New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID	Position Name (30 characters)
	Data and Research Analyst

	Supervisory Level

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Housing, Policy, Planning and Analytics

☑ Current organizational chart attached?

Supervisor's Position ID	Supervisor's Position Name (30 characters)	
	Manager, Research and Analytic	

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Research and Analytics Unit is responsible for compiling and interpreting housing related data to:
- Identify systemic pressures and issues and generate management level reporting and analysis;
- Understand how programs are achieving goals and objectives of the provincial government; and,
- Identify probable paths/solutions to resolve program issues and improve system performance.

Reporting to the Manager, Research and Analytics, this position plays a key role in developing and supporting an integrated system view of Alberta's affordable housing environment and supporting the data needs of the Housing division. This position is responsible for compiling, organizing, analyzing and reporting on data to support the core functions of the Housing division. The role works closely with the data team to refine data collection and organization initiatives in response to department data and reporting needs. The position works with key stakeholders, ministry departments and other provincial ministries to ensure housing related data supports the work of the division and is meeting the current and future needs of the department.

The Data and Research Analyst supports branch management as well as executive leadership (Assistant Deputy Minister, Deputy Minister and the Minister) in making decisions about current and future program policies related to the provincially supported affordable housing system in Alberta. The position provides accurate and relevant information to senior and executive management to assist in the identification of

trends and promising practices, as well as inform branch and system priorities to support the provincial affordable housing system.

Responsibilities

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

1. Lead and support unit research activities to explore policy questions and provide advice/ recommendations to inform departmental priorities.
- Conduct research, analyze and synthesize complex information to provide data-driven insights that inform policy development and strategic planning.
- Analyze data from ministry databases and other sources to understand housing need in Alberta and the impact of housing programs and policies.
- Develop briefing materials, visualizations and reports to inform the department about housing pressure points, emerging trends and research findings.
- Provide presentations to various audiences, including department staff, executive leadership and external stakeholders.

2. Collect, transform and store data required for business intelligence and analytics.
- Perform data cleansing, validation and transformation using internal and external datasets to creatively find answers to complex policy questions.
- Identify and resolve data discrepancies or anomalies through collaboration with divisional program areas.
- Design and implement data collection projects to support housing initiatives.
- Identify opportunities to improve data systems, automate reporting processes and enhance analytical capabilities.

3. Analyze, interpret and visualize data to inform decision-making.
- Conduct descriptive and inferential statistical analyses to uncover housing trends and program outcomes.
- Analyze housing affordability metrics, client data and service utilization patterns.
- Explore and visualize data using business intelligence tools (e.g Power BI or Tableau).
- Develop economic models to understand and project housing demand to inform future policy decisions.
- Analyze the potential impact of proposed policy changes or funding scenarios on housing programs.

4. Collaborate with internal and external stakeholders to align data efforts and lead divisional initiatives
- Build and maintain relationships with program area contacts to share data and collaborate on projects.
- Participate in cross-divisional and cross-ministry working groups.
- Provide specialist support to others in the department to contribute to the development of feasible and effective solutions to housing issues.

Problem Solving

Typical problems solved:

This position promotes the use of strong research and data throughout the ministry and government, including the use of evidence-based decision-making. This position demands a high level of creativity, innovation, and resourcefulness. It requires the ability to identify data gaps and leverage limited or fragmented data sources to generate meaningful insights that support housing policy and program decisions.

Projects involved are diverse and deal with complex issues closely related to the Ministry business plan and divisional priorities. Issues involved are often unique in nature and require technical skills as well as an understanding of the broader policy and regulatory environment.

This position demands excellent interpersonal relationship skills to ensure effective execution of complex projects. It requires collaboration across departments and with external partners to access alternative data sources, share knowledge and co-develop solutions that maximize impact with available resources.

Types of guidance available for problem solving:

Guidance is available from other team members, Manager, Director, Executive Director and Assistant Deputy Minister.

The Data and Research Analyst also collaborates with staff throughout the ministry when identifying information and data requirements, clarifying goals and expected outcomes, planning and managing projects and developing input and recommendations for the consideration of decision-makers.

Direct or indirect impacts of decisions:

This position provides senior management and ministry officials with relevant, evidence-based, comprehensive and accurate information and analysis on which to base policy, planning and program design decisions. The impact of recommendations made by this position can be significant, influencing the direction, design and implementation of ministry's plans, policies and programs that directly affect housing clients, service providers, stakeholders and communities.

There is an expectation that all information and associated analysis provided by the Data and Research Analyst is evidence-based, comprehensive and reliable.

Key Relationships

Major stakeholders and purpose of interactions:

Internal
- Manager, Data and Analytics - receive direction, provide information, advice, updates and recommendations.
- Divisional leadership team (managers, directors, executive directors) - consultation, collaboration and/or information/advice related to data analytics, program evaluation and performance measurement processes.
- Housing division operational staff - consultation, collaboration and/or information/advice related to program data.
- Other ministry staff - obtain information and participate in committees and/or other consultative activities (as required).

External
- Provincial ministries and agencies - share information and provide housing division input on cross-ministry and interdivisional policies and programs (as required).
- Stakeholders (federal agencies, municipalities, housing providers) - consult, respond to inquiries, obtain data or provide presentations related to housing programs/data findings.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Knowledge required to successfully fulfill the requirements of the position include:
- Knowledge of social and affordable housing policies, the Alberta Housing Act and regulations;
- Knowledge of the ministry business plan and strategic priorities, as well as broader Government priorities as they relate to the ministry's business.
- Extensive knowledge in research methods, including research design and implementation, data collection and results analysis.
- Knowledge and experience compiling, organizing, managing, analyzing and reporting on quantitative data.

Skills and abilities required for this position:
- Ability to collect, analyze and interpret data and statistics using quantitative and qualitative methodology.
- Experience using statistical software to perform data cleaning, transformation and analysis.
- Proficiency in scripting languages (e.g. Python, R).
- Experience using data visualization tools such as PowerBI and Tableau.
- Ability to establish and maintain effective working relationships with a wide variety of stakeholders.
- Excellent verbal and written communication, presentation and facilitation skills.

- Strong organizational and time management skills with the demonstrated ability to prioritize and coordinate work to meet deadlines.
- Demonstrated knowledge of the development and implementation of continuous improvement strategies and tools.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • 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	This role requires the incumbent to be able to develop creative and innovative solutions to new challenges and to promote and obtain acceptance throughout the ministry. This role also requires an aptitude for problem solving and decision making as well as mature judgment, tact and diplomacy.
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • 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	This role requires the ability to effectively gather, synthesize, integrate, and interpret multi-faceted data from a wide range of sources and perspectives and meaningfully apply it to the work of the division. The incumbent also needs the ability to understand principles and utilize techniques for providing effective and efficient support services to the division's overall operations.
Drive for Results	○ ○ ◉ ○ ○	Takes and delegates responsibility for outcomes: • 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	High level of self-management with strong results orientation is required. The incumbent needs time management and organization skills and the ability to take on multiple projects and tasks, prioritize work, produce high quality results and complete all

		direction	work in a timely manner.
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • 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	This role requires the ability to effectively gather, synthesize, integrate, and interpret multi-faceted data from a wide range of sources and perspectives and meaningfully apply it to the work of the division. The incumbent also needs the ability to understand principles and utilize techniques for providing effective and efficient support services to the division's overall operations.
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • 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	The role requires flexibility and the ability to work in an environment with changing priorities, short timelines and limited resources.

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