (yyyy/mm/dd)
Division ADM	Leann Wagner Name	 Signature	2017/05/08 Date (yyyy/mm/dd)