

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Supervisory Level

Cost Centre

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

**Design: Identify Job Duties and Value****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

into planning issues such as the land use framework, regional growth plans and regional partnerships. The branch also provides strategic policy development on broad suite of critical Ministry activities, in addition to providing key stakeholder and legislative support on these and other activities. In addition, the branch captures and analyzes an extensive suite of stakeholder information to better develop policy options and appropriate interventions for municipalities.

Reporting to the Manager, Engagement, the Stakeholder Relations Analyst is responsible for relationship-building, research and supporting key stakeholder engagement activities for the Ministry, the Division and the Branch. These activities include supporting comprehensive, ongoing stakeholder engagement processes, supporting key ministry activities, such as engagement on proposed policy and legislation changes, and the Municipal Sustainability Strategy Advisory Committee (MSSAC). In addition, supporting divisional engagement with critical municipal stakeholders and Indigenous groups regarding municipal issues.

This position will play a key in co-ordinating preparations for the ministry's participation in municipal conferences, will co-ordinate and compile briefing packages that may require input from several divisions of the ministry/cross-ministry, and will schedule stakeholder meetings.

This position will also play a role in supporting engagement activities by directly liaising with program areas throughout the Division to provide sound recommendation on methodologies for engagement projects; survey development; analysis; and research.

The position is required to engage with key internal and external stakeholders to gather information and make recommendations to support policy development. The position may lead or participate in interdepartmental work teams and external committees. All work is conducted with the goal of supporting effective governance and long-term sustainability of municipalities.

Much of the work is carried out within a politically sensitive environment. This requires sound judgment, creative thinking, adaptability, and general knowledge of federal, provincial, and municipal government and political processes.

## Responsibilities

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

### **1. Divisional engagements (survey development, research and analysis)**

This outcome is achieved by:

- Developing an engagement plan that identifies risks, engagement methods (facilitated sessions, surveys), key stakeholders for engagement, timelines and alignment to Ministry and Government of Alberta goals and priorities;
- Providing advice to program areas in the Division on the best engagement tools and techniques by providing sound recommendations in the engagement strategy development to ensure thorough analysis of issues and achievement of goal;
- Liaising with program areas in the Division to establish survey research goals, assess survey requirements and develop a survey research/analysis plan;
- Understanding the appropriate research methodologies to use in the surveys and engagement projects to ensure thorough analysis of the issues;
- Developing a thorough and broad-based understanding of multiple perspectives to bring forward in the policy development process;
- Monitoring and reporting the status of survey research projects to the Manager and program areas; and
- Analyzing and interpreting the feedback received from stakeholders to identify potential implications and provide options and/or recommendations to the program area for use in their policy development
  - a. Supporting the recommendation provided through analysis of quantitative and qualitative data
  - b. Ensuring program areas are aware of any emerging issues that come out of the engagement

### **2. Support in Stakeholder Engagements (enhancing relationships with stakeholders and their associations) -**

Supports the necessary preparations for engagement with stakeholders (internal and external) and necessary briefing and background information on issues that may be raised by stakeholders.

This outcome is achieved by:

- Participating in developing branch initiatives to enhance stakeholder relations;
- Monitoring and analyzing stakeholder issues - using feedback from stakeholder meetings to identify emerging issues and trends that may impact the ministry and include in the stakeholder database;
- Coordinating and participating in committee meetings (e.g., monthly MSSAC) between staff and stakeholders;
- Preparing and coordinating the necessary materials (e.g., briefings, presentations, etc.) using the input received from the program areas within the division (and from other divisions if necessary) for the preparation of speaking notes, PowerPoint presentations, briefing notes or other required materials;
- Preparing and coordinating draft responses and briefing notes for meeting requests from stakeholders, ensuring that materials are drafted within the deadline set, and maintaining positive government-stakeholder relations; and
- Coordinating and responding to requests for information about current stakeholder perspectives.

**3. Development and Maintenance of a Stakeholder Perspective Database (research and analysis)** - Using a variety of different sources of information, develop and maintain a document that analyzes the different municipal stakeholder perspectives on municipal issues.

This outcome is achieved by:

- Researching municipalities' strategic plans, council meetings, news articles to integrate municipal perspectives and priorities with that of the provincial government;
- Researching positions and interests of municipalities to support resolution of conflicts that may occur between municipalities and the ministry;
- Researching municipal and municipal association perspectives;
- Understanding which municipalities/municipal associations are affected by decisions, which municipalities or municipal associations support or do not support decisions (ongoing or past concerns), risks associated with the policy based on their perspectives; and
- Incorporating the division's hot spots, Municipal Accountability Program and Viability Reviews in the database.

**4. Support of major provincial initiatives related to municipalities**

This outcome is achieved by:

- Leading and participating on internal committees for shorter and/or medium term research projects related to the Division's priorities;
  - a. Managing the project by developing a terms of reference to ensure the objectives and timelines are met
  - b. Facilitating discussions during the meetings to obtain feedback, identify options and action next steps
  - c. Analyzing feedback from meetings to identify emerging issues and trends that may impact the Division
  - d. Preparing briefings with options and/or recommendations for senior management consideration
- Providing support and participating in cross-ministry meetings;
- Providing support by participating on external stakeholder committees and on long term projects;
- Supporting efforts to study and clarify provincial/municipal roles and responsibilities through research and, obtaining stakeholder input, and identifying options;
- Understanding the scope of provincial/municipal services and programs, and of the related legislation;
- Working with the manager, colleagues, municipal stakeholders and other government departments to identify options and analyze the associated implications; and
- Developing options and recommendations aimed at achieving balanced outcomes acceptable to government,

stakeholders, and the general public.

**5. Action Requests** - The Assistant Deputy Minister, Deputy Minister and Minister is fully briefed and supported to meet with municipal and other stakeholders

When assigned an Action Request to prepare briefing material by the Manager, this outcome is achieved by:

- Reviewing and analyzing the action requests to provide the Minister with sound recommendations for the meeting with the stakeholder;
  - a. Preparing briefing notes under tight timelines for the Minister's meetings with municipalities, includes understanding the meeting topics requested and coordinating information from the program areas in the Ministry, and working with Communications in developing key messages for the Minister, if applicable
- Using the knowledge of Ministry priorities and emerging issues in the municipalities, municipal associations or other stakeholder groups, identifying additional topics for briefing notes to be used by the Minister during meetings.
  - b. Preparing and coordinating the material on the topics, and working with Communications in developing key messages for the Minister, if applicable

**6. Ministry Participation in Municipal Association Conferences** - The ministry's participation in the annual conferences of key municipal associations is well planned and implemented. The Minister is fully briefed and supported in his activities to meet with municipal stakeholders and to address delegates in ministerial forums and plenary sessions.

When requested by the Manager to coordinate preparations for the ministry's participation in a municipal conference, this outcome is achieved by:

- Developing and recommending a convention strategy that takes into consideration all requirements (e.g., Minister/Deputy Minister/Ministry's roles, speaking notes, briefing materials, sponsorships, open house, identification of department representatives, etc.);
- Coordinating and managing the Ministry's overall role in the conventions;
- Using the knowledge of Ministry priorities and emerging issues in the municipalities, identifying topics for background material to be used by the Minister during the conventions.
  - a. Preparing and coordinating the briefing material on the approved topics, and working with Communications in developing key messages for the Minister
- Confirming ways in which the ministry will be represented at the conference (e.g., trade show booths, delegate attendance, Minister's Awards of Excellence, etc.) - and ensuring all associated requirements are identified;
- Working directly with association organizers to address the needs of the ministry and the association (e.g., speaking engagements, meeting room space, trade booth space, preparation of printed materials for distribution to delegates, government-sponsored luncheon arrangements, etc.);
- Working directly with all divisions, branches and Communications to prepare for the ministry's participation in the conference (e.g., trade booth attendants, delegate attendance, speaking notes, briefing material, Minister's binders, department representatives, etc.); and
- Identifying and coordinating other tasks as necessary for the ministry's successful participation in the conference.

## **7. Other Support to the Division**

This outcome is achieved by performing other tasks as assigned by the manager and could include:

- Preparing and editing correspondence, briefing notes, and occasionally reports or audio-visual presentations for senior management or the Minister, or less frequently for other Ministers, MLAs, or the Premier. Preparing this material may require coordination efforts with other stakeholders to ensure that all necessary information is provided and the message is consistent. In particular, it may require working with other departments to provide similar information or to create a consistent provincial message for different Ministers, MLAs and the Premier's office; and
- Creating new information from surveys, stakeholder meetings and other sources, or the conduct of analysis (statistical or otherwise).

### Problem Solving

Typical problems solved:

Understanding the stakeholder perspectives and emerging issues.  
Determining the best methodologies to use for surveys/engagement/providing recommendations to the manager, team and/or program areas.  
Information is received from different divisions within the ministry and from other ministries to develop briefing notes, engagement material and position will need to understand what information is useful for the briefings and/or engagement.

Types of guidance available for problem solving:

Manager; Coworkers; Training

Direct or indirect impacts of decisions:

Stakeholders understand the purpose of the engagement; policy and program areas are supported during their engagements and sound recommendations based on analysis of responses received are provided to policy and program areas  
A comprehensive stakeholder database is maintained based on research, meetings with internal/external stakeholders and engagements. An understanding of stakeholder perspectives and emerging issues which can be used in briefing materials and preparation of strategic engagement plans.  
Information provided is relevant to the meeting and/or engagement.

### Key Relationships

Major stakeholders and purpose of interactions:

- Direct report to the Manager, Stakeholder Relations.

Internal contacts:

- Co-workers within the Municipal Policy and Engagement Branch - assist with policy background and development; stakeholder perspectives; identify and resolve issues
- Municipal Services Division and Ministry - background information on provincial-municipal relations; provide advice on engagement methodologies; assistance with action requests.

External contacts:

- Municipalities and municipal associations -information exchange
- Other ministries - information exchange

Federal and other provincial governments - information exchange

### Required Education, Experience and Technical Competencies

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

If other, specify:

Public Administration, Communication, Political Science, Arts or related field

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

- Ability to research and prepare briefing material.
- Willingness and ability to work in an environment characterized by varying degrees of unpredictability, frequent change, sensitive issues, and important and/or urgent assignments.
- Ability to understand the interests and priorities of various stakeholders.
- Ability to function well independently and in groups, often with minimal or no supervision.
- High level of motivation, creativity and initiative.
- Ability to work as part of a team and take a team approach to issues resolution.
- Well-developed:

- interpersonal and diplomatic skills;
- listening, verbal and written communication skills;
- organizational skills (including planning, coordinating, and scheduling skills);
- research and investigation skills; and
- evaluative, analytical, integrative and synthesizing skills.

Computer proficiency, such as capabilities in word processing, spreadsheet, and presentation software.

Awareness of current and emerging business plans/activities/resolutions of Alberta Municipalities and the Rural Municipalities of Alberta is considered an asset.

### 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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>This position will be asked for different approaches on methods for engagements - they will need to use their understanding of the stakeholder being engaged and the ministry's (and the government) priorities regarding the issue(s) to determine the best approach. This position will need to analyse the responses to engagements and provide recommendations, additional actions required and/or "what we heard" reports for discussion with policy and/or program areas to determine next steps.</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 be asked for different approaches on methods for surveys - they will need to use their understanding of the stakeholder being engaged to determine the best approach. This position will need to analyse the responses to surveys/engagements and provide recommendations and/or "what we heard" reports for discussion with policy and/or program areas to determine next steps. As</p>

			well, this position will need to take the information they receive from other areas for briefings and determine which information is the most relevant.
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>This position works with other areas of the ministry, other ministries and external stakeholders, particularly with engagement projects. This position supports the division and at times the ministry in engagements and will need to understand the stakeholder being engaged (emerging issues and trends). This position will need to work collaboratively with internal and external stakeholders on different projects (engagement, briefing material, etc.). This position will also need to work with Communications and Public Engagement (CPE) in developing any strategic engagement plans and surveys - they will be required to work proactively with CPE to ensure timely delivery of any online survey/ engagement.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>This position will be required to understand the methodologies for surveys and will need to be able to adjust the approaches to surveys/ engagements depending on the need. This position will be required to ensure the methodology used will provide policy and program areas with useful information. This position will also be required to prepare briefings that will ensure senior</p>

			management, Deputy Minister and Minister receive the information required and is relevant to the ministry and government's priorities.
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**Benchmarks**

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

023PS68 - Research, Planning and Policy Analyst

**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.

\_\_\_\_\_

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
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