

New

Ministry

Jobs, Economy and Northern Development

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Economic Data Analyst

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

EPS, EIS/Data & Analytics

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to a manager within the Data and Analytics Unit, the Economic Data Analyst is responsible for analyzing and communicating trends on Alberta's economy to support evidence-based decision-making in policy development and to support the data needs of Alberta's business, investment and economic development community. To be effective, the Economic Data Analyst must employ critical thinking in answering questions using data and clearly communicate their analysis to stakeholders with different comprehension levels while maintaining data accuracy and integrity. Functioning as part of a highly collaborative team, this position will provide support to a variety of unit activities and information products using their knowledge of economic data as well as analysis and communication techniques. They will have an innovative mindset to contribute to the improvement of the Data Analytics Unit's ability to fulfill its mandate. Key deliverables include data information products (E.g., presentations, web applications), data analyses, briefings, and recommendations for senior department staff.

Responsibilities

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

Contribute to the development and dissemination of core and ad hoc products/applications that provide information about economic indicators, trends, and economic activity in Alberta.

Activities:

- Maintain content and data on the ministry's data applications, including the the Alberta Economic Dashboard,

Alberta Regional Dashboard and Site Selector Tool, Alberta Export Tool, and Major Projects website.

- Work with Technology and Innovation to make improvements to the ministry's current data applications and develop new applications to disseminate data.
- Respond to ad-hoc requests for information, data and statistics from internal and external stakeholders.
- Provide recommendations on how to incorporate new ways of collecting / creating / leveraging data to inform the branch's plans and operations and recommend options for implementation.
- Work collaboratively with other staff in the branch to identify and prepare information products for dissemination via multiple channels both internally and externally.
- Create and edit data-oriented economic content for the division's economic articles and publications.

Activities:

- Research, write, design and edit economic articles and presentations based on data analysis, for internal and external publication.
- Use knowledge of web markup and scripting languages to create dynamic, data-based content and data visualizations.
- Research the latest trends/best practices on data communication and dynamic data visualization techniques to integrate into the unit's work and provide recommendations to managers within the unit.
- Acquire, manage, and analyze economic data to support the department's mandates.

Activities:

- Research economic, industry, business and other data that supports the department's activities in order to identify new, useful datasets.
- Collaborate with staff across the department to identify where data can be used to help inform the department's policies, programs, and initiatives.
- Manage and update the ministry's datasets in accordance with the ministry's data management policies.
- Proactively analyze datasets to identify economic issues and opportunities to support policy development, the development and maintenance of the ministry's information products, and to be able to respond to ad-hoc data requests.
- Support the development and enhancement of the ministry's data management systems and processes. Support managers and senior managers in achieving the mandate and goals of the Branch and Division.

Activities:

- Provide input and recommendations relating to issues, opportunities and challenges associated with assigned projects, programs and functions (e.g., how to incorporate new ways of collecting / creating / leveraging data to inform the branch's plans and operations and recommend options for implementation).
- Develop briefings and other documents in response to requests from the Deputy Minister and Executive Team, as well as in response to news reports and release of major research studies.
- Collaborate with Division staff to ensure coordination and integration of activities and promotes collaboration

within the Division and with stakeholders.

- Remain current and informed as to Ministry issues, proactively recommending review and evaluation of policies and programs.
- Inform managers of emerging trends and issues that may have an impact on the provincial economy.
- Inform managers of activities in other divisions, ministries and levels of government that may affect the Division's policies and programs.

Problem Solving

Typical problems solved:

The Economic Data Analyst uses data from a variety of sources to provide answers to policy questions and to identify trends in the data that may impact the ministry's stakeholders. This position helps inform the ministry's internal and external stakeholders to ensure that they are able to make decisions based on data and evidence. Analysis must be communicated in a clear way for the target audience, without compromising the integrity of the data, to ensure that conclusions are supported by the data. The Data Analyst must maintain an awareness of the Alberta economy and economic datasets, in addition to keeping informed of trends in data management, communication and visualization, in order to ensure that the data information products delivered by the unit are aligned with the best practices of the data community at large. The analyst must have a solid understanding of the data needs of stakeholders, the questions they are trying to answer, and how data can be used to help answer that question, which is not always obvious and requires critical thinking, creativity, and close collaboration.

Types of guidance available for problem solving:

The Economic Data Analyst works within the parameters of an existing information and data ecosystem, but has influence on improving the ecosystem and input into determining the types of data products and analysis provided, subject to ensuring they conform to the mandates and priorities of the ministry. The Data Analyst position works closely with Manager in the Data and Analytics Unit, who provides general guidance and oversight of tasks and deliverables. This position collaborates with Unit staff to develop and maintain information products and to respond to data requests, contributing their skills and specializations while leveraging the skills and specialization of Unit colleagues to support a deliverable. Matters with potential for significant impact on business area operations or that require clarification or significant consultation with other business areas are referred to the Manager or Director for guidance or direct support.

Direct or indirect impacts of decisions:

The Economic Data Analyst is responsible for ensuring the accuracy, timeliness, clarity, and quality of data and data analysis provided to internal and external stakeholders. Data and analysis have the potential to directly inform policy decisions, and decisions made by investors, businesses and economic developers that have direct and indirect impacts on Alberta's economy. Moreover, the delivery of information to the public may have reputational consequences for the Government of Alberta, particularly if information is inaccurate.

Key Relationships

Major stakeholders and purpose of interactions:

The Economic Data Analyst interacts primarily with their manager in the Unit to determine direction, clarify expectations, and manage issues as they arise. Occasional interaction with the Unit Director takes place as needed for additional context and recommendations. Frequent interaction with members of the Unit and Branch is required to coordinate Unit activities and to collaborate on projects and assignments. Regular interaction with staff outside the Branch is required to determine what data or analysis is required. This position will work directly with Service Alberta staff and contractors on the development of the department's web applications.

This position will likely also interact with external stakeholders, such as Alberta small businesses or economic developers to respond to email or telephone inquiries.
 This position will collaborate with representatives of other departments, economic development agencies, and other jurisdictions to collect data and to maintain awareness of data trends that inform policy development.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Experience

- 3 years experience in a data and/or economic analysis.
- Degree in applied economics, statistics, analytics or equivalent would be an asset.
- Experience in written and visual communication of data and economic information for a variety of stakeholder groups.

Technical Competencies

- Knowledge and experience with the application of both qualitative and quantitative research methods and data analysis.
- Excellent writing and editing skills, with an ability to summarize technical research for a mass audience, without losing data or information integrity.
- Understanding of Alberta's economy, including economic structure and trends would be an asset.
- Knowledge of trends and opportunities in the presentation of data would be an asset.
- Knowledge of visualization libraries or software, such as d3 or equivalent, would be an asset.
- Knowledge of Python/Javascript/R would be an asset.

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"/>	Focuses on continuous improvement and increasing breadth of insight: <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 	The analysis and communication of data to a variety of stakeholders requires creativity in finding the best way to communicate difficult concepts to audiences without a background in the subject matter. A variety of approaches are needed for different audiences, relating not only to the content itself, but the channel and the tools use to communicate the content.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on 	Data analysis undertaken by the analyst will often require an understanding of (1) broad economic trends, and (2) the needs

		<p>implications of different options</p> <ul style="list-style-type: none"> • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>of varied stakeholders, which may not be directly evident. This often requires frequent contact with business areas outside of the department and Government of Alberta to ensure the correct data can meet the request.</p>
Agility	○ ● ○ ○ ○	<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 	<p>Decisions by a variety of government stakeholders such as communications, IT, and executive leadership will impact the information ecosystem used to deliver data to public stakeholders. The data analyst must be able to work within a changing information ecosystem to find the best way to deliver information to stakeholders with the available tools and channels, while maintaining the integrity of the information provided.</p>
Drive for Results	○ ● ○ ○ ○	<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 	<p>Employing their knowledge and experience in data provision and analysis, the analyst will be responsible for delivering high volumes of quality information, often in short time frames. The analyst will work with Unit staff to coordinate information provision to ensure efficient delivery.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

024PS20 Senior Economist, Office of Statistics and Information
023PS68 Research, Planning & Policy Analyst