

Update

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

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

PEI, III, International and Industry Connections

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Intl & Industry

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-01-14

Responsibilities Added:

5. Supporting the ongoing administration of the Alberta Designation Requirements program and the Provincial Attestation Letter (PAL) program -- supports the Senior Analyst, Designation and Compliance, as required, to:
- Review, process, and finalize ADR designation agreements, renewals, and corporate changes.
 - Respond to inquiries from institutions about PALs and the PAL portal
 - Troubleshoot technical issues with PAL portal and liaise with the Digital Design and Transformation

Responsibilities Removed:

- Analyses and reports on the unit's achievements in relationship to performance measures.

Job Purpose and Organizational Context

Why the job exists:

The International and Industry Collaboration unit is responsible for leadership in strategic planning, policy, and programs related to supporting international education 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 Policy Analyst contributes to development and evaluation of policy and initiatives related to international education and industry collaboration within the post-secondary education system. Reporting to the Manager, International and Industry, this position will be responsible for issue identification and research, including providing specialized advice with regard to emerging concerns, trends and opportunities in international education and industry collaboration.

The Policy Analyst will contribute to policy files; represent the department on cross-ministry policy committees; prepare and provide input to papers and briefings; identify issues and research potential policy responses; contribute to stakeholder engagement; provide perspective and alignment with strategic priorities on a wide array of issues; support the policy activities of other units in the department, support the development of frameworks; provide strategic advice to the Minister and other senior leaders; and advise on legislative issues. It is necessary for the position to take into consideration complex programs, funding approaches, research, societal issues, and political and stakeholder sensitivities, and ensure alignment with government priorities, established policies and legislation, and environmental factors.

The Policy Analyst may also support other unit activities, including designation of institutions to enrol international students and the issuing of Provincial Attestation Letters.

The impact of the scope of the job is broad, impacting the adult learning system in Alberta and the province's broader agenda, nationally and internationally.

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 -- Provides support to senior decision makers, throughout the policy development process to ensure policies and associated programs align with government and department strategic goals, directions, and established policies and legislation; reflect stakeholder requirements; and address issues and trends pertaining to the adult learning system.

Activities:

- Coordinate, support, and provide leadership, when required, using a systems-thinking approach, throughout the entire policy development process, including:
 - Issues identification - through environmental scanning, and identification of emerging issues and effects of other policy decisions within the department and across government;
 - Research and analysis - conduct research, and coordinate with other branches in the department and across government to inform policy development, share information, and explain issues identified in order to clearly articulate the essential issues to be addressed;
 - Engagement - support Senior Policy Analyst and work with colleagues in the department to facilitate stakeholder engagement to help build policy options;
 - Options development - develop documents that frame issues within the policy and political context to identify options for addressing issues, based on research and a broad understanding of government and department priorities and goals;
 - Decision making - assist with and develop appropriate materials (briefing notes, business cases, position papers, presentations, Memoranda to Cabinet, etc.) for senior department officers to identify potential issues, options, advice, and recommendations as part of the process of informing strategic decision making and planning;
 - Implementation - collaborate and consult with department colleagues, stakeholders, and other departments concerning the implementation of strategic policy frameworks, both during the development of options, and implementation, in order to inform the strategies developed as well as ensure implementation is in line with the policy direction; and

- Evaluation and performance measurement - identify and develop assessment mechanisms to determine whether policies achieve the intended outcomes, working with other representatives in the department when required to develop or refine performance measures.
 - Reviews and evaluates existing policies and programs to identify and address areas of provincial interest in International Education and industry collaboration.
 - Supports 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-credentials 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.
2. Stakeholder engagement and consultation -- Supports engagement activities and Ministry and cross-Ministry work for the unit by providing necessary briefing and background information on issues that may be raised by stakeholders.

Activities:

- Support Senior Policy Analyst and colleagues in the department to facilitate stakeholder engagement to help build policy options;
 - 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):
 - Builds understanding of the intent of objectives of policy and /or program
 - Supports meetings, develops 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.
 - Supports the development of 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.
 - Supports development and implementation of 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).
3. Issues Management, research and analysis - international, and industry issues that impact the ministry are addressed through research, analysis, and recommendations for action.

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.
- Leads jurisdictional and environmental scanning activities to support International education, Industry and cross-

ministry files.

- Researches assigned issues, provides content and strategic analysis for the preparation of briefing papers, reports and discussion papers assigned by the Manager.

4. Unit Planning, evaluation and reporting - Supports Senior Policy Analyst in designing and scheduling work to meet requirements of the department Business Plan and the branch operational plan.

Activities:

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

5. Supporting the ongoing administration of the Alberta Designation Requirements program and the Provincial Attestation Letter (PAL) program -- supports the Senior Analyst, Designation and Compliance, as required, to:

- Review, process, and finalize ADR designation agreements, renewals, and corporate changes.
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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.

To accomplish this, a wide variety of skills are required including strong strategic problem solving, communication, collaboration and prioritization skills.

The position requires the ability to identify the fundamental questions related to various policy initiatives and how they relate to similar questions in similar initiatives and to the broader strategic intent expressed by government. The position must have the ability to draw on and analyze information from a variety of sources and perspectives to formulate positions on behalf of the department. This position is then required to assist the Manager in conveying information and advice to a broad audience including senior and executive level management from across the department and government.

Types of guidance available for problem solving:

The Policy Analyst functions within the context of established statutes, policies, directives, and guidelines developed by Cabinet and Alberta Treasury Board and Finance, as well as the Minister and Deputy Minister. Key statutes and policies that set parameters and expectations for the work of the Policy Analyst include the Financial Administration Act, Government Organization Act, Public Service Act, Freedom of Information and Protection of Privacy Act, and various departmental statutes and regulations. These acts, policies and directives provide the mandate for the major outcomes expected of IICIC unit. The Executive Director and Director determine work unit goals, objectives, and priorities; the Manager assigns all responsibilities and projects to the Policy Analyst and is available for consultation and guidance. Also, the Policy Analyst works closely with and supports the work of the IIC unit's Senior Policy Analyst, Senior Analyst, and Senior Program Officer.

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, and the Alberta Designation Requirements. Knowledge of federal legislation is also key, including Canada's Immigration and Refugee Protection Act and International Student Program.

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:

Long-term strategic direction and key priorities for the Policy Analyst's Unit are determined by the Executive Team and other senior department and government officials, with relevant legislation, regulations, policies and frameworks providing the broad parameters within which to operate. As a member of the Unit, the Policy Analyst is responsible for supporting the Manager in achieving relevant outcomes and helping define strategic direction. The work carried out by this position is complex and affected significantly by political decisions and priorities established in government's strategic plans and the department business plan.

The adult learning system is evolving and dynamic, with departmental policies directly impacting a broad and diverse population. Department programs are subject to strong societal and economic influences, with strategic decisions affecting economic recovery, the supply of a trained workforce and the availability of resources for key social and economic programs and recovery.

The Policy Analyst is relied upon to help identify the impact of policies and proposals on the department and adult learning system, as well as provide the Manager, Director, Executive Director, Assistant Deputy Minister, and senior department representatives with strategic information having the potential to directly affect government policy and service delivery. The actions taken and recommendations made by this position have potential for considerable influence on critical decisions for adult learning policy and program directions. Ultimately, these decisions have potential for significant impact on departmental representatives, stakeholders, and partners in terms of policies and the allocation of resources and financial commitments.

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.
- Senior Policy Analyst, Senior Analyst, and Senior Program Officer - for collaboration, guidance, and support.
- 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 and Northern Development, and Alberta Trade, Immigration, and Multiculturalism, Executive Council- Intergovernmental Relations - 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)			

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	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
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 	-maintains focus on larger government and departmental objectives and integrates those into all policy products
Creative Problem Solving	<input type="radio"/>	<input checked="" 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 	-proposes innovative policy options and solutions to help address complex policy problems -seeks input from diverse perspectives -explores a variety of information sources to inform creative development of policy alternatives

Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>-works with colleagues from across the department to facilitate drafting of policy options and addressing of issues</p> <p>-communicates policy direction effectively to colleagues from within the department and to other departments</p> <p>-works with stakeholders as needed to gain critical intelligence and test policy options, where appropriate</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <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 	<p>- adjusts to rapid and frequent changes in direction</p> <p>-completes high quality policy products in short time-frames based on changing expectations</p> <p>-adapts quickly to new priorities</p>

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.

Vacant

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature