

## Update

Ministry

Service Alberta and Red Tape Reduction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

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

Consumer, Registry and Strategic Services

☐ 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

2025-04-28

Responsibilities Added:

n/a

Responsibilities Removed:

n/a

## Job Purpose and Organizational Context

Why the job exists:

As a policy analyst in the Motor Vehicles and Registries Administration Branch, the incumbent is responsible for the development of policy and the coordination and/or support for implementation of specific change initiatives or Registry projects.

Working with the direction of both the Motor Vehicles and Registries Administration business units, the policy analyst provides strong project leadership in the development of high-quality deliverables for new and existing programs/policies. This involves leading project/business teams in the research, consultation, analysis, development and implementation of policy directives that are aligned with Service Alberta and Red Tape Reduction's business plan objectives with specific emphasis on the Motor Vehicles Program. Effective policy directives assist the department's service delivery agents to achieve the department's operational performance standards and expectations, ensuring a high level of customer service satisfaction and integrity of related business programs and associated system applications.

Overall, this position plays a key role in service excellence to Albertans while maintaining program integrity.

## Responsibilities

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

### 1. Policy Development and Coordination

- In support of business operations, the policy analyst uses project management methodology to coordinate the creation and maintenance of operation policies, procedures and practices resulting from legislation, technology and business operation changes in accordance with the department's business plan and business/program goals and objectives.
- The policy analyst employs creativity and originality to produce policy that must satisfy the differing needs of a variety of internal and external stakeholders. This is achieved through consultation with various levels of stakeholders, researching and analyzing collected information, converting complex material to plain language, and organizing, presenting and maintaining the final material.
- The incumbent may work closely with management to enable or advance policy decisions through briefings, discussion papers, business case and cabinet reports.

### 2. Cross-Registry Special Projects

- Using project management methodology, the policy analyst directs and coordinates multiple projects designed to improve service delivery.
- Coordinates and/or performs research, analysis and stakeholder consultations, documents the findings, motivates other members of a project, and develops communication, implementation and distribution plans, while managing the scope of the project.
- The incumbent regularly makes decisions and recommendations regarding research methods, project structure, consultation strategies, the selection of developmental tools, and the timing and approach necessary to carry out a task while employing service excellence.

### 3. Achieve Service Excellence

- Develop policy that meets or exceeds the changing needs of the department's business areas and service delivery partners.
- Make sound decisions with respect to policy direction by monitoring trends and demonstrating political awareness.

Other job-related duties as assigned.

## Problem Solving

Typical problems solved:

The policy analyst:

- Creates effective policy that provide internal staff, registry agents, other provincial and federal agencies, stakeholder groups and Albertans with information and knowledge needed for successful decisions and service delivery.

-Uses Registries' related legislation, FOIP, departmental policies, procedures, standards and program guidelines and departmental and divisional business and operation plans when developing policy. These policies create the necessary framework and guidelines followed by Service Alberta and Red Tape Reduction and their agents.

-Regularly make decisions and recommendations regarding research methods, project structure, consultation strategies, the selection of developmental tools and the timing and approach necessary to carry out a task.

-Makes day to day policy development decisions that lead to a deliverable that requires approval by the project sponsor, steering committee, business area and/or other ministries.

-Ensures deliverables are met in terms of completeness, integrity and accuracy of all analysis, reports, projects and tasks because the outcomes may have a significant impact on the division's decision making.

-Ensures policy is effective, responsive to emerging issues, and clearly communicates the department's position.

Types of guidance available for problem solving:

Guidance provided by leadership, such as Assistant Director and Director of Motor Vehicles.

Direct or indirect impacts of decisions:

Decisions can affect but not limited to the integrity of the Motor Vehicles System, compliance with legislation, Albertans, internal and external stakeholders, and other ministries.

## Key Relationships

Major stakeholders and purpose of interactions:

The policy analyst has regular and specific dialogue with internal and external stakeholders.

### Internal

-Motor Vehicles, Registries Administration, Corporate Registry, Vital Statistics, Personal Property Registry, Special Investigations Unit, Motor Vehicles Application Support Unit, Training and Accreditation, OCCIO's Office, Compliance and Audit, Finance, Legal Services, Office of the Information and Privacy Commissioner, Justice, Transportation and Economic Corridors.

### External

-Association of Alberta Registry Agents, Alberta Motor Association, Canadian Council of Motor Transport Administrators (CCMTA), American Association of Motor Vehicle Administrators (AAMVA), Alberta Motor Transport Association, Motor Dealer's Association of Alberta, Law Enforcement Industry etc.

Working with these contacts, the policy analyst provides strong project leadership in the development of high quality deliverables for new and existing programs that are aligned with Service Alberta and Red Tape Reduction's business plan objectives. Effective policy directives assist the department's service delivery agents to achieve the department's operational performance standards and expectations, ensuring a high level of customer service satisfaction and integrity of the registration process. In support of business operations, the policy analyst works in tandem with these contacts to coordinate the creation and maintenance of operational policies, procedures, and practices resulting from legislation, technology and business operation changes in accordance with the department's business plan.

The policy analyst employs creativity and originality to produce policy that must satisfy the differing needs of a variety of internal and external stakeholders. This is achieved through consultation with these contacts, researching and analyzing collected information, converting complex material to easily understand plain language, and organizing and presenting final material.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If other, specify:

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

## 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		
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

## 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.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Name	Date yyyy-mm-dd	Employee Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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DM Name	Date yyyy-mm-dd	DM Signature