

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Evaluation and Finance

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Traffic Safety Services, MSI, SIPE

☐ 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 the Director, Strategic Integration and Program Excellence, the Manager, Evaluation and Finance is responsible for the evaluation, training, finance and strategic planning functions of the division and for leading the Evaluation and Finance Team.

The Manager provides leadership to approximately 6-8 staff members, including analysts, advisors, and financial specialists who support the entire Traffic Safety Services Division with their work in advancing the province's traffic safety policy objectives. This position provides leadership, coaching, conflict resolution and direct staff supervision.

The role of the Manager is to provide strategic oversight to the team to drive alignment, continuous improvement, efficiency and accountability across the Unit, Branch and Division. They will lead a unit who's primary purpose is to evaluate and report on legislation, regulations, policy, programs, initiatives and contractual agreements. They will also support the implementation of best practices in adult learning and curriculum development and management, facilitating streamlined processes and innovative solutions. They will ensure support is provided to measure branch outcomes and contribute to continuous improvement. The branch will have access to current, relevant and reliable information on existing and emerging programs, services and curriculum, through the work done by this unit.

This position is also responsible for management functions such as financial procedures and accountability, contract management, financial reporting and forecasting, and human resources procedures for the division.

Responsibilities

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

Leads Divisional Evaluation and Monitoring of Divisional programs and services to ensure alignment and achieve the outcomes and goals of the Division and Department

- Initiate and enhance evaluation and monitoring frameworks and logic models that enable the Division to identify existing and emerging priorities
- Coordinate the development of a multi-year evaluation plan to ensure that priorities are identified, and priorities and outcomes are being met
- Develop performance measures and evaluation tools to assess and enhance the design and delivery of programs, policies and outcomes.
- Enhance the capacity of the Division to utilize evaluation processes to report on key outcomes
- Assemble and chair evaluation working groups and stakeholder committees comprised of representatives from other branches, departments to ensure that stakeholders feel involved and informed.
- Provide evidence-based advice to Divisional and Executive Leadership Team to improve Traffic Safety
- Collect, consolidate and interpret operational data that supports evidence-based decision making and measuring program outcomes

Coordinates and reports against the TSS Strategic Plan

- Plays a significant lead role in project management and tracking progress against Divisional strategic plan pillars and key initiatives and business plan priorities
- In conjunction with the Assistant Deputy Minister and Executive Director, supports the development and implementation of a yearly strategic plan in alignment with the Department Business Plan
- Collaborates with Ministry stakeholders to ensure the business plan aligns with the government's policy agenda and Minister's priorities
- Works with Division Management Team to communicate progress towards the achievement of strategic objectives to internal stakeholders and staff.

Effective and efficient financial management of the Traffic Safety Services Division, ensuring financial reporting is provided in accordance with generally accepted accounting principles and financial transactions are consistent with relevant legislation, Treasury Board Policy and Procedures, and department policies and processes.

- Develops the Division's budget submissions, monitoring the Division's performance against targets, and reporting on variances;
- Responsible for the management of the professional services contract arrangements, Divisional grant programs/funding agreements, and the administration of federal/provincial cost-shared agreements;
- Leads the Division fleet management program
- Support financial procedures, financial reporting and the forecasting process for the Division

Supports the design, development, deployment and maintenance of a wide range of internal and external training content.

- Collaborating with other subject matter experts to complete needs analysis, capture key content, design and develop behavioural and technical curriculum for adult learners.
- Applying tested instructional design theories, practice, and methods.
- Planning and conducting needs analysis for training programs, including blended learning.
- Creating engaging and interactive on-line and in-person learning activities and tools that enhances transfer and retention of content.
- Analyzing and redesigning existing materials for on-line presentation to adult learning.
- Driving cyclical training material evergreening exercises, informed by measuring the effectiveness of existing educational content and responding to SME feedback.

Build future organizational capacity and supports an enabling environment for staff to learn and grow in their careers

- Provide leadership and day-to-day operational management to a team of 6 evaluation, project coordination and finance employees including advice, guidance, critical reviewing and questioning, and performance management.
- Demonstrate leadership values such as vulnerability, mindfulness, courage, inclusiveness, agility, and resourcefulness within the team and broader unit/branch
- Support the team through their professional development and participate in recruitment/onboarding of new staff
- Encourage an environment of critical and strategic thinking and continuous improvement that fosters evidence based decision making and effective and efficient process implementation.

Problem Solving

Typical problems solved:

- Identify information requirements and develop effective strategies for addressing those requirements
- Build effective alliances and teams with individuals who possess different perspectives and represent diverse agendas
- Facilitate planning, consensus building and decision-making processes
- Monitor and evaluate Ministry policy, programs and initiatives to ensure objectives and key performance indicators are being met
- Analyze complex information and identify strategic options
- Ensure financial procedures are being followed
- Managing multiple high priority files simultaneously

Types of guidance available for problem solving:

The Manager of Evaluation and Finance is guided by Government of Alberta, ministry and branch area policies and directives. Within those parameters, the Manager must evaluate options and provide direction independently to meet the position's accountability.

The position is supported by the Director and Executive Director.

Guidance is available for problem solving from a variety of sources. Depending on the nature of the problem or project, the Manager may consult with the Executive Leadership Team, other directors and managers in the branch, finance, legal services, communications, human resources, staff from the ADMO, and staff in other divisions.

Direct or indirect impacts of decisions:

This position is responsible for the timeliness and quality of advice and information provided to internal and external stakeholders.

Advice provided by the Manager and their team has a significant impact on the effectiveness and applicability of department programs and operations.

The Manager is relied upon to lead operational development on key initiatives impacting the department, as well as to provide strategic advice and information to the ADMO and project partners within the Division and other departments. Data, recommendations and information provided by the position have considerable influence on critical decision-making by senior leadership.

Key Relationships

Major stakeholders and purpose of interactions:

Daily Interaction

- Unit staff - To provide work assignments and monitor workload within the team.
- Other division staff - Advice, exchange information, joint projects, promote ideas, problem solving

Weekly

- Department finance - Share information and seek advice
- Division Executive Leadership Team - Receive guidance and advice on priorities, present evaluation frameworks and findings

As Required

- Human Resources - Resolution of HR issues, recruitment, etc.

- Other Provincial, Federal & Municipal Government departments - Exchange information, identify opportunities
- Industry and Industry Associations - Exchange information, provide advice, develop plans, collaborate on initiatives, identify opportunities, maintain awareness of emerging issues, implement standards and solutions
- Registry Agents - exchange information, communicate financial procedures
- Consultants and/or other contractors - communicate contract and grant requirements and agreements

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Public Administration		

If other, specify:

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

A related University degree (Business, Science, Public Administration or Social Science preferred) with a minimum of 4 years of progressively responsible experience.

A post-graduate degree is a strongly preferred asset.

Credentialed Evaluator or other Evaluation Certificate and/or Project Management Professional (PMP) Certification would be considered an asset

Knowledge Required:

- Knowledge of Evaluation Plans, Frameworks and Logic Models
- Knowledge of research design and methodology, qualitative and quantitative data collection and analysis techniques, outcome measurement and accountability
- Knowledge of adult learning principles
- Leadership experience including direct accountability for delivery of results
- Comprehensive understanding of Governmental and departmental processes for approvals, planning, financial management and human resource management
- Thorough understanding of issues and information management, including strategic planning, analytic, conceptual and project management skills.
- Familiarity with computer data entry and database management

Skills and Abilities:

- This position is accountable to supervise and manage staff
- Experience managing evaluations involving legislation, regulations, policies, programs and initiatives
- Experience in budgeting, forecasting, contract management, and financial reporting.
- Experience in consensus building, and fostering strong, collaborative and sustainable relationships.
- Experience in managing projects with multiple partners in other branches, divisions and departments.
- Excellent verbal and written communication skills and proven skills in decision making
- Well-developed time management and organization skills
- Strong leadership, mentorship and interpersonal skills
- High proficiency in Microsoft Office applications such as Word, Excel and Outlook and ability to learn new systems quickly
- Ability to:
 - Think strategically and critically, and develop solutions to complex problems
 - Analyze information and make recommendations based on findings
 - Understand how outputs impacts the work of others
 - Use professional judgment and decision-making skills, including the ability to develop recommendations and present options in a manner that is appropriate for executive level.
 - Identify strategic opportunities and set targets that align with business plan and divisional strategic plan goals

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"/>	<p>Takes and delegates responsibility for outcomes:</p> <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 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
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 	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; 	

		attempts stretch goals <ul style="list-style-type: none">• Provides feedback and openly discusses team performance• Values team diversity, and supports personal development	
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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.