

CLASSIFICATION JOB INFORMATION

| | |
|--------------------------------|-----------------------------|
| SAP Job ID: | 90001329 |
| Position/Classification Title: | Policy and Research Analyst |
| Pay Grade: | EC 10 |
| Add-On Eligibility: | False |
| Standardized: | No |
| Inactive | No |
| Date Last Evaluated: | 12/18/2023 |

JOB INFORMATION

| | |
|------------------------------|---|
| Job/Working Title: | Policy and Research Analyst |
| Department: | Service Nova Scotia |
| Division/Section: | Business and Consumer Services / Legislation and Policy |
| Reports To (Position Title): | Director Legislation and Policy - 90000466 |
| Exclusion Status: | Excluded |

OVERALL PURPOSE

The Policy and Research Analyst (PRA) is responsible for providing comprehensive policy formulation, implementation, and research services in support of Service Nova Scotia's (SNS's) legislative, regulatory, and program mandates. The PRA is also responsible for drafting, reviewing, and presenting Advice and submissions to Executive Council and its committees; advising senior leadership (Associate Deputy Minister, Chief Executive Officer, Minister) on relevant issues affecting consumers and businesses; and working with internal and external stakeholders to achieve government's regulatory modernization objectives.

KEY RESPONSIBILITIES

Formulates high quality policy alternatives by conducting thorough issue analysis, problem evaluation, jurisdictional scans, statistical and economic analysis (as appropriate). The PRA plans, leads, coordinates, or supports the implementation of policy, legislative, program, or regulatory changes in conjunction with internal and external stakeholders.

Supports informed decision-making by completing high quality legal, jurisdictional, historical economic or social research on assigned topics or in relation to citizen, media or MLA enquiries. This may require engagement with federal and provincial counterparts (e.g., the Consumer Measures Committee), business and community stakeholders, and interdepartmental resources.

Develops and maintains subject-matter expertise, as required, on current and emerging issues in Service Nova Scotia's primary regulatory areas, including consumer financial rights (lending, direct selling, collection agencies, consumer reporting) real estate, condominiums, mortgage brokers, petroleum product regulation, residential tenancies, and the funeral sector.

Contributes to the efficient administration of Service Nova Scotia's legislative agenda by drafting, reviewing, or advancing Advice or other submissions to Executive Council and its committees (i.e., Reports and Recommendations, Memoranda, and Requests for Legislation). Collaboration with Legal Counsel, the Registry of Regulations, Legislative Counsel, Communications, and departmental stakeholders is required to ensure the timely advancement of both legislative (e.g., R&Rs, RFLs) and routine submissions (e.g., Ministerial Appointments).

Supports SNS and government decision making by preparing and presenting policy and issues papers, briefing materials, memoranda, policy advice and recommendations to Executive Council, Cabinet committees (e.g., Treasury and Policy Board), and senior leaders (Executive Directors, Associate Deputy Minister, Chief Executive Officer, Minister). The PRA also advises on ministerial correspondence, and provides advice and analysis on petroleum or payday lending hearings before the Utility and Review Board.

Ensures policy development reflects SNS's and government's regulatory efficiency objectives by being familiar with regulatory policy requirements, performing program evaluation, identifying opportunities to improve policies and practices, and engaging with internal and interdepartmental resources (e.g., the Office of Regulatory and Service Effectiveness, the Department of Business).

| |
|---|
| 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

| | |
|----------------------------|--|
| Contacts (Typical): | <p>In order to advance policy, research and regulatory initiatives, PRAS typical internal contacts include senior officials and colleagues in SNS's policy, program, inspection, and enforcement areas. The incumbent will also engage with central agency resources, including senior corporate strategists, and similar officials in other departments and agencies.</p> <p>External contacts typically include federal, provincial, or municipal officials, business or consumer sector stakeholders, and the self-governing boards and commissions for which Service Nova Scotia is responsible. In this capacity, the Analyst represents the interests of the Government of Nova Scotia to external bodies.</p> |
| Innovation: | The PRA is regularly called upon to conduct design new policies or legislation to provide innovative solutions to issues facing government. The incumbent must develop recommendations and advice by performing research, and by applying constructive and creative thinking to the issues identified. As an example, the incumbent may be required to adapt consumer protection programs from other jurisdictions to suit the unique geographical and fiscal realities of Nova Scotia. |
| Decision Making: | The PRA is typically assigned policy projects by the Director of Legislation and Policy. The PRA determines the methodology used to undertake these assignments based on professional knowledge and in consideration of the broader policy environment. The PRA may seek guidance and direction from senior policy analysts, the Director, or other resources in completing assignments. The final advice or recommendations are subject to review and approval by the Director or other senior leaders. The PRA must obtain the approval of the Director to make any expenditures or financial commitments. |
| Impact of Results: | Results achieved typically enhance the knowledge and decision-making of Service Nova Scotia or government, improve the effectiveness or administration of provincial law, or enhances services provided to consumer or business clients. |

People Management:

| | # Direct Resources Managed | # Indirect Resources Managed |
|--|---|------------------------------|
| Additional Information (if required): | <p>This Job Reports to: Director of Legislation and Policy. On a situational basis, the PRA may have a functional reporting relationship to senior policy analysts who are appointed as Deputy Registrars under SNS's consumer protection statutes.</p> <p>Job Titles and number of incumbents reporting to this job: (if applicable) The position has no permanent direct reports. The PRA may supervise the work of a Research and Statistical Officer II, or clerical, administrative, or temporary staff on an as-needed basis.</p> | |

LICENSES/CERTIFICATIONS

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 office setting, with some site visits as required, and 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 psychological 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 psychological 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.

| Examples/ Additional Information: | |
|-----------------------------------|---|
| | <p>A Physical Environment The position is located in a comfortable office environment. Occasional automobile or air travel may be required.</p> <p>B Physical Effort Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about; on rare occasions the incumbent may need to move or lift small office equipment, file boxes, or light objects.</p> <p>C Sensory Attention There is a regular need to read and analyze information, concentrate, and interpret a variety of sensory inputs. The incumbent must view a computer screen throughout the day while creating documents, researching information, and responding to emails. Listening in person and on the telephone is also required.</p> <p>D Mental Pressures There is a regular need to balance multiple priorities, meet frequent deadlines, and produce high quality and accurate results.</p> |
| Data From Conversion: | |