

Job Class Profile: Senior Policy, Planning & Research Analyst**Pay Level: CG-40 Point Band: 916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	1	4	7	6	5	1	2	
Points	327	83	6	19	210	130	103	21	21	920

JOB SUMMARY

The Senior Policy, Planning & Research Analyst is responsible for advanced professional, analytical, and administrative work in the research, development and evaluation of policies and programs for an assigned program area.

Key and Periodic Activities

- Develops policy in consultation with senior government officials.
- Leads research on program area and its impact provincially, nationally and internationally.
- Analyzes complex issues and trends related to proposed program area changes and their impacts on the department.
- Represents the Department on provincial and federal working groups.
- Liaises with industry professionals to determine priority issues affecting program area.
- Presents provincial policy positions to senior officials of the provincial, federal and international governments as required.
- Researches, develops, and supervises the development of program area databases and statistical indicators.
- Performs internal and external policy planning and research related functions such as survey development, data coding, maintenance, etc.
- Prepares reports; briefing notes; statistical analysis; Cabinet and Treasury Board submissions; Ministerial briefings; and policy statements.
- Develops, designs, writes, reviews and disseminates public education materials ensuring accuracy, appropriateness, and readability.
- Develops a complete evaluation framework for all programs/services as per departmental evaluation plan.
- Works with the Transparency and Accountability Office to develop the department's annual reports and strategic plans.
- Reviews government's policies and assists in the alignment of departmental programs and policies with strategic government direction.
- Provides responses to inquiries from departments, regional committees, and the general public.
- Interprets and provides feedback on internal and external reports and documents.
- Acts as a working group member on a variety of committees.
- Prepares materials for internal communication initiatives such as articles for internal

Key and Periodic Activities

newsletters or departmental intranet site.

SKILL**Knowledge****General and Specific Knowledge:**

- Specific knowledge of conducting research projects and statistical applications.
- Departmental programs and initiatives.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business, Statistics, Social Sciences or related field

Years of Experience:

- Minimum: 4 - 5 years

Competencies:

- Proof-reads, edits and formats a variety of documents
- Writes detailed letters, policies, or other correspondence
- Strong research and analytical skills
- Strong writing skills to generate reports and correspondence
- Ability to coordinate a number of simultaneous research projects
- Provides advice and direction to others on how to solve a problem or address an issue
- Conducts analysis and assessment
- Uses various computer software programs such as spreadsheets, word processors, databases, and statistical packages

Interpersonal Skills

- A range of interpersonal skills are used including listening; asking questions; gathering information/data to complete tasks by holding discussions with professional agencies and other jurisdictions; providing information and direction; gaining the cooperation of others; consulting with senior management regarding policy development and presents provincial policy positions to senior officials and preparing and delivering formal presentations.
- Communication occurs with employees in the immediate work area, department/group including supervisors, managers, and Executive.
- Most significant contacts are Executive, senior management, and co-workers.

EFFORT**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- There may be an occasional requirement to lift/move objects, such as files and records up to 10 lbs.
- Work involves constant sitting to perform a variety of computer work but also provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to perform fine finger/precision work while entering and manipulating data

in electronic documents and statistical applications using a mouse and key board.
Concentration
<ul style="list-style-type: none"> — Visual concentration is constant while performing statistical research (i.e. data entry, proofing data, creation of formulas, formatting, analyzing, etc). — Auditory concentration includes clarifying information requests and providing accurate verbal information in response to client requests. — Repetition requiring alertness is required to enter data accurately. — Regularly impacted by interruptions and multiple time pressures/deadlines with a lack of control over work pace. Reporting deadlines can occur regularly and immediate requests for data happens occasionally. — Exact results and precision are required when performing statistical calculations, preparing research, and providing written and verbal reports.
Complexity
<ul style="list-style-type: none"> — Work typically involves tasks that are quite different but require the application of similar knowledge and skills. — Problems tend to have limited opportunity for standardized solutions and regularly have strategic or policy significance. — The most typical challenges or problems are predictive modeling parameters, time constraints on deliverables, and interjurisdictional cooperation. — Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are somewhat prescribed and controlled. — Decisions can be made when delegating certain tasks to support positions in the Division, development of research projects, and policy development. — Requires supervisor's approval for travel, purchases, distribution of information, final policy changes. — Work tasks involving the presentation of information at meetings or the releasing of confidential information are completed using discretion and independent judgment.
Impact
<ul style="list-style-type: none"> — Impacts generally affect immediate work area, department, outside the organization, and on clients and the general public. — Work activities impact finances, information, processes, systems, and corporate image. — Inaccurate reporting could result in the release of inaccurate public information, financial liability for department or province, or inadequate policies or procedures. — In the event of a mistake or error, the consequence is directly felt on information resources. — Consequences of mistakes or errors may not be readily identifiable and may require effort to resolve. — Co-workers, policies, procedures and guidelines exist to assist and address issues and

challenges.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be required to provide advice and/or common guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- Limited to no likelihood of minor cuts, bruises, abrasions or minor illnesses.
- May be occasionally exposed to unusual/distracting noise, glare from computer monitors.
- Occasionally required to travel.