

Update

Ministry

Justice

Describe: Basic Job Details

Position



Position Name (200 character maximum)

Business Reporting Analyst

Current Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

Ø - No Supervision



Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SSIJ MIR, Reporting, Research & Evaluation

Current organizational chart attached?



Supervisor's Position Name (30 characters)

Mgr. Bus & Strategic Reporting

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-10

Responsibilities Added:

N/A - tidied up language

Responsibilities Removed:

Removed references to PSES ministry.

Job Purpose and Organizational Context

Why the job exists:

The Strategy, Support and Integrated Initiatives (SSII) division provides strategic and integrated policy, planning, and project services in support of Justice priorities. The division focuses on cross-divisional and cross-ministry initiatives, including strategic policy development, business transformations and system modernization. Within the division, the Modernization, IMT and Research (MIR) Branch partners with internal and external stakeholders to translate ministry priorities into actionable plans and strategies, supported by innovative and evidence-informed approaches.

Within the Reporting, Research and Evaluation Unit, the Business Reporting Analyst contributes to a broad range of business intelligence (BI) services, including operational and strategic reporting, performance measurement, statistical analysis, and ad hoc analytical products, as well as projects that support the ongoing development and enhancement of BI systems.

Reporting to the Manager, Business and Strategic Reporting, the Business Reporting Analyst is responsible for designing, developing, implementing and supporting BI products and analytical solutions to meet divisional and departmental requirements for evidence-informed decision making. The role requires strong analytical, statistical, and data visualization skills, along with the ability to quickly understand operational objectives and translate them into accessible, high-quality reporting products used across the organization.

The ideal candidate demonstrates a willingness to innovate and apply new analytical approaches and tools. Proficiency in business intelligence and analytical tools such as SAS Visual Analytics, Power BI, Excel, R, Python, or similar technologies is expected, along with the ability to select the appropriate tools for different analytical tasks.

Responsibilities

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

1. Deliver high-quality business intelligence products to support evidence-based decision-making across the Ministry.
Why: To enable court operations, prosecution services, and internal policy areas to make informed, timely decisions using reliable and accessible data.

- Design, develop, and maintain interactive dashboards, reports, and other BI products using data visualization tools.
- Consult with stakeholders to understand reporting needs and modify or enhance BI products in response to evolving operational, policy, or business requirements.
- Develop and maintain in-depth knowledge of operational key performance indicators, and monitor, investigate, and resolve issues related to performance measurement and reporting.
- Design complex reporting solutions that align with established design principles, standards, strategies, and target states.
- Create and maintain clear, consistent documentation throughout the BI development lifecycle to support transparency, sustainability, and knowledge transfer.
- Support effective adoption of BI products by developing training materials, guidance, and change management supports.

2. Act as a liaison between business areas and information technology to support BI systems and data integrity
Why: To ensure that reporting and analytical products are built on accurate, well-understood data and that BI systems align with business processes and reporting needs.

- Develop and maintain a thorough understanding of legacy systems containing courts and prosecution data, including data collection processes, underlying data models, and reporting implications.
- Support the development, implementation, and ongoing maintenance of BI systems such as data warehouses, data marts, and reporting views.
- Lead the documentation of business rules and reporting requirements in collaboration with operational stakeholders.
- Build and execute test plans to validate data accuracy, reliability, and consistency with defined business rules and standards.
- Track and communicate required system or reporting enhancements resulting from legislative, policy, or process changes.
- Review physical and logical data models to ensure alignment with business processes, reporting logic, and analytical requirements.

3. Conduct advanced statistical analysis to support research, analytics, and ad hoc information needs

Why: To provide rigorous quantitative analysis that informs divisional, departmental, and executive decision making.

- Collaborate with subject matter experts and system partners to clarify research questions, expected outcomes, and

relevant data sources.

- Identify, collect, clean, link, manipulate, and aggregate data required to support analytical and research objectives.
- Apply advanced statistical and analytical techniques using tools such as R, Python, or SAS to conduct in depth analysis.
- Design and apply appropriate analytical or experimental approaches to validate findings and test hypotheses.
- Present and communicate analytical findings and insights in a clear, audience-appropriate manner, tailored to technical and non-technical audiences.
- Support business and executive leadership by explaining analytical approaches, assumptions, and limitations to build understanding and confidence in results.
- Complete internal and external ad hoc requests in a timely and accurate manner.

4. Support research and evaluation activities related to strategic initiatives

Why: to contribute analytical expertise that strengthens ministry-wide research, evaluation, and strategic planning efforts.

- Participate in the development of research and evaluation tools, including evaluation frameworks, logic models, and research methodologies.
- Research, collect, compile, analyze, and report data relevant to research and evaluation objectives.
- Provide analytical input and advice to support evidence-based assessment of strategic initiatives and programs.
- Contribute to research working groups and act as a data contact.

Problem Solving

Typical problems solved:

The Business Reporting Analyst is responsible for obtaining, analyzing, interpreting, and disseminating complex data related to key operational and strategic issues faced ministry business areas. The position addresses data and information gaps by providing analytical and advisory support and contributing to projects that rely on reliable court and prosecution information to support evidence-based decision making.

As a focal point for court and prosecution statistics, the position has privileged access to sensitive justice system data and applies professional judgment to interpret information, resolve inconsistencies across data sources, and produce accurate and defensible analytical outputs.

The position manages internal and external statistical information requests related to court operations, including securing required judicial approvals for the use of requested data. The incumbent liaises with stakeholders to clarify requirements and ensure that all work adheres to privacy legislation, relevant policy, judicial requirements, and operational interests. Decisions and recommendations directly affect the accuracy and credibility of the information used by business areas and executive leadership, requiring strong analytical judgment, attention to detail, and risk awareness.

Types of guidance available for problem solving:

This position works with limited supervision, with the majority of work completed independently using an in-depth knowledge of applied statistical concepts and a strong understanding of how data, systems, and business processes interrelate within the broader operational and strategic context of the ministry.

Guidance is available from the Manager, Business and Strategic Reporting, the unit director, and other branch leadership, particularly where work involves complex interpretation issues, heightened privacy or judicial concerns, or matters with broader operational impact.

Direct or indirect impacts of decisions:

Work undertaken by the incumbent informs decisions that can impact the overall operation of the courts, including resource allocation and program evaluation. Recommendations arising from this work impact the effective and efficient delivery of services to Albertans. Recommendations made, or information shared publicly, typically includes a high level of complexity and/or political sensitivity that may impact the division, or the department.

Key Relationships

Major stakeholders and purpose of interactions:

Divisional leadership - Executive Directors and Directors: As required

- Information sharing; idea generating; monitoring of issues; providing data-based recommendations on issues, activities and programs; requirements gathering to maintain and enhanced operational reporting.

Managers - Information sharing; idea generating; collaborative research and analytics efforts; monitoring

of issues; provide data-based recommendations on issues and activities.

Other ministry staff - Information sharing; provide support for resolution of issues; collaborative research and analytics.

External stakeholders (other governments, academic institutions, partner agencies): As required
 - Supporting external data requests, clarifying scope, delivering approved datasets and reporting products

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:

Social Sciences, Statistics, Mathematics or related field

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

- University Degree in social sciences, mathematics, statistics, or a similar field of study focused on quantitative analysis. Master's degree preferred. Evidence of ongoing professional development to maintain currency of knowledge is essential.
- 4-6 years of relevant quantitative and qualitative research and analytics.
- Experience with data visualization and reporting tools such as Power BI or SAS Visual Analytics.
- Knowledge of statistical theories, principles and practices, and their use in research processes, defining statistical methodologies and application to analytical processes (e.g.: ensure ability to implement and evaluate methods for sampling, collecting, processing and analyzing data). Proficiency in statistical analysis, quantitative analytics, forecasting/predictive analytics and multivariate testing.
- Proficiency in R, SAS, Excel VBA and/or Python etc. and familiarity with machine learning algorithms.
- Experience with Cognos BI or similar BI suites is an asset.
- Strong written (reports) and oral communication abilities (public presentation skills) with ability to communicate effectively with clients in both a technical and non-technical environment.
- Highly innovative and strategic thinker who knows what needs doing and gets it done.
- Previous experience with the justice system data or demonstrated background working with multi-disciplinary datasets is 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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Excellent communication and facilitation skills to lead discussions with systems partners. Analytical and problem solving skills, including ability to synthesize and analyze information obtained from broad and varied sources and develop solutions and recommendations for consideration of decision-makers. The ability to come up with solutions to loosely defined business

			problems by leveraging solid statistical expertise.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Conduct stakeholder engagement and employ sound judgment in determining how innovations will be deployed to produce business value.</p> <p>Design new and improve current BI products processes through the application of emerging methods, processes, products and services.</p> <p>Develop and implement practical and timely BI solutions.</p>
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>Ability to support and conduct research. Excellent quantitative, qualitative, evaluation and data analysis skills. Experience with a statistical software packages.</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 others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Must understand and help teams apply a range of methods to analyze research, visualize and synthesize data and findings.</p> <p>Stay up-to-date with ever-evolving statistical tools and techniques.</p> <p>Advise on the choice and application of techniques, and can critique colleagues' findings to assure best practice.</p>