

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005214
Position/Classification Title:	Senior Policy Analyst
Pay Grade:	EC 11
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	6/15/2022

## JOB INFORMATION

Job/Working Title:	Senior Policy Analyst
Department:	Health & Wellness
Division/Section:	Strategy, Performance and Partnerships
Reports To (Position Title):	Senior Strategist - 90001550
Exclusion Status:	Excluded

## OVERALL PURPOSE

Reporting to the Senior Strategist, the Senior Policy Analyst provides policy leadership and expertise to multiple branches on major policy and regulatory initiatives. This position is consistently called upon to lead from start to finish a variety of complex policy projects and develops legislative, regulatory, policy, and process initiatives that are strategically aligned with government priorities. The incumbent provides mentorship to analysts and leaders within assigned branches on effective policy development and has overall responsibility for policy requirements for a division or branch. This position also makes effective recommendations with a focus on strategic decision-making and impact of recommendations.

## KEY RESPONSIBILITIES

Conducts comprehensive research, analysis, measurement and evaluation of complex policy issues to provide strategic advice to senior leadership. This involves expert knowledge of research methods, coordination of multi-disciplinary teams to develop and/or review a wide range of deliverables, including reports, presentations, briefing notes, submissions, and other materials.
Develops, formulates, and administers departmental policy, including recommendations for policies, legislative and regulatory changes, consultations, and compliance. Conducts policy reviews on key departmental issues and involves multiple stakeholders from professional, multi-disciplinary, consumer or business environments.
Prepares the more complex and/or oversees submissions to Executive Council and Finance and Treasury Board (e.g. memorandums to Executive Council, Reports and recommendations to Executive Council, requests for Legislation), which may include subject matter related to labour relations. Consults with key stakeholder groups to ensure sound policy development and alignment of departmental priorities with government objectives and commitments. Develops and participates in briefings and presentations to support senior leadership, as required.
Initiates, plans, develops, and manages a wide range of policy projects/initiatives for the departments broader legislative, regulatory, and program frameworks.
Provides leadership within the division(s) in the developmental of long-term strategic plans to address critical issues and contributes to the planning of the department's legislative agenda. This responsibility is addressed by promoting broad dialogue among stakeholders to address key issues; undertaking environmental scanning to identify emerging trends; researching best practices; and, promoting involvement by staff at all levels of the division in identification of strategies to ensure departmental goals are realized. Leads the division's accountability requirements to assure good governance of the department. Promotes leadership by all components of the department, by instituting processes such as outcome reporting and performance tracking. Ensures that departmental and government priorities are addressed.
Provides policy advice and prepares, coordinates, and assures quality control for divisional briefing materials and Briefing Binders for the Minister, Deputy and Premier. Collaborates with management and staff to ensure comprehensive and timely responses to requests for input into Department and Government-wide initiatives.
May represent the department on provincial and national working groups and/or committees in support of the departmental goals and objectives.

May perform other related duties as assigned
In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	Senior level representatives from department and other departments. May have contact with federal departments and other provincial/territorial governments as required to pursue issues of mutual interest (i.e. joint policy development, cost-sharing agreements).
<b>Innovation:</b>	<p>Required to establish and promote a policy perspective within the department that encourages a proactive, anticipatory approach to emerging issues to develop policies that enhance the effectiveness of the Department and its ability to reach stated goals. This regularly requires more complex analytical thinking, problems solving and developing new approaches in the absence of any known best practices.</p> <p>A major challenge of the position is to develop an integrated approach to policy development, involving individuals and organizations (both internal and external) with disparate views on a broad range of complex issues; knows who the decision-makers are, who can influence them, and uses that knowledge effectively. Requires analytical, interpretive, evaluative, and creating thinking.</p> <p>A major challenge lies in demonstrating the creativity required to develop policies and prioritize initiatives in a context of fiscal restraint, competing interests and tight timelines.</p>
<b>Decision Making:</b>	Exercises broad autonomy in developing policy recommendations in situations that require adaptation or development of new solutions, for the consideration of senior management in the department. Advises on the range of individuals/organizations to be consulted in the development of new policies. Has freedom to implement work plans that deal with the department, government senior management and external stakeholders. Determines and evaluates methodology used to undertake assignments based on skills and program knowledge with consideration of the broader environment surrounding the issue.
<b>Impact of Results:</b>	The typical impacts of end results produced by the Senior Policy Analyst include meeting government objectives as outlined in government strategy documents or Ministerial Mandate letters; approval for branches to proceed with large scale health transformation projects; smooth approval pathways for all departmental decisions; and policy development, management, and decision-making impacts.

## People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>There is also an indirect reporting relationship to the Director of Policy and Legislation. The Senior Strategist provides HR support, advice, and strategic direction for the unit; however, Senior Policy Analysts may work directly with the Director when appropriate to advance initiatives. Further, Senior Policy Analysts will have indirect reporting relationships with senior leaders in their assigned branches as required.</p> <p>Job Titles and number of incumbents reporting to this job:</p> <p>May supervise entry level research or policy positions and/or may lead departmental or inter-departmental working groups along with any sub-groups that are deemed to be appropriate. Members of these group(s) will report to the incumbent on a functional basis.</p>	

## LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	N/A
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## WORKING CONDITIONS

## **Physical Effort**

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable position with frequent opportunity to move about and/or change positions.

## **Physical Environment**

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

## **Sensory Attention**

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

## **Psychological Pressures**

Work activities are performed in an environment with occasional exposure to one or more mental pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of mental stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

<b>Examples/ Additional Information:</b>	
	<p>A - Physical Effort</p> <p>Work activities involve alternating positions of light physical activities (sitting, standing, walking, bending, lifting light weight animate/inanimate objects, intermittent periods of keyboarding etc.), which cause little physical effort. Majority of time spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety of easy muscle movements.</p> <p>B - Physical Environment</p> <p>Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, e.g. negligible conditions at dust, dirt, noxious odours, noise etc. and/or a remote possibility of risk of accident or health hazards.</p> <p>C - Sensory Attention</p> <p>Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. e.g., advanced work processing or graphical layout, creation of spreadsheets, building new formula, data entry or attending to single or simultaneous tasks where accuracy to detail is important, repairing/tuning tools/equipment/instruments where the need for precision is moderate; and taking/transcribing minutes at meetings. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.</p> <p>D - Mental Pressures</p> <p>Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g. pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and or some disruption of personal life because of work, work schedules or need to travel</p>
<b>Data From Conversion:</b>	