

Public (when completed)

Common Government

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New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Stakeholder Analyst

Requested Class

Program Services 4

Job Focus

Operations/Program

?

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA07

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Financial Services&Capital Planning/Capital Planning

☒

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Stakeholder Manager

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context [?](#)

Why the job exists:

Alberta Education, with technical input from Alberta Infrastructure, reviews submissions from school boards for new building and building renovation projects to determine priorities for capital funding decisions as part of the Alberta Government's capital plan. In addition to developing the provincial school capital plan, Alberta Education develops policies and procedures for the effective planning of the school facilities capital program.

Capital Planning is an integral part of the Financial Services and Capital Planning Division, providing leadership to school boards, francophone authorities and Charter school societies to provide new facilities and upgrade supported capital infrastructure. Capital Planning representatives are required to liaise with school jurisdictions and other stakeholders to review, recommend and provide direction all aspects of capital planning.

Reporting to the Stakeholder Manager, the Senior Analyst is the Ministry lead for developing capital partnerships with school jurisdictions. In this capacity the Senior Analyst is responsible for identifying millions of dollars worth of potential capital partnerships, developing capital funding agreements, and tracking progress of their inclusion in capital projects. Additionally, as the Education lead on disposition of property and real property governance, this position is responsible for identifying sites of potential educational interest throughout the province, conducting technical and feasibility analysis of these sites, and matching them with the capital needs of School Jurisdictions. The position is required to make field level decisions which have a direct impact on the investment of multi-million dollar capital budgets. This position requires excellent written and personal communication skills as they will collaborate and liaise with a variety of stakeholders across the province.

Moreover, this position is part of a team responsible for providing a comprehensive range of capital planning and project support services, technical and professional consultation, and negotiation with clients and stakeholders. The Senior Analyst makes decisions and recommends solutions and responses to school infrastructure needs (through site acquisition activities), real property governance, and partnership agreements (from the development to the execution of the funding agreement with Education). This position also advises on requests originating from the Minister, Executive Team, Executive Director, Sector Directors, representatives of the Ministry, other government departments, school jurisdictions, stakeholders and the general public. The Senior Analyst supports strategic initiatives undertaken by the Capital Planning Branch as assigned by the Manager.

This position performs all work in accordance with relevant government and Ministry legislation, policies, and guidelines.

Responsibilities

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

The Senior Stakeholder Analyst supports the Manager and Director by independently managing multi-discipline projects.

1. Establish, manage and develop best practices to successfully deliver assigned projects, which is achieved by:
 - Developing and formalizing standard operating procedures to manage the planning, execution, and monitoring of partnership agreements.
 - Developing and implementing processes and procedures to evaluate potential properties for educational use, recommending sites for acquisition, identifying the school infrastructure needs of school jurisdictions and making recommendations to senior leadership on real property opportunities.
 - Monitoring disposition of property applications, evaluating all real property available to government for possible educational use, and tracking disposition of property deadlines and approvals.
 - Identifying all necessary resources required to ensure adherence with relevant government legislation, policies, standards, and procedures.
 - Working directly with school jurisdictions, Ministry staff, cross-ministry partners, and external stakeholders.
 - Collaborating with Capital Planning staff to establish schedules that incorporate critical events, the operational requirements of the Ministry, cross-ministry partners, school jurisdictions, and external stakeholders, and legislated deadlines.
2. Senior ministry officials, Executive Directors, Directors and Managers are supported in decision-making and achieving the mandate and goals and operations of the ministry and division. As the Education point of contact for issues and procedures relating to real property governance, disposition of property requests, and partnership agreements, this is achieved by:
 - Preparing comprehensive, accurate, and well-written action request responses, correspondence, reports, and financial analyses.
 - Providing advice and recommendations relating to issues, opportunities, risks, and challenges relating to partnership agreements, disposition of property applications, site investigations, three-year capital plans, and capital project proposals.
 - Developing and maintaining effective working relationships within Capital Planning, Education, Infrastructure, School Jurisdictions, Municipalities and other and internal and external stakeholders.
 - Responding promptly to project-related inquiries from senior management, including the development of communications materials as required.
3. Ministry and cross-government initiatives are provided with input and active participation. This is achieved by:
 - Contributing input and feedback to improve internal procedures and systems.
 - Participating in committees as assigned.
 - Representing the ministry on cross-government working groups, promoting the ministry's interests and sharing information.
4. Stakeholders, both internal and external, are supported in the delivery of capital planning projects. This is achieved by:
 - Supporting in the review, evaluation, and decision-making regarding school jurisdictions' infrastructure needs within the context of real property, partnership agreements, three-year capital plans, and project proposals - this is accomplished in part through the evaluation of potential school sites, tracking and assessing disposition of property applications, and establishing funding agreements between Education and school jurisdictions.
 - Consulting on project development and implementation activities (e.g., stakeholder meetings) for assigned projects to ensure compliance with relevant policies, procedures, standards, guidelines, and strategic direction.

- Ensuring correspondence and information requests pertaining to assigned projects are accurate, timely, and reflect relevant capital planning policies, frameworks, and guidelines.
- Meeting with the branch team, school board officials, and representatives of other ministries as required to exchange information, resolve issues, and maintain effective working relationships.

Problem Solving

Typical problems solved:

The Senior Stakeholder Analyst is Education's lead on real property governance, disposition of property, partnership agreements and site acquisition for school use.

The Senior Stakeholder Analyst must understand complex relationships and facilitate decision-making processes involving senior representatives and officials of client and stakeholder organizations, the government and the Ministry. This position is relied on to recognize the occasionally conflicting perspectives, requirements, and priorities of clients, stakeholders, government and Ministry representatives during the review, development, evaluation, and execution of partnership agreements, disposition of property applications, and site acquisition evaluations. The Senior Stakeholder Analyst is responsible for negotiating issues and recommending proposed solutions to the Manager.

The Senior Stakeholder Analyst will work with the Manager to respond to emergent media requests, develop communications materials, and assist with budget- and capital plan-related communications documents for the Capital Planning sector.

This position works cooperatively with other staff members responsible for reviewing, coordinating and assessing capital and real property projects and activities and provides accurate and timely briefs to the Manager to inform the basis for recommendations. The position also works with school jurisdictions and external stakeholders to develop and then execute partnership agreements, ensuring that funding commitments are finalized and executed before project deadlines. The Senior Stakeholder Analyst works closely with the Manager to provide input relating to school capital planning and real property processes, ensuring that current, accurate and comprehensive information is available as input to decisions. In addition to acting for the Manager as required, the Senior Stakeholder Analyst leads projects and participates in committees or task forces relating to the school capital program, real property governance and partnership agreements.

Long-term direction and key priorities for Capital Planning are determined by senior Ministry and government officials, with relevant legislation, regulations, policies and frameworks providing broad parameters for operations. The work carried out is complex and affected significantly by political decisions and priorities established in government and Ministry strategic business plans, as well as being impacted by the priorities and expectations of other ministries and external stakeholders. As a member of the Stakeholder Relations branch team, the Senior Stakeholder Analyst contributes to the achievement of branch outcomes and relevant Ministry and government goals.

The Senior Stakeholder Analyst requires demonstrated:

- interpersonal and consultation skills to resolve conflicts, facilitate decisions for stakeholders and clients with varying and competing perspectives and priorities, build relationships and networks, and influence others
- facilitation, negotiation and conflict resolution skills, including ability to resolve sensitive issues and conflicts arising from policies, procedures, standards and guidelines pertaining to the school facilities capital and related programs
- strategic, creative and innovative approaches to analysing and solving problems
- professional judgment and decision-making skills
- project planning and management skills
- research, analytical and information integration skills
- communication skills (verbal, written and presentation) to effectively represent the branch, Ministry and government to school board representatives and other key clients and stakeholders
- commitment to continuous improvement and innovation
- team skills

Types of guidance available for problem solving:

The Manager assigns accountabilities and is available for consultation and guidance as necessary. Within these parameters, the Senior Stakeholder Analyst is delegated significant independence and authority to determine approaches to responsibilities. This includes developing key linkages and partnerships with clients, partners, and stakeholders and identifying emerging issues, trends, and opportunities. Discretion related to the specific strategies and approaches used to achieve results is fostered, supported, and expected.

Direct or indirect impacts of decisions:

Via the development and management of the partnership agreement program, the analyst is directly responsible for obtaining millions of dollars capital funding to enhance education projects on an annual basis. Furthermore, as the ministry's lead for real property governance, the analyst will directly impact not only where school projects occur, but what type of projects are implemented. Both of these responsibilities will have a significant and long term impact on how education services are delivered across the province for decades to come.

Key Relationships ?

Major stakeholders and purpose of interactions:

Internal:

Division and Ministry representatives - exchange information and resolve issues regarding school capital program decisions and projects; build collaborative relationships to enhance ability to solve problems and initiate and complete projects.

Senior Ministry representatives and officials - provide information and recommendations to address complex issues regarding school capital funding issues, emergent funding requests, or project issues.

External:

Senior representatives and officials of other departments including MLAs - resolve complex issues; exchange information and recommendations; respond to inquiries regarding programs, projects and issues; represent Ministry positions and interests; develop collaborative working relationships.

Senior stakeholder representatives (i.e. school board officials; municipal government representatives) - exchange information and recommendations regarding school capital program decisions; implement shared business plan strategies; explain rationale or subsequent procedures regarding status of approved and non-approved capital and real property requests; develop collaborative working relationships.

Public - Respond to enquiries concerning capital program-related issues.

Required Education, Experience and Technical Competencies ?

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

If other, specify:

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

The Senior Stakeholder Analyst requires knowledge of:

- Ministry business plan goals, strategic priorities, issues, programs, resources and capital planning priorities;
- the provincial education system (Kindergarten to Grade 12);
- the political environment within which the Ministry operates and government decision-making processes;
- legislation, regulations, ministerial orders, policies and guidelines applicable to the school facilities capital program and projects to ensure accountability for expenditure of government funds and address Treasury Board / Office of the Auditor General requirements (e.g., *School Act*, Memorandum of Understanding with Alberta Infrastructure; School Capital Manual; Education Plans; Provincial Capital Plan);
- relevant policies, procedures and practises.

Skills:

- Strong negotiation skills.
- Problem solving skills - identification, analysis, and evaluation of problems and solutions.
- Ability to make and influence decisions which impact the organization.
- Strong communication skills - written, verbal and presentation.

Education:

The Senior Stakeholder Analyst requires a university degree or technical diploma in a related discipline, preferably supplemented by experience within the education system. Experience with funding agreements, property acquisition,

Joint Use and Planning Agreements, school infrastructure, and understanding of the operation of school facilities is an asset. Excellent writing skills and attention to detail are required.

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>Any solution/mitigation strategy put forward by the Senior Stakeholder Analyst to address emergent issues is likely to impact numerous stakeholders. Understanding the interconnectivity of these stakeholders as well as their unique and often conflicting needs is a key requirement for this position. Being able to balance those needs and negotiate holistically acceptable solutions that achieve the desired long-term outcome is critical.</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 	<p>Addresses capital planning processes, priorities, and emergent issues of school jurisdictions within government and ministry priorities and mandates. Leverages available resources throughout the Financial Services and Capital Planning division as well as Alberta Infrastructure in order to support stakeholders in addressing emergent and often urgent issues.</p>
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 	<p>Identifies, problem solves and creates innovative solutions related to emergent school capital issues, specifically partnership agreements and real property governance. This work must be cognizant of the need for flexibility to evolve with future demands. The Manager must take a</p>

		others <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	proactive forward-looking approach to address challenges including integrating changes to stakeholder needs and political direction. Some challenges are 'known' but many are unknown' due to changes in mandates and priorities.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	The Senior Stakeholder Analyst is expected to use their wide network of stakeholder contacts and highly developed understanding of stakeholder needs to proactively develop mitigation strategies to address stakeholder concerns. This could include mitigation of program/project risks, determining the best method to collaborate with conflicting stakeholders, etc.

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Benchmarks

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

024PS60 - Advanced Education Senior Planning Officer

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	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature  <div>Remove Signature Add Signature</div>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature  <div>Remove ADM Signature Add ADM Signature</div>
ADM Name	Date yyyy-mm-dd	ADM Signature  <div>Add DM Signature</div>