

Position: **Benchmark Job #315**

Ministry: Education, Skills and Training

Working Title: **Manager, Policy Analysis**

Branch: Policy, Program Evaluation and Research

Level: Range 33

Location: Victoria

NOC Code: 4166

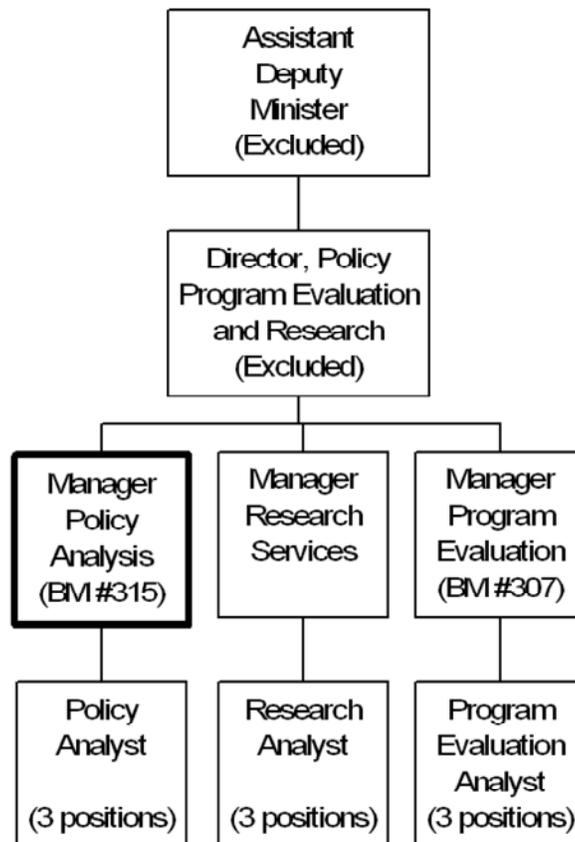
PRIMARY FUNCTION

To manage ministry policy analysis, integration, development and implementation work on issues and environmental conditions which impact the post-secondary education system and to manage ministry impact studies of policy options.

JOB DUTIES AND TASKS

1. Manages the development and implementation of ministry strategic/corporate policy
 - a. leads the development of ministry policy options and positions reflecting consensus of the ministry executive for input into inter-ministry and national initiatives
 - b. chairs and/or participates in inter-ministry and inter-governmental committees as the ministry representative
 - c. provides advice to committees and ministry executive on policy development, issues impacting mandate/policies, and recommends appropriate solutions and alternatives
 - d. leads ministry policy and program initiatives to address existing and emerging issues (local, provincial, national and international)
 - e. ensures staff consider labour market, economic, demographic and social trends and government priorities when conducting policy analyses and development
 - f. supervises and conducts analyses to produce corporate policy options and alternatives and determines which best meet the ministry's goals and objectives
 - g. develops solutions for policy issues considering program needs and organizational dynamics
 - h. plans and develops corporate recommendations in the form of position papers, briefing notes, submissions, legislative proposals, presentations to executive, Minister, Treasury Board and Cabinet
 - i. leads the corporate analysis of new legislation, Cabinet documents and program proposals discussed at Cabinet, Treasury Board and/or Deputy Ministers' committees to assess the impact of initiatives on the ministry
 - j. manages the provision of policy support and expertise to program divisions involved in program policy development
 - k. leads and participates in corporate or ministry policy development with staff from program areas and line divisions (e.g. Post-Secondary Education, Skills Development, etc.)
2. Manages ministry impact studies of policy options on the ministry's mandate
 - a. leads and undertakes studies of the post secondary education environment considering information related to the labour market, social, demographic, economic and environmental information
 - b. determines impact of trends on post secondary programming and skills development, including nature of work, labour markets, economy, etc.

- c. organizes analytical support, and provides advice to identify the implication of post secondary education training and policy development/integration
 - d. determines the various sources of data and provides data analysis to guide ministry policy development
 - e. ensures ministry policy and programs remain responsive to a broad range of evolving labour market, social and economic needs
 - f. organizes and/or researches policy developments and innovations in other jurisdictions
 - g. manages policy development to ensure submissions from the ministry are supported by recommendations, options and alternatives
 - h. ensures policy recommendations meet the ministry's and government's priorities, goals, objectives and mandate
 - i. develops, controls and implements ministry policy processes to ensure elected officials and ministry executive receive quality information
3. Performs other related duties
- a. develops RFPs, selects consultants, negotiates research contracts and certifies performance
 - b. supervises staff, appraises work performance and takes disciplinary action as required



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand all related issues of a major program to manage the development and implementation of strategic and corporate policy for the post-secondary education system; recommend best solutions to minister and ministry executive; manage ministry impact studies of policy options and ensure initiatives address existing and emerging issues.</p>	J	330
2	<p>MENTAL DEMANDS</p> <p>Judgement to plan, organize and evaluate the development and implementation of ministry post-secondary education policy, conduct long term policy initiatives; recommend and develop strategic policy and corporate solutions and alternatives.</p>	I	300
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Some coordination and dexterity required to update data on policy initiatives by computer with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by ministry goals and objectives, plan and develop major ministry policy for post-secondary education system; provide expert advice to committees and ministry executive and recommend appropriate solutions and alternatives for policy issues.</p>	H	220
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Considerable financial responsibility to develop language for and negotiate research contracts involving analyses of labour market, social and economic needs and trends.</p>	F	43

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Major responsibility to manage ministry policy processes to ensure elected officials and ministry executive receive quality information.</p>	F	43
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise assigned staff, appraise employee performance and take disciplinary action (3 FTEs).</p>	DE	20
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Significant care and attention to manage the development of ministry strategic and corporate policy processes which impact the quality of education programs for the province.</p>	D	25
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused requirement to frequently coordinate multiple policy reviews with project teams, staff and committees.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus visual on computer screen and printed material while reading and preparing policy documents and reports.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to occasional unpleasant dealing with staff and others upset about policy changes.</p>	A	2
13	<p>HAZARDS</p> <p>Limited exposure to hazards from frequent keyboarding.</p>	B	4

Total Points: 1066

Level: Range 33