

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Education Supports Sector provides policy direction, approves funding, provides school accreditation services, administers programs and builds system capacity that promotes an inclusive education system for children and students. The System Support and Policy Branch provides leadership in policy development and interpretation regarding the provision of a continuum of supports and services that can be accessed by

students in a manner consistent with the principles of inclusive education. The Branch provides strategic advice in the development of materials for leadership and supports the development of engagement materials for initiatives across the Education Supports Sector.

This position will enable the sector to use data to create and manage program evaluation processes in order to report on the effectiveness, efficiency and relevance of these programs, services and initiatives to senior executives, government and the public. The position supports the development of policies and legislation related to support safe and inclusive learning environments. This position provides leadership for the various evaluation activities and projects related to the government programs and initiatives created and overseen by the Education Supports Sector. This position designs, develops, implements and evaluates the programs, services and initiatives collaboratively with staff within the sector, across the division, within the department, with other government departments, and stakeholders. The position provides comprehensive and investigative research, and quantitative and qualitative analysis services in order to assess the impact and value to stakeholders and government of Education Supports Sector programs and initiatives.

This position reports to a manager in the System Support and Policy branch but provides technical expertise and evaluation services to all branches in the sector. The position works in collaboration with other divisions and research organizations and determines other relevant data sources to create, manage and share reliable statistical information and supporting documentation to internal and external stakeholders to influence educational policy, programming and funding decisions.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Providing advice, guidance and direction to sector program areas regarding the program evaluation of proposed and existing programs, services and initiatives including:
 - leading and facilitating discussions with the program areas, department staff, ministry partners and affected stakeholders to develop the evaluation scope and governance and evaluation plan;
 - offering expertise regarding project planning, stakeholder/partner engagement, logistical challenges, data sources, methodology, data collection instrument(s), timelines and the selection of appropriate approaches to data analysis, interpretation and reporting;
 - providing advice and guidance regarding presentation of results to ensure ability to act upon the findings; and
 - leading the assessment of the program evaluation results to determine if the data and analysis were satisfactory.
2. Data and information collection, analysis and consultation services to support current and potential programs, services and initiatives lead through the Education Supports Sector including:
 - consulting with branch and sector staff to determine evaluation and assessment criteria associated with program/service/initiative delivery;
 - coordinating with other business units, government departments, ministry partners, and when appropriate stakeholders, to obtain data to use; and
 - planning and coordinating associated measurement and evaluation processes, including refining measurement tools, determining data requirements and analytical methods, coordination data collection activities, performing quantitative and qualitative data analysis, interpreting results, developing reports, presenting and dissemination findings and evidence based recommendations to senior executives, other government departments and stakeholders.
3. Preparing research products to ensure program leaders have research results presented in an appropriate format to make informed decisions including:
 - developing and maintaining relationships with leading edge social program and education research institutes, linking with counterparts in other jurisdictions and academic research programs;
 - developing and maintaining a network of colleagues both internal and external to the provincial government (e.g., Statistics Canada);
 - identifying any further research to enhance or validate the results;

- preparing data, evaluation findings, environmental scans, literature reviews for ministerial briefings and for presentation to internal and external staff and stakeholders; and
- presenting findings to various sector, division, government and stakeholder groups.

4. The branch teams are supported in achieving department mandate and goals.

- Develops briefings and other documents in response to requests, as well as conducts environmental scans, reviews research and provides analysis, speaking and briefing notes, reports, business cases, correspondence, presentations, and other communications materials as required.
- The analyst participates in sector, division, ministry, cross-ministry and stakeholder committees and working groups to represent sector and branch perspectives and contribute relevant expertise, input and recommendations.

Problem Solving

Typical problems solved:

This position requires that the individual continues to provide quantitative research and data analysis services and support to the branches within the Sector. It is expected that the individual will take the initiative to work collaboratively with colleagues from across the Department (e.g., research, records, finance, etc.).

The issues related to children, students and families involved in the education system are diverse, complex and politically sensitive, requiring the position to maintain a broad view of the roles played by all government partners and external stakeholders as well as the ministry's and government's strategic priorities when providing analysis and recommendations. The position requires a great deal of independent work and leadership in identifying and resolving program evaluation issues, conducting program evaluation research projects and the exercise of judgment in analyzing, reviewing and providing summary and synthesis of information through reports, proposals, recommendations and business cases.

The work of the position involves the oversight and coordination of a diverse portfolio of evaluation and research projects from beginning to end, which includes the collaboration with internal (i.e., sector, division, ministry, other ministries and external stakeholders) and external project teams in determining project scope, goals and deliverables and recommendations that impact the direction, design and implementation of policies and programs developed and provided by the sector and division.

Types of guidance available for problem solving:

The Manager, Social, Emotional Learning is available to clarify goals, objectives, and priorities and provide consultation and guidance as required. Within these parameters, this position may determine approaches to responsibilities, including identifying and responding to emerging issues and identifying new results and initiatives to be undertaken. Discretion related to the specific strategies used to achieve results is fostered, supported, and expected.

Guidance and assistance related to past practice are available from the branch Manager, Social Emotional Learning project Team Leaders, and other team members. This position relies on knowledge, skills, and past experience to solve problems and provide advice.

Direct or indirect impacts of decisions:

Long-term direction and key priorities for the sector are determined by senior Ministry and government officials, with relevant legislation, regulations, policies, and frameworks providing broad parameters for operations. The Data and Program Evaluation Specialist works in a complex and challenging cross ministry environment. The ability to quickly adapt to changes in the direction of Government and Ministry decisions and priorities is critical to the success of the individual and projects/programs.

The Data and Program Evaluation Specialist represents, and thus affects the impression of, the Ministry through preparation of materials for and communication with representatives in other areas, divisions, ministries and potentially other provinces. Information prepared and shared by this position relates to Alberta's policies, regulations, legislation and funding in relation to the provincial education system, emphasizing the importance of including children and students with disabilities in all aspects of the provincial education system.

Key Relationships

Major stakeholders and purpose of interactions:

- Branch leads for programs, services and initiatives: To provide research, analysis and reports, review of policies and programs, provide recommendations and options, for conducting an evaluation of the impact of the initiative, project or program.
- Department business units: To provide and exchange information, including data, and collaboratively assess interrelated programs/initiatives.
- Other ministries, jurisdictions, national and international research organizations, and post-secondary institutions: To share and exchange information, research and findings.
- External stakeholders/partners: To share information, research, knowledge, and to coordinate/ collaborate on program/service evaluation projects and initiatives.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Major Social Science or other related field

Job-specific experience, technical competencies, certification and/or training:

Demonstrates competencies in research, data and policy analysis, program evaluation, and reporting. A key skill is translation and communication of data analytics to senior leadership.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Collects a breadth of data and a variety of perspectives to make a choice between potential solutions and evaluate how effective the solution will be. Uses judgement to develop pros and cons lists when evaluating alternatives considering the implications of proposed solutions.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values 	<p>This position works with all Sector branches as well as other divisions, ministries and stakeholders with the purpose of integration between and information gathering for projects, initiatives or operations. Considers emerging</p>

		<ul style="list-style-type: none"> Identifies unintended consequences 	trends when contributing ideas to the development of broader priorities, strategies and approaches to data analysis and program evaluation.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> Takes opportunities to improve work processes Anticipates and adjusts behaviour to change Remains optimistic, calm and composed in stressful situations Seeks advice and support to change appropriately Works creatively within guidelines 	Adapt to changing circumstances, priorities and dynamics; balancing and reconciling different, and at times competing, interests that can be politically sensitive.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> Identifies key stakeholder relationships Has contact with range of interested parties Actively incorporates needs of a broader group Influences others through communication techniques 	Builds relationships with Ministry colleagues and external stakeholders to engage in operational work and advancing the sector's, divisions, and ministry's priorities and initiatives.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> Plans based on past experience Holds self and others responsible for results Partners with groups to achieve outcomes Aims to exceed expectations 	Takes pro-active steps to plan, co-ordinate and ensure deliverables are of high quality, on-time and complete.