

Update

Ministry

Energy

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

Current Class

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

EP, Retail, Distribution, and Coal Transition

☐ 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

2022-07-21

Responsibilities Added:

Updating the Job Description to this new form.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Retail and Distribution, this position provides a leading role in the development of expert advice and recommendations for public policy concerning Alberta's electricity industry. The Senior Policy Analyst has a thorough understanding of the policy, technical, economic, business and regulatory aspects of the electricity industry in Alberta and the way they interplay to provide for a functioning market.

Responsibilities includes detailed analysis of policy options and regulations that may have an impact on Alberta's electricity sector, as well as collaboration with other internal and external stakeholders, such as other GoA departments, municipal and federal government departments, distribution utilities, retailers, consumers, and independent agencies such as the Alberta Electric System Operator (AESO), the Market Surveillance Administrator (MSA), and the Alberta Utilities Commission (AUC) to understand issues, solicit feedback and develop solutions to address concerns and impacts to the electricity market.

The Senior Policy Analyst will contribute strong analytic skills to the branch and assist the department in achieving the Government of Alberta's objectives. This position requires a dedicated team player with strong leadership skills to consult, facilitate, coordinate and implement decisions that are integral to the success of the Government's vision for the electricity sector.

The Senior Policy Analyst is responsible for the following:

- In-depth research, analysis, and forecasting;
- represent department in the active participation and/or leadership of multi-stakeholder projects/committees;
- preparation of expert advice for the Department and other Ministries;
- policy review, development (drafting certain regulations, consulting on drafts, obtaining necessary approvals etc.), and implementation in consultation with management;
- project management;
- engagement, collaboration and consultation with internal and external stakeholders (with a focus on indigenous engagement); and
- Communication and briefing to Executive, senior Agency staff, and senior officials.

Responsibilities

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

1. Provides in-depth research and analysis, related to electricity policy (utility regulatory framework, distribution, and retail electricity market).

- Monitors and scans the environment, on an ongoing basis, to identify important policy developments in other jurisdictions. Researches relevant information, analysis, and assessment of compatibility or incompatibility and potential impacts with Alberta's retail electricity and natural gas policies.
- Evaluates literature and gathers accurate and relevant background information about problems or issues.
- Evaluates Alberta Utilities Commission (AUC) decisions and Alberta Electric System Operator (AESO) rules to determine alignment with electricity policy and identifies related impacts.
- Provides analysis and recommendations on issues such as industry initiatives that could impact Alberta's electricity sector.
- Adapts and uses appropriate a wide range of research methodologies, including forecasting, analyzing data and statistics, utilizing social or economic databases, or leading research projects.
- Liaises in departmental, intergovernmental and industry committees in which electricity policy must be a considered element.
- Critically assess reports and information received from external sources including in-depth studies done by various consultants.
- Manages and leads the development of policies, regulations and legislation to implement refinements that enhance Alberta's electricity market structure and framework.
- Represents the department by actively participating in multi-stakeholder committees and project teams.

2. Provides sound advice and recommendations on public policy related to electricity (utility regulatory framework, distribution, and retail electricity and natural gas markets).

- Completes assigned Action Requests in an accurate and timely manner.
- Prepares written reports, papers, and briefing materials, with recommendations for consideration by Executive Team and the Minister.

- Research and analysis to conduct assessment of policy options.
- Prepares, advises, and policy recommendations for new policies, policy changes and policy options.
- Facilitates and collaborates with the Legal team and Branch team in drafting: legislation, regulations and amendments. Key contribution to this work includes research, consideration of stakeholder input, drafting and review of legislative/regulatory approval package documents and briefings. (Development includes drafting certain regulations, consulting on drafts, obtaining necessary approvals, etc.)
- Develops and leads implementation planning including identification and evaluation of opportunities, barriers and risks to implementation of policy options.
- Lead the implementation of approved policies and programs.
- Evaluates results of existing policies.
- Monitors and scans the environment, on an ongoing basis, to identify and anticipate potential policy issues.
- Compare federal government legislation and policy changes, and those of other provinces and territories, in relation to existing Alberta policy and legislation.

3. Engages, collaborates, and consults with internal and external stakeholders (with a focus on indigenous engagement) in order to respond to emerging issues and provide policy clarity and support.

- Undertakes research and supports consultation activities to better understand an issue area and the views and concerns of electricity sector stakeholders.
- Coordinate meetings with stakeholders.
- Coordinates and contributes to the development of documents and presentations to share with electricity sector stakeholders.
- Coordinates and contributes to the development of information delivered to stakeholders including the electricity sector, the public, and other interested parties.
- Builds and maintains effective working relationships within the Branch, Government, and Agencies, and with other governments, stakeholders and organizations, to support development and delivery of electricity policies and initiatives.
- Main point of contact for various projects (e.g., engagement, regulation development or amendments).
- Leads and conducts analysis to assess policy options.
- Advises and prepares policy recommendations for new policies, policy changes and policy options.
- Liaise with internal legal to assess viability of proposed policy recommendations and changes.

4. Provides project management and coordination for policy development and implementation initiatives.

- Develops and coordinates project management for policy development and implementation initiatives, such as development of terms of reference, project planning, project budgeting, and stakeholder identification, project monitoring and reporting.
- Researches and supports consultation activities to better understand an issue area and the views and concerns of electricity sector stakeholders.
- Evaluates the development of project plans with goals, resource allocation timelines and outcome measures.
- Coordinates and accounts for completion of assigned projects.
- Prepares final reports, briefing materials, presentations to management and/or external stakeholders for information and/or decision.
- Builds and maintains effective working relationships within the Branch, Government, and Agencies, and with other governments, stakeholders and organizations, to support development and delivery of electricity policies and initiatives.

5. Provides leadership and/or coordination to projects and actively participates in committees and related initiatives.

- Represents the department by leading/actively participating in multi-stakeholder committees and project teams.
- Represents and contributes as a team member on broader Division and Alberta Energy and initiatives.
- Contributes to building and maintaining a positive work environment within the Branch and the Division.
- Participates in planning meetings for the development of the Branch business plans. Provides feedback and ideas to management in support of the Branch and Departmental business plan objectives and activities.
- Provides accurate information on issues or projects to stakeholders in a timely manner.
- Provides authoritative advice and input to and/or represents the Branch in departmental committees and

working groups.

- Recommends the appropriate course of action to the Executive for approval.

Problem Solving

Typical problems solved:

The Senior Policy Analyst provides the Branch with leadership, support, sound advice, interpretation, and implementation of electricity policy. The position must be able to quickly assess options and implications in new ways to strategize on the future of electricity and environmental policy development to help achieve Alberta's strategic priorities. The position leverages internal and external resources to quickly resolve complex problems and adapt to a constantly changing industry.

The Senior Policy Analyst must be able to work independently and as part of teams in responding to issues and resolving policy problems. The ability to be creative in finding new solutions and evaluating the impact of various alternatives on the efficiency of the electricity system, market participants, and Alberta's economy is important.

The Senior Policy Analyst must provide expert advice and work with other groups within the division in analyzing issues including resource adequacy, market implications of rule and policy changes, long term market predictability, and stability. In addition, the Senior Policy Analyst will manage the development of messaging from the Retail and Distribution section for the Communications Branch, Deputy Minister, and the Minister. The position requires solid communication and leadership skills to communicate the vision of Alberta's electricity system and manage consultation with external stakeholder groups in a diplomatic fashion. Accordingly, the Senior Policy Analyst will be involved in consultation processes with stakeholders and Agencies.

The position must be able to assess options and implications in new ways to strategize on the future of electricity and environmental policy development to help achieve Alberta's strategic priorities. The position leverages internal and external resources to resolve complex problems and adapt to an evolving industry.

The scope of the activities includes:

- The duties of the Senior Policy Analyst are often diverse and deal with complex and politically sensitive issues and require creative solutions. There may be conflicting viewpoints of stakeholders.
- There are often unique situations that the department has not encountered, for example close collaboration with other jurisdictions (municipal/provincial/federal) and addressing any policy misalignment or possible impact.
- Using a solid understanding of policy development practices, this position performs detailed analysis and develops succinct recommendations keeping in mind the broad electricity system and recognizing the linkages and impacts of the short, medium and long-term.
- Demands excellent creativity, innovation, independent research; and ability to define issues, identify implications, and develop appropriate recommendations.
- Demonstrates a good knowledge base of government policies and initiatives, and has an understanding of the effect of current trends and priorities on these policies and initiatives, and an awareness of the implications of proposed directions on different stakeholders, including government, industry and consumers.
- Interacts with colleagues from other Branches, Divisions and Departments; as well as Agencies, utilities, retailers, consumer groups, and associations.
- Performs as a senior level strategic thinker as the issues are complex and impact the overall goals of the Minister and Department.
- Undertakes multiple projects and tasks concurrently on a diverse range of complex issues and topics.

This position is required to assess proposed projects or aspects of proposed policy and/or legislative changes to determine feasibility and potential impact on the retail electricity and natural gas sectors. For example:

- Analyzing the impacts of AUC hearing and court decisions;
- Analyzing the potential market implications of policy and rule changes;
- Identifying regulatory barriers and/or opportunities to achieving government's policy intent.

Impact of the work and recommendations can have considerable financial and reputation consequences to industry,

government, and the public.

Types of guidance available for problem solving:

The primary guidance would be from the manager and director and from past policy work, including analysis, engagement and reporting.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Manager for direction, guidance, and mentorship
Director and Executive Director for direction, guidance, mentorship, and seeking approval
Professional staff and managers in Government of Alberta departments to secure input and develop consensus on strategies and policy directions.
Agencies and Electricity Sector Stakeholders to secure input and generate ideas for strategy development.
Counterparts in other jurisdictions.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

Education

- Post-secondary degree in economics, business, environmental science, engineering, law, or other related field plus a minimum of four years of progressively responsible related experience in project management, policy development, information research and analysis; and facilitation/consultation.
- Experience and understanding of electricity system and markets is mandatory.
- Broad economic and business knowledge with specialization in electricity, specifically distribution utilities, electricity markets, preferably within Alberta is also an asset.

Policy and Legislation

- In depth knowledge of electricity and retail natural gas related Acts, Regulations, and agency rules such as the Electric Utilities Act, Alberta Utilities Commission Act, Gas Utilities Act, Utility Commodity Rebate Act, and Hydro and Electric Energy Act.
- Excellent awareness of municipal, provincial and federal policy, legislation and regulations.
- In depth knowledge of Alberta Energy's mandate.
- In depth knowledge of the electricity industry.
- In depth knowledge of the policy and legislative framework for Alberta's electricity system.
- In depth knowledge of the broad range of issues in other jurisdictions related to electricity market policies.
- In depth knowledge of Government and Agency roles, structure, policies, and procedures.

Research and Analysis

- In depth knowledge of policy development and evaluation techniques.
- Applied expertise in theory (for e.g., regulatory or economic) and ability to perform complex analysis and research.
- In depth knowledge of contract management policies and procedures.
- In depth experience with project management methodologies and tools. Project management certification is considered an asset.

- A high level of proficiency with the Microsoft Office Suite (Excel, Word, and PowerPoint), statistical and graphics software, and internet skills are required. Experience with databases would be considered an asset.

Skills and Abilities:

Skills

- Excellent conceptual, analytical and problem-solving skills with the ability to think critically.
- Capability of summarizing and synthesizing complex material
- Thinking strategically.
- Excellent communication and listening skills, particularly verbal communication and writing skills.

Abilities

- Ability to read and understand legislation.
- Ability to identify key issues and develop solutions.
- Creativity and ability to identify innovative approaches.
- Thinking strategically.
- Excellent communication and listening skills, particularly verbal communication and writing skills.
- Ability to write in plain language for a variety of audiences including the ability to articulate complex technical concepts in a non-technical manner.
- Ability to work independently or as part of a team, with a broad spectrum of stakeholders and with people at all organizational levels.
- Flexibility and ability to work in an environment with changing priorities and short timelines.
- Excellent information technology skills to work with multiple systems and software.
- Time management and organizational skills, and the ability to take on multiple projects and tasks.
- Ability to prioritize work and produce quality results often in short timelines.
- High level of self-management with strong results orientation.
- Willingness to learn on the job, attend conferences, training and workshops for continued skill development.

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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Anticipates outcomes and potential impacts across inter-related areas in the electricity system and factors this into engagement planning.
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"> • Engages perspective to 	Accesses resources, information and technology from other areas, and uses it to

		seek root causes <ul style="list-style-type: none"> • 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 	analyze issues, resolve problems, and improve performance.
Build Collaborative Environments	○ ○ ● ○ ○	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 	Engages others to think broadly about impacts of projects, brings differing perspectives together, and encourages debate. Works with others to identify and remove barriers to progress.
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes.
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Openly acknowledges personal responsibility for outcomes, even when not all elements of a situation are within direct control but could have been managed through influence.

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.

Employee Name	Date yyyy-mm-dd	Employee Signature
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Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
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Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
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ADM Name	Date yyyy-mm-dd	ADM Signature
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