

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Current Class

Program Services 4

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

TSS/MSI/MVM

☐ 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

2025-01-23

Responsibilities Added:

No responsibilities added. Corrected branch and updated role title post-reorganization. Re-organized information.

Responsibilities Removed:

No responsibilities removed. Corrected branch and updated role title post-reorganization. Re-organized information.

Job Purpose and Organizational Context

Why the job exists:

Alberta Traffic Safety Services is committed to the development of policy that promotes on-road safety. The department must lead the development of Cabinet-level policy documents, including those related to legislation, regulations, and major policy and engagement initiatives, such as government platform commitments, and provides strategic advice across government on Traffic Safety and Transportation related

topics.

The framework within which this job operates includes:

- Transportation and Economic Corridors Business Plan;
- Government of Alberta Business Plan;
- Federal and provincial policies, legislation, and regulation related to transportation, including the Criminal Code of Canada; and
- Government of Alberta and Transportation and Economic Corridors operational policies and procedures.

In Traffic Safety Services, the Senior Policy Analyst is responsible for leading and coordinating the development and implementation of multiple transportation engagement and policy initiatives that will impact the long-term and future direction of the transportation system in Alberta. This includes developing and deploying innovative projects such as process improvements, transportation safety programs, regulatory reviews, and operational policy projects.

The Senior Policy Analyst will have a significant project management role on all policy initiatives and is a lead on high priority and high-profile files. The results of this work support the Manager, Director, and Executive Directors of the Traffic Safety Services Division. They also support Assistant Deputy Ministers, Deputy Minister, and elected officials, as they make plans and decisions about strategic policy, legislation, programs, and services for the transportation system. Knowledge may also be shared with other provincial government departments, other governments, service providers, community organizations, and the public.

Responsibilities

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

This position provides support to the Division in the development of programs, strategic policy, system planning and legislation impacting carrier and vehicle safety. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

1. Project Management

- Design, lead, and support multi-phase/multi-stakeholder activities, projects and events that influence the evolution of the transportation system, including demographic, policy, legislative, and economic analysis.
- Prepare and collaborate on the development and implementation of policy and program development project materials, including project plans, briefing materials, powerpoint presentations, policy and manual updates, communication strategies and plans, key messages, news releases and announcements, website content and other materials as required.
- Work with and influence internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.
- Provide leadership, coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with traffic safety policy issues within the ministry and throughout the province.
- Manages external contractors, as required, including the preparation of requests for proposals and managing the process of evaluating, hiring, and monitoring contractors.

2. Policy Analysis and Advice

- Lead the research and development of new policy proposals and actions; analyze implications of options, outcomes, and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding, and operation of programs and/or services.
- Evaluate existing policies, identify strengths and weaknesses of the policies, determines inter-jurisdictional comparisons, assess financial and outcome impacts of these policies, and propose changes to amend and change the policies to achieve government policy directions.
- Analyze implications of options, outcomes and the impact on Albertans and consider the views of

other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery mechanisms.

- Coordinate and prepare a range of materials (e.g., letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation for senior officials and executive team (e.g., Director, Executive Director, Assistant Deputy Minister, Deputy Minister, Minister, etc.).
- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
- Provide concise and relevant information and analysis on various action requests.

3. Engagement and Consultation

- Lead project teams to identify, research, and develop engagement plans and actions; identify potential risks and propose strategies to manage/mitigate identified risk; plan for the implementation of engagement; execute engagements.
- Pro-actively build and maintain a network of positive relationships with key stakeholders to identify strategies and initiatives that influence and impact the transportation system.
- Engage with and identify positions and inputs from other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery implications.
- Establish and maintain positive and effective relationships with key internal and external stakeholders and other jurisdictions for the purpose of gaining intelligence and transferring that knowledge into collaborative policy development and decisions in order to ensure optimal integration of business goals and ministry objectives.
- Lead, participate on, or support internal, cross-ministry and cross-government committees. Provide information to support committees and working groups to ensure the view of the branch and Ministry are represented and considered in discussions.
- Collaborate and liaise with other ministries, decision makers and other stakeholders (e.g., Indigenous communities, etc.) to proactively identify and address transportation policy issues and to develop and implement identified strategies and programs.
- Liaise and collaborate with subject matter experts and leaders in transportation to advance leading edge thinking and research.
- Support and/or coordinate various aspects of stakeholder engagements (internal and external) to obtain information and input regarding policy issues.
- Resolve stakeholder conflicts, and manage and prioritize issues that come before committees and working groups.

4. Program Implementation

- Facilitate planning and program options that align with government and ministry priorities.
- Coordinate multiple project initiatives across different sections, branches, divisions, and departments, in accordance with approved scope and schedule.
- Collaborate with other teams and technical experts to develop implementable and measurable programs that enhance on-road safety and foster economic development.
- Implement complex business requirements through a variety of tools and technologies with a focus on communication enhancements and education.
- Advise senior management on the development and implementation of high profile initiatives.
- Evaluate project results and present recommendation for next steps.

5. Unit Operations

- Acts for the Manager of the team as required.
- Contributes to strategic planning, operational planning, and priority setting.

Problem Solving

Typical problems solved:

This position requires effective leadership, analytical, and problem-solving skills to respond to sensitive,

diverse, and complex issues. Collaboration with stakeholders, integration of evidence into programs and policies, and understanding and working within the governance relationship between stakeholders are key aspects of this position. The ability to apply a multi-disciplinary approach is key.

In addition to having a strong understanding the various pieces of legislation/regulations related to the transportation system, this position must also have knowledge and awareness of the complex interrelationships between the various aspects of the transportation system, such as access to alternative modes of transportation and decisions to drive while impaired.

This position will deal with program and policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner. The position will be required to manage multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward. This position will be called upon to drive changes to policy, legislation, programs and services that will have implications for current and future users of the transportation system.

The position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of programs and policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and/or external stakeholders (e.g., external industry representatives, other provincial or federal jurisdictions, etc.).
- Be highly self-motivated requiring minimal direction to drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools, and skills to plan and coordinate key initiatives and deliverables.
- Develop high-quality deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager and other departmental experts with subject matter expertise.
- Typically, assignments require the application of theoretical knowledge and extensive experience to identify the problem or issue and develop innovative and creative solutions. The outcome is not always known.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on programs, legislation, regulations, policies, and engagements are made based on the information presented by this position. Management relies on the accuracy and skills in developing recommendations that incorporate all relevant factors (e.g., trends, ministry position, stakeholder interests).

- These decisions will impact the safety, economic, environmental, and social vitality of Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

- ADM/Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Director - Provide information on project progress, as required.
- Manager - Daily provide information on project progress, identified risks, and proposed resolution of issues.
- Branch and Division Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues, subject matter expertise.
- Project Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GOA Staff - Information sharing, coordination of input, and updates on project status, as required.
- Transportation stakeholders and the public - information sharing, relationship building, coordination of input, collaboration to meet project goals, as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political Science, Public Policy, Law, and other social sciences. At least 4 years of related experience.

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

Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge and proficiency in survey tools, such as Opinio or SurveyMonkey.
- Current knowledge of the transportation system in Alberta, as well as familiarity with issues affecting drivers and stakeholders.
- Knowledge of transportation legislation, regulation, and policy.
- Strong understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision making processes within government.
- Understanding of theory and practice of problem-solving and analytical techniques.
- Strong understanding of the theory and practice of engagement/consultation, including complex, multi-stakeholder engagement development process, engagement planning, analyzing results, and decision making processes within government.
- Knowledge of contract development and management.

Skills:

Interpersonal

- Strong teamwork, relationship building and interpersonal skills (e.g., networking, relationship building, active listening).
- Demonstrates flexibility and adapts to new situations.

Policy Development

- Applies appropriate policy research/evaluation and option development techniques.
- Well-developed and proven policy analysis and evaluation skills.

Consultation

- Well-developed and proven consultation skills (e.g., planning, executing, facilitating, analyzing, reporting)

Project Management

- Well-developed and proven project management skills (e.g., preparing materials and coordinating

project teams)

Leadership

- Strong and sound leadership, problem-solving, and decision-making skills.

Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills
- Skills in facilitation, negotiating, consensus-building, use of influence, listening and verbal communication are required and used on a daily basis.

Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

Abilities:

- Self-motivated, independent, capable of handling a wide range of project responsibilities.
- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to coordinate a variety of projects, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high quality value-added analysis.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to be innovative in synthesizing information into recommended options for complex policies, consultations, and projects.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.

Education:

- Undergraduate degree in a relevant field, such as public administration, social sciences, and related work experience; Graduate degree preferred.

Work Experience:

- Several years of experience managing and implementing complex projects.
- Several years of experience in policy analysis, development, and evaluation, preferably in public policy.
- Several years of experience in external/public engagement and consultation.
- Transportation system experience strongly desired.
- Experience with legislation is strongly desired.

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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none">• Takes holistic long-term view of challenges and opportunities• Anticipates outcomes and potential impacts, seeks stakeholder | Considers the whole system when evaluating, researching, and conducting program and policy analysis. |

| | | | |
|--------------------------|-----------|--|---|
| | | <p>perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration | |
| Drive for Results | ○ ● ○ ○ ○ | <p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations | Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management. |
| Agility | ○ ○ ● ○ ○ | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to projects to management. |
| Creative Problem Solving | ○ ○ ● ○ ○ | <p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • 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 | <p>Encourages diverse perspectives and seeks to understand root problems and causes.</p> <p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problem</p> |

| | | | |
|----------------------------------|--|--|--|
| Build Collaborative Environments | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • 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 and commitment | Uses enthusiasm to motivate and guide project teams. Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas. Developed engagement plans and executes them to involve stakeholders. |
|----------------------------------|--|--|--|

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.