

Position: **Benchmark Job #014**

Ministry: Health

Working Title: **Policy Analyst**

Branch: Policy Branch

Level: Range 24

Location: Victoria

NOC Code: 4165

## PRIMARY FUNCTION

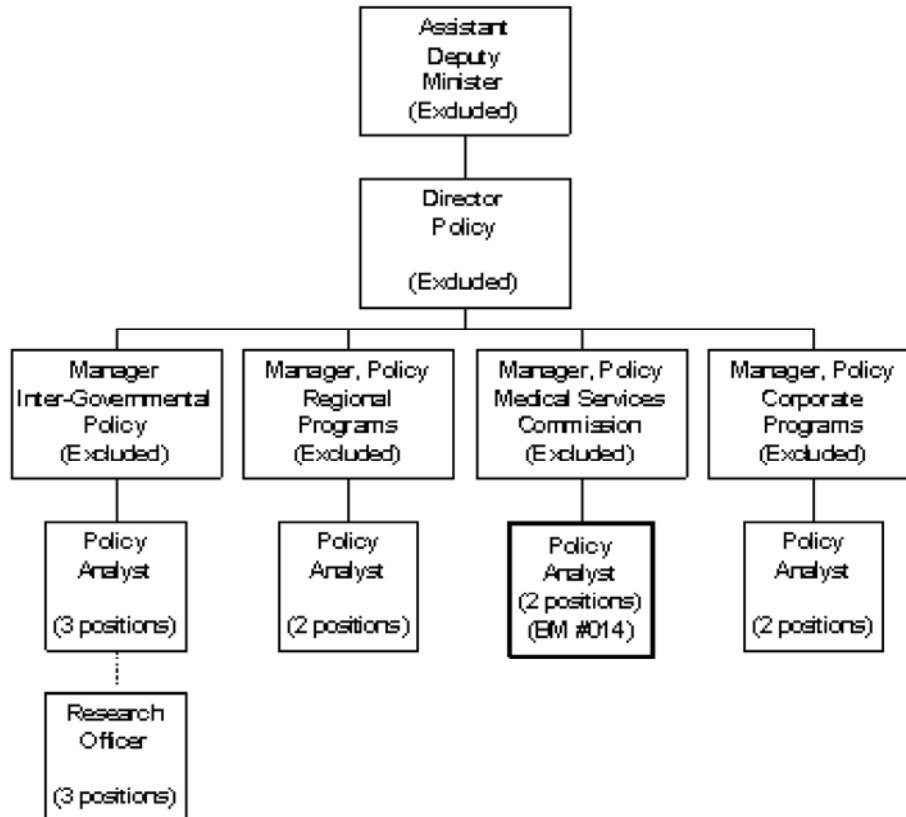
To coordinate and lead the research, analysis, development and implementation of strategic policies and legislation for the Medical Services program.

## JOB DUTIES AND TASKS

1. Coordinates and develops new or modified program policies by reviewing relevant policies to ensure consistency with legislation and ministry objectives
  - a. reviews strategic policies and establishes guidelines to ensure consistent policy development
  - b. develops recommendations for statutory and regulatory amendments to statutes administered by the Ministry
  - c. initiates projects to develop recommendations for new health legislation when required
  - d. provides direction to several project staff
2. Researches and analyzes program issues and develops program policies on a variety of health issues
  - a. researches subject areas relevant to program issues and policies, using various research methodologies, statistical methods/analysis and health care systems concepts
  - b. consults with other ministries, provinces and senior management to obtain, discuss and/or exchange information on health issues or policies
  - c. evaluates a variety of existing or new programs, policies and legislation
  - d. provides advice and cost/benefit data to senior management and program staff on key matters relating to policy considerations
3. Participates in strategic planning and program evaluation initiatives
  - a. identifies program evaluation tools (e.g. surveys, interview guides) for use by Program Managers
  - b. recommends evaluation plans, strategies and performance indicators for programs
  - c. provides evaluation advice on research methods, sampling techniques, questionnaire design, data analysis and other evaluation processes
  - d. provides advice to program staff on how to improve the design and/or analysis of projects
4. Prepares and/or coordinates the preparation of briefing materials or letters on current issues for the Minister, Deputy Minister, senior ministry staff and Cabinet
  - a. researches issues and prepares briefing materials
  - b. reviews and edits materials prepared by divisional staff
  - c. presents recommendations to Deputy Minister and/or Minister
  - d. prepares responses that are consistent with ministry and government policy

5. Performs other related duties

- a. coordinates arrangements and briefings for visiting VIP delegations
- b. gives public speeches on controversial Ministry policy to various groups
- c. chairs and/or participates on various Ministry committees
- d. prepares detailed reports, including charts, graphs and spreadsheets using a computer and by accessing relevant databases



| FACTOR | REASON FOR CLASSIFICATION   | DEGREE | POINTS |
|--------|---|--------|--------|
| 1      | <p><b>JOB KNOWLEDGE</b></p> <p>Understand the theory of health management and policy development (i.e. research methodology, statistical methods/analysis and health care systems concepts) to plan and conduct research, analyze and review health issues and develop policies and solutions; and work with program managers on planning and program evaluation.</p> | H      | 280    |
| 2      | <p><b>MENTAL DEMANDS</b></p> <p>Judgement to conduct and lead research to develop significant strategic health policy recommendations, examine health policy alternatives; present recommendations to Minister and/or Deputy Minister; develop indicators and regulatory amendments; and recommend evaluation plans, strategies and performance indicators.</p>       | H      | 250    |
| 3      | <p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b></p> <p>Persuasion required to use basic negotiation skills to represent the ministry position on controversial health policy to the public.</p>   | D      | 45     |
| 4      | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Some coordination and dexterity required to input information to prepare charts, graphs, and spreadsheets using computer software with minimal requirement for speed.</p>  | B      | 10     |
| 5      | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general ministry policies and guidelines, plan and organize policy development projects on a variety of health care issues; review existing policies; and recommend statutory and regulatory amendments to legislation.</p>  | F      | 160    |
| 6      | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Moderate financial responsibility to provide cost/benefit data requiring application of program knowledge to determine financial impacts.</p>   | D      | 22.5   |

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|---------------|---|---------------|---------------|
| 7             | <b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br>Considerable responsibility to control processes which ensure the quality of information against research and statistical standards. | E             | 33            |
| 8             | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to provide technical direction and assign, monitor and review tasks for one to two workers on a project basis (1 FTE).            | CC            | 13            |
| 9             | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Moderate care and attention to develop policies that guide the provision of health services to the public.                           | C             | 15            |
| 10            | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused requirement to frequently read and write reports and prepare charts, graphs and spreadsheets on computer screen.                            | C             | 12            |
| 11            | <b>PHYSICAL EFFORT</b><br>Moderate physical effort to frequently focus visual attention on computer screens while developing graphs and spreadsheets.   | C             | 12            |
| 12            | <b>SURROUNDINGS</b><br>Exposure to office setting with minimal disagreeable elements.   | A             | 2             |
| 13            | <b>HAZARDS</b><br>Limited exposure to hazards from frequent keyboarding to operate computer.  | B             | 4             |

Total Points: 858.5

Level: Range 24