

New

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Business Analyst

Requested Class

Job Focus

Operations/Program

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

Business Relationships and Implementation

☐ 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:

Background Information

The Business Relationships and Implementation branch (BRI) plays an integral role in Alberta's energy transition by cultivating relationships with business to promote investment in emerging energy technologies and facilitate the implementation of innovative energy solutions that support Alberta's economic growth and environmental sustainability.

The development and implementation of innovative energy solutions is a complex undertaking and is supported by many government departments (e.g. Jobs, Economy, and Trade) and agencies (e.g. Invest Alberta). BRI works in partnership with these organizations to establish the conditions needed to advance the development and commercialization of new technologies and innovative energy solutions.

Position Summary

Reporting to the Manager, Business Relationships and Implementation, the Senior Business Analyst is responsible for analyzing and organizing information about Alberta's energy community to support BRI's strategic engagement with various energy stakeholders, other governments (provincial, federal, etc.), and cross-departmental and agency partners. The Senior Business Analyst is also responsible for developing and maintaining BRI's data management systems (e.g. Microsoft Access, SharePoint, etc.) and communicating the information held within to our partners in

creative ways to maximize understanding and value (i.e. using Power BI or other tools).

Working collaboratively with subject matter experts across Alberta Energy and Minerals, the Senior Business Analyst will lead and participate in initiatives where BRI's relationships with energy stakeholders and business intelligence is leveraged.

To be effective, the Senior Business Analyst must employ a broad systems thinking and problem-solving perspective to answering questions and briefing leadership about Alberta's changing energy community. Functioning as part of a highly collaborative and small team, this position will provide support to a variety of activities and will assist in developing briefings, presentations, and other information products using their knowledge of data analysis and communication techniques.

Responsibilities

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

1. **Support the development of BRI's internal-facing data management systems.**
 - Maintain content and data in BRI's data systems and develop additional functionalities as required (Microsoft Access, SharePoint).
 - Provide recommendations on how to incorporate new ways of collecting, creating, and/or leveraging data to inform BRI's day to day operations.
 - Research and leverage the latest trends and best practices on data communication and dynamic data visualization techniques to integrate into BRI's work.
 - Work collaboratively with other staff in BRI to identify and prepare information products for dissemination through internal and external networks.
2. **Support the development of information products to support other teams in Energy and Minerals, other departments, and agency partners.**
 - Work with subject matter experts in the department to expand BRI's ability to effectively support other branches and teams across the department with business intelligence.
 - Research, write, and design information products and presentations based on business intelligence, for internal and external audiences.
 - Use knowledge of visualization techniques (Power BI, etc.) to create dynamic, data-based content and data visualizations to enhance BRI's information sharing potential.
 - Research economic, industry, and business data to support the development of information products for a wide audience.
3. **Support BRI's stakeholder engagement activities.**
 - Support the timely exchange of information with stakeholders and assist branch leadership in meetings as needed.
 - Proactively suggest topics of discussion with stakeholders based on trend analysis and information contained within BRI's data management systems.
 - Plan and coordinate aspects of stakeholder engagement to meet the needs of branch leadership and ensure timeliness of follow-up with stakeholders.
 - Manage and update BRI's data management systems to consider action items, follow ups, and outcomes of BRI's stakeholder engagement activities.

4. **Complete information requests, action requests, and briefings as required.**

- Lead the development of briefing materials related to issues, opportunities, and challenges associated with emerging and innovative energy solutions.
- Inform the continued development of BRI's strategic and operational plans and recommend options to improve the effective implementation of BRI's mandate.
- Inform the Manager, BRI, of emerging and trends that may have an impact on any planned stakeholder engagement activities.
- Present findings and business intelligence to other teams across the department on behalf of BRI.

Problem Solving

Typical problems solved:

The position functions with independence, using their knowledge and experience to complete assignments. The position has the flexibility in identifying and determining an appropriate approach or methodology and tailoring it to achieve operational objectives.

The position is expected to draw on inferences to interpret data, present options, and recommendations for consideration by branch leadership. The position requires awareness of political sensitivity when developing recommendations and presenting to others for decision-making. Multiple solutions to situations are possible, requiring thorough research, planning and analysis from the position.

Decision making authority is not limited to how the position prioritizes assigned tasks. The position must use sound judgment to provide a definitive policy or program response, which may not always be vetted by branch leadership. The position may be required to meet the diverse needs of clients while maintaining branch and ministry standards and guidelines.

Types of guidance available for problem solving:

Direct guidance is generally available from the Manager, BRI. However, when direct guidance is not available and standard operating procedures are not available for operational activities, the Senior Business Analysis will need to be able to adapt quickly and communicate clearly to team members and branch leadership. Strong demonstration of Systems Thinking, Creative Problem-Solving, and Drive For Results core competencies are required for the Business Analyst to be successful.

Direct or indirect impacts of decisions:

Decisions will directly impact BRI's timely ability to respond to inquiries and engage with stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL (within the department):

- Manager, BRI for strategic and tactical direction, immediate supervisory direction and project assignment: Daily interaction.
- Other Branch staff (including other work units) for information and team-based projects: Daily interaction.
- Senior branch management (Director and Executive Director) for strategic direction and information: Weekly interaction.

EXTERNAL (outside the department):

- Other divisional/departmental staff for input, suggestions, ideas, and information: Interaction as needed.
- Other provincial and national governments and energy stakeholders (as needed): Interaction as needed.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

PRACTICAL JOB KNOWLEDGE:

- Working knowledge of Microsoft Access, Power BI, SharePoint, and other data management tools/systems
- Knowledgeable of the policy development process in the government
- Strong knowledge of current events, energy market trends, and energy stakeholder needs and perspectives
- Working knowledge of Alberta's energy sector, including the oil and gas industry, electricity sector, mining, and decarbonization initiatives.
- Working knowledge of related policies, programs, acts, legislations, and regulations specific to their work assignment
- Working knowledge of government/division/branch initiatives, protocols, strategic direction, and priorities
- Working knowledge of stakeholder engagement and the ability to obtain consensus when there are conflicting ideas
- Excellent teamwork skills, and proven written and verbal communication (including presentation) skills.

THEORETICAL KNOWLEDGE:

- Strong knowledge of research and analysis processes, procedures, and approaches
- Strong knowledge of data visualization best practices to create dynamic, data-based content

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Anticipates outcomes and potential impacts across inter-related areas in the government / industry relationships and proactively input, maintains, and issue reports using BRI's data management systems.</p>

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	This position will be required to solve problems relating to the effective use of data management systems and information flow within the department. The position will be expected to question existing processes and approaches and come up with well thought out alternatives.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	Provides business intelligence advice to decision makers while balancing competing workloads and imposed deadlines will require a focus on delivery while ensuring a client-focused approach to supporting the department's stakeholder management activities.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Position will be responsible to maintain and improve processes and products for managing branch projects and action requests while navigating a changing set of responsibilities within the department.

Benchmarks

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

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature