

## New

Ministry

Health

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Data Governance Analyst

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

SPP, DAIP

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Data Governance

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Data Access and Information Privacy Branch is responsible for data standards, governance and privacy within Alberta's health case system. This includes ensuring that data driven decisions are supported by robust governance, privacy standards, and stakeholder collaboration. This helps to facilitate enhanced data access, collaboration, reduction in data duplication and innovation to ensure effective and efficient services across the government and health ecosystem to provide better services to Albertans.

Reporting to the Manager of Data Governance, the Data Governance Analyst is responsible for supporting the implementation of the Health Analytics Roadmap where data will be utilized for the benefit of all Albertans through a coordinated and systematic approach to managing, governing and using data. Working within a team, this position is skilled in, and has a role in, developing and continually enhancing data governance and policy instruments to enable data linkage, integration, access and use across custodians and the healthcare ecosystem. The development of standardized governance practices will increase the ability to make evidence-informed policy and program decisions while increasing public confidence about data use in Alberta.

A critical responsibility of the Data Governance Analyst is to coordinate with various internal and external stakeholders to understand the data access landscape and develop governance and policy instruments that will enhance the ability for data access with internal and external stakeholders. This position is skilled in

anticipating, identifying and responding to diverse and complex data access needs and issues across the healthcare ecosystem, while also aligning with other areas of the branch, the division, and Department of Health more broadly.

## **Responsibilities**

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

### **1. Data Governance**

- Research, analyze and develop data governance best practices, plans, standards and guidelines that align with ministry initiatives, mandates and legislation;
- Identify risks and support mitigation strategies associated with the execution and implementation of solutions for data governance and data access;
- Develop and present strategic recommendations for data governance solutions to the senior leadership;
- Develop and maintain policies, standards, reports and guidelines to establish a foundation of effective and efficient governance and processes to support data access;
- Coordinate ongoing review and revision of existing data governance standards and guidelines to ensure relevancy, effectiveness, responsiveness, etc.
- Participate in the development and implementation of performance metrics and reporting mechanisms to monitor compliance with and effectiveness of data governance policies, standards and guidelines; and
- Contribute to developing, communicating and implementing the Health Analytics Roadmap.

### **2. Research and Analysis**

- Proactively assess existing and emerging data governance trends;
- Conduct quality and relevant jurisdictional scans, cost/benefit analyses, options and communication/implementation plan;
- Stays informed and shares intelligence on provincial and inter-regional issues pertaining to data governance;
- Facilitate the coordination and preparation of briefing materials and correspondence for senior leadership and Albertans as required; and
- Prepare written documentation relating to governance and policy instruments, summarizing complex information in an easily digestible way for a range of stakeholders.

### **3. Stakeholder Coordination and Engagement**

- Establish and maintain positive and effective relationships with key internal and external stakeholders and other jurisdictions for the purpose of gaining intelligence and transferring that knowledge into development of policies, standards and guidance related to data governance for the purpose of ensuring optimal integration of business goals and ministry objectives;
- Collaborate with other units in the Data Access and Information Privacy Branch, the Health Analytics Branch, and others in the division, across the GoA, and across the healthcare ecosystem to support data governance solutions in relation to data access, data quality, ethics, de-identification, metadata, synthetic data, data literacy, data linkage and data integration;
- Initiate and maintain effective working relationships and partnerships with various stakeholders across the organization in order to develop and implement policy instruments and governance options/standards;
- Collaborate with business, technology and other functions to develop an understanding of data requirements, challenges and pain points; and
- Ensure alignment with larger government data governance standards through regular communication and

collaboration with the Data Secretariat at Technology and Innovation.

#### 4. Training and Awareness

- Provide training for governance around data activities and initiatives;
- Present policy/process/standards to various levels as needed; and
- Contribute to the development and implementation of strategies to promote data governance awareness, policies, practices and standards (e.g. information sessions, training, website, knowledge emails).

#### Problem Solving

Typical problems solved:

- Must navigate and solve complex challenges with the team in a highly complex and continually evolving environment.
- Must use technical knowledge and critical thinking to developing creative solutions to standardize processes across health ecosystem for protecting, cleaning, managing, integrating, using and accessing data. This requires strong research and analysis skills, enhanced writing and editing skills, and strong collaboration skills to navigate the different business needs.
- Must understand complex and changing privacy and program legislation to protect privacy while enabling data access in a way that is transparent to Albertans and compliant with legislation.
- Solutions to complex data access is often unprecedented and requires a high degree of analytical, interpretative, evaluative and creative thinking.

Types of guidance available for problem solving:

The Analyst can seek guidance from:

- Data Governance manager, other managers, or senior managers within the branch, division, department and across the GoA;
- Internal GoA policies, guidelines, and procedures;
- Other team members;
- Subject matter experts within the branch and across GoA; and
- Executive Director, Data Access and Information Privacy.

Direct or indirect impacts of decisions:

The work of this position ensures:

- data handling practices are consistent and comply with policy, standards, and legislative and regulatory requirements;
- organizations can leverage data, benefiting Albertans;
- patient safety and patient outcomes are improved by ensuring providers have access to the right information at the right time when providing care;
- data is used ethically and privacy is protected; and
- leadership is provided with strategic, timely advice and recommendations.

#### Key Relationships

Major stakeholders and purpose of interactions:

The position will have ongoing and regular contact with a variety of staff and external stakeholders regarding development, maintenance, and enhancement of data governance policy instruments and standards. issues management programs/initiatives, as well as providing branch staff with the tools and knowledge to enable effective communication and issues management.

#### Management and team:

- To strategize and execute on the development of data governance policy instruments and standards, discuss project activities and issues, and complete day to day operational tasks.
- To develop briefing materials and advice for senior leadership.

#### Teams across Division and Department:

- To collaborate on initiatives and better understand the impacts and business needs for data governance, discuss activities and issues as it relates to data governance, data access, and data management, and ensure service delivery is optimized.
- To provide information and training about data governance practices, roles, responsibilities and standards.

#### Partners outside Department

- To collaborate and ensure alignment of governance standards which will enhance the value of data, while protecting Albertans' data, privacy and security; and
- To develop data governance practices which will facilitate data access, where authorized, to enable evaluation and improvement of policies and services across the health ecosystem while driving innovation.

#### 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:

A university degree in business, science, public administration, law or a related field.

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

#### Education and Experience

- In-depth knowledge of data governance standards and best practices;
- Experience working on policy instruments and governance standards;
- Able to work well within a team environment;
- Able to work and think independently and creatively in identifying and synthesizing relevant information/data from varied sources, while also contributing and participating effectively as a member of a team
- Experience providing advice and the ability to define a problem, develop solutions, and analyze options and solutions;
- Strong ability to organize information and write for a range of levels of government and external stakeholders;
- Strong interpersonal skills and the ability to consult, coordinate and collaborate with a broad range of decision-makers in a positive and constructive manner
- Working knowledge of data access, data linkage, de-identification, metadata, data quality, ethics, synthetic data and data literacy and how to promote the use of government data; and
- Experience developing and maintaining contacts and ability to collaborate strategically with a wide variety of stakeholders and balance the needs and interests of these diverse groups.

#### Assets:

- A master's degree in a related field;
- Experience in privacy, governance and/or information management; and

- Experience in data and analytics

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience. Examples of equivalencies include: a related master's degree from a recognized post-secondary institution and a minimum of three years related experience.

### 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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul> | <p>The Analyst is responsible for assessing and incorporating needs of business areas across the health ecosystem as well as global best practices to facilitate development of policy instruments and standards.</p> <p>The Analyst needs to consider and understand the impacts and potential outcomes of policy instruments and standards in relation to each other as well as data services.</p> |
| 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"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>                                      | <p>The Analyst is responsible for supporting the development of data policy, standards and governance, working with areas with different data access needs and requirements. Solutions will involve resolving challenges across multiple areas and organizations.</p>                                                                                                                                |

|                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Build Collaborative Environments | ○ ○ ● ○ ○ | <p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul> | <p>The Analyst will support development/ implementation of governance and policy instruments which will require working collaboratively with others in the unit, division, department, other GoA departments, and with external stakeholders, often on cross-functional teams, to ensure effective development of processes, standards and governance.</p> |
| Develop Networks                 | ○ ○ ● ○ ○ | <p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>                                                                                                                        | <p>The Analyst needs to build and manage a well-rounded network to contribute to standardized processes and governance around data across the multiple areas and organizations.</p> <p>The role will need to bring together the right experts to develop options, inform decisions and/or solve problems.</p>                                              |

## Benchmarks

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

Policy Analyst, 024PS63  
Senior Planning Officer, 024PS60

**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.