

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Analyst

Requested 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

SSII Division, Alberta Chief Firearms Office

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Alberta Chief Firearms Office (ACFO) was established in September 2021 and administers the federal Canadian Firearms Program (CFP) to Albertans, which is regulated by the federal *Firearms Act* and Part III of the *Criminal Code*.

Alberta transitioned from a federal to a provincial opt-in office with the goal of meeting the needs of Alberta stakeholders and law-abiding firearms owners. Through the unit's work, the ACFO is addressing the concerns of stakeholders in Alberta by creating policies and strategies to provide autonomy and support for law-abiding firearms owners. The strategy is inclusive of promoting an Alberta-centric system respecting and advocating for the values of law abiding firearms owners in the province, and promoting firearms safety with law enforcement agencies to keep Albertans safe while administering the CFP in Alberta.

There are approximately 340,000 firearms license holders across Alberta, 127 approved shooting ranges and over 680 industry businesses and holds the third largest CFO caseload in Canada, preceded only by Ontario and Quebec. On average, an additional 30,000 Albertans complete mandatory firearms safety course training annually, as a first step to obtaining their firearms licence. Last year that number jumped to 38,000 indicating a significant upward trend towards legal gun ownership in the province.

The official mandate letter from the Minister to the CFO directs the office among other things to:

- Work relentlessly for a principled firearms program in Canada. Advocate for evidenced-based policy changes to the federal Firearms Act to make sure legislation and regulations are focused on safety and reducing violent crime.
- Fight misinformation and propaganda aimed at casting a negative light on legitimate owners and users of firearms.
- Use educational initiatives to strengthen safety and security and increase understanding of all firearms issues in Alberta's communities.
- Work hard with key partners to advance public safety while respecting the rights of law-abiding Albertans.
- Foster collaborative relationships with all parts of the firearms community to ensure the Alberta Chief Firearms Office better reflects Albertans' priorities and more closely aligns with the province's law-abiding firearm culture.
- Stand up for the rights of Albertans and strengthening Alberta's firearms policy.

The Policy Analyst reports to the Manager, Research and Policy, and is an integral team member for the fulfillment of the accountabilities of the ACFO. This position supports the work of the ACFO through research, technical analysis, interpretation of policy, intergovernmental analysis, and supporting broader operational planning and change management efforts.

Responsibilities include updating policies and procedures with a focus on addressing the illegal use of firearms, rather than further inhibiting the legal firearms community. The position will also support the development of safety and security educational campaigns and in addition to the development of a comprehensive annual communications plan, and ACFO operational planning.

The Analyst conducts research, jurisdictional scans, and develops draft materials to support the achievement of policy outcomes. The Analyst provides project management expertise to coordinate, monitor and report progress against project implementation plans on projects of low complexity.

This position works collaboratively with internal ACFO partners, other GOA partners, and other stakeholders to plan, analyze, and support and sometimes coordinate implementation of substantial high level priority ACFO policies and projects. The position conducts critical analysis of relevant information to provide strategic advice and options on a number of major policy and engagement initiatives that support the Department's strategic directions with regards to firearms.

The results of this work supports the Manager, Director of Strategy and Policy, the Deputy Chief Firearms Officer, and Chief Firearms Officer. They also support the Assistant Deputy Minister as they make plans and decisions regarding firearms policy. Knowledge may also shared with other provincial government departments, other governments, service providers, the firearms community, and the public.

Responsibilities

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

Responsibilities

This position provides support to the ACFO in the development of forward-looking policy, system planning, program evaluation frameworks, and other deliverables to support the high-profile ACFO. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

Policy Analysis and Advice

- Lead and coordinate small project teams to identify research and develop 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.

- Support in the development and eventual implementation of an evaluation framework for the ACFO. This framework will feed into operational planning and other business planning documents and will inform the broader evolution of this program.
- Research and draft ACFO policies, identify strengths and weaknesses of the policies, conduct 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, including Gender Based Plus Analysis.
- Draft and sometimes 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, Deputy Chief Firearms Officer, Chief Firearms Officer, Assistant Deputy Minister, Minister, etc.).
- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
- Support internal, cross-ministry and cross-government committees, as required.
- Works to build policy capacity and provide policy advice in the department, including providing knowledge, such as Gender Based Analysis Plus advice.

Project Management

- Support policy development and stakeholder engagement activities, projects and events, including drafting project plans and meeting materials. For non-complex projects, design and lead these activities.
- Supports and collaborate on the development and implementation of communication strategy(s) and plan(s), key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.
- Work with internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.
- Provide coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with ACFO policy issues.
- Support and occasionally lead for non-complex projects, project planning and monitoring activities for research and policy development projects and engagement projects including: defining the scope of the initiatives to be undertaken, defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies, evaluating project results.
- Support external contractors, as required, including the preparation of requests for proposals and managing the process of evaluating and hiring contractors and monitoring them.

Engagement and Consultation (with Key Stakeholders, Clients, and the Public at large)

- Support and coordinate project teams to identify, research, and develop engagement plans and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; plan for the implementation of engagement; execute engagements.
- Build and maintain a network of positive relationships with key stakeholders to identify strategies and initiatives that influence and impact the ACFO.

- Support engagement 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.
- Participate on or support internal cross-ministry and cross-government committees. Provide information to support departmental, inter-departmental and inter-governmental committees and working groups to ensure the view of the branch and Ministry are represented and considered in discussions.
- Liaise and collaborate with subject matter experts and leaders 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.

Issues Management

- Provide concise and relevant information and analysis on various action requests
- Support, coordinate, and (for non-complex issues) lead the development of a resolution, response or recommendations for action by other areas or executives, to complex issues related to aspects or clients of the firearms community. Coordination includes collaborating with multiple stakeholders and having a strong understanding of related and impacted policies or standards.

Program evaluation and business planning

- Support the ACFO in designing an evaluation framework to enable the systematic method for collecting, analyzing, and using data to examine the effectiveness and efficiency of the ACFO and to contribute to continuous program improvement.
- Support ACFO business reporting and other broader Government of Alberta organizational improvement initiatives, including, but not limited to, Red Tape Reduction.

Problem Solving

Typical problems solved:

Problem Solving

This position requires effective coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to firearms policy in Alberta. Collaboration with stakeholders and integration of evidence into policy are key aspects of this position.

In addition to having a moderate understanding of the firearms governance framework, this position must also have knowledge and awareness of the complex interrelationships between the various jurisdictional players in the Canadian firearms regulatory landscape, and some of the policy nuances that accompany firearms policy development, including mental health and suicide prevention.

This position will deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying timeframes 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 adapt and adjust to shifting priorities and timelines and undertake exploratory analysis to support dealing with emergent issues in an effective and expeditious manner. The position will be required to support 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.

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 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, in some case, external stakeholders (e.g. external industry representatives, other provincial or federal jurisdictions, etc.).
- Be 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 assigned actions and deliverables, including non-complex projects.
- Apply program evaluation methodologies to a relatively new government program, including theories of change modeling, development of output and outcome measures, and evaluation methodologies (e.g. interviews, surveys, etc.).
- Develop deliverables and reports aligned to the needs of decision makers.

Types of guidance available for problem solving:

The Policy Analyst is guided by Government of Alberta, ministry and branch area policies and directives.

The position is supported by the DCFO and Assistant Deputy Minister's Office, with advice and direction given primarily by the DCFO.

Guidance is available for problem solving from a variety of sources. The analyst may consult with their peers, their Manager, or depending on the nature of the problem or project, the Analyst may consult with the Deputy CFO in addition to staff from other divisions.

Direct or indirect impacts of decisions:

Long-term direction for the Ministry is determined by senior Ministry officials and elected government officials, with relevant legislation, regulations and policies providing the broad framework for program and service delivery. The policy analyst supports complex projects that are affected significantly by political decisions and priorities established in government platforms, strategic plans, Ministry business plans and the government's fiscal plan.

The policy analyst plays an integral role in shaping the development and maintenance of the department's policies and legislation. This position is responsible for the timeliness and quality of advice and information provided to decision-makers in government when considering legislative, regulatory or policy changes.

Advice provided by the policy analyst will have a significant impact on the effectiveness and applicability of department programs and legislation, regulations and policy.

The policy analyst will support policy development on key government initiatives impacting the department, and their research and analysis will feed into strategic advice and information to the DCFO and project partners within Justice and other departments. Recommendations and information provided by the position have considerable influence on critical decision-making by senior leadership and elected officials. Ultimately, these decisions have potential for significant impact on Ministry representatives, stakeholders and partners in terms of policies and the allocation of resources. In turn, this has an impact on all Albertans who interact with the programs and services provided through the Ministry.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders

Manager and team - daily interaction with explicit direction provided by the Manager.

ADM, Minister and Deputy Minister - written briefing/provide advice/provide information, updates, respond to queries, recommendations/consultations/decision-making

DCFO - briefing/provide advice/provide information, updates, respond to queries, recommendations/ consultations/decision-making, direction and reporting, problem solving, project planning, receive coaching
Staff - Assign work, provide direction and guidance; interpret legislation, policies, standards, and protocols; resolve issues; enhance understanding of operational plans and Ministry and Government business plans; establish standards and ensure resources available to meet the operational needs; develop staff capacity.
Administrative support - direction and reporting, organizational management, scheduling
Branch staff - collaboration, business planning, FOIP, project planning, information sharing and advice
Other divisions - consultation, information sharing, collaboration, problem solving and advice
Intergovernmental Relations Office (IGR) - Contribution agreement issues relating to funding

External stakeholders

Federal and provincial counterparts - share information and provide input on various policy matters
Stakeholders and partners - seek feedback and information, and seek input on policy and legislative initiatives as needed.

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:

Arts, humanities, social sciences, law, public administration, public policy, business admin, or related field

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

Must be able to obtain and maintain Enhanced Security Clearance conducted by the RCMP.

- Experience in public policy analysis, project management, program evaluation.
- Experience in negotiation, consensus building and fostering strong, collaborative and sustainable relationships
- Experience in collaborating and coordinating projects with multiple partners in other branches, divisions and departments. Working with a variety of stakeholders, including Indigenous communities

Extensive knowledge of:

- Government structures and procedures
- Project management and coordination strategies
- Department/divisional objectives
- Government decision-making processes
- Policy development cycle

Comprehensive knowledge of:

- Research methodologies, data analysis, recommendation preparation
- Legislation/regulations of relevant programs
- Policies of relevant programs
- Ministry business plan
- Political environment within which the Ministry operates
- Current leadership methods and theories
- Government of Alberta human resources and financial management policies

Theoretical knowledge of:

- Public safety policies and issues within Canada, and general trends
- Interrelationships between the province and the federal government, the province and municipalities, and the province and program delivery partners (e.g., police services)

Ability to:

- Think strategically and critically, and develop solutions to complex problems
- Understand and articulate issues with broad social and political implications
- Analyze information and make recommendations based on findings
- Interpret and describe statistical data
- Provide facts and advice in an objective manner
- Understand how outputs impact the work of others
- Understand how analysis relates to the work of decision-makers across the broader government
- Understand the context of information being communicated at various levels across departments
- Work independently as well as in a team environment
- Use professional judgment and decision-making skills, including the ability to develop recommendations and present options in a manner that is appropriate for executive level and elected decision-makers.
- Provide clear direction in an environment that sometimes has a high degree of ambiguity.
- Excellent verbal and written skills
- High proficiency in Microsoft Office applications such as Word, Excel, and Outlook
- Capacity to learn new and proprietary software applications
- Well-developed time management and organizational skills

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 	<p>Considers the whole system when evaluating, researching, and conducting policy analysis, including using Gender Based Analysis Plus and helping others apply this.</p>

		identify areas for collaboration	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	Works in projects teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <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 	Regularly adapts to changing priorities, adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management.
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 	Uses research and analysis to find ways to improve systems. Employs subject matter experts from other areas to solve problems.

Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Support the development engagement plans and executes them to involve stakeholders. Supports discussions during engagements. Uses enthusiasm to motivate and guide project teams. Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.
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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.