

Update

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Data and Contract Advisor

Current Class

Administrative Support 6

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

Strategic Services/SDABS/DDA

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Strategic Data, Analytics and Business Services (SDABS) branch within Assisted Living and Social Services (ALSS) is mandated to deliver rigorous, high-quality information and analysis to executive and senior management, staff across multiple ministries, the federal government, and the public. This work enables data-driven, evidence-informed strategic decision-making for strategic planning, policy development, evaluation, continuous improvement, legislated reporting, service design and delivery, and financial and human resource allocation. The branch's efforts significantly contribute to the Alberta Government's commitment to public accountability and transparency.

Reporting to the Manager, Models and Analysis, this position supports SDABS operations by assisting clients with statistical and analytical needs, promoting appropriate use of statistical information, and contributing to the development of SDABS policies and processes. The role also ensures secure and efficient management of system access, monitors shared inboxes for timely communication, manages data and documents, and prepares and edits briefing notes using ARTs. Through these responsibilities, the position plays a critical role in safeguarding organizational information, supporting compliance with governance standards, and facilitating effective communication across the branch.

Responsibilities

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

System Access Review -

Perform regular audits of user access rights to ensure compliance with organizational policies. Identify and resolve discrepancies in permissions, escalating issues when necessary. Maintain detailed records of access reviews for audit and compliance purposes.

Shared Inbox Monitoring and Response -

Monitor designated shared inboxes to ensure timely handling of incoming messages. Respond to inquiries or follow up with relevant stakeholders as needed. Maintain organized communication records and escalate urgent matters promptly.

Briefing Note Preparation and Editing -

Review and edit briefing notes for clarity, accuracy, and alignment with organizational standards. Utilize ARTs (Action Request Tracking System) to manage and update briefing note workflows.

Use of BERNIE and 1GX as needed.

Problem Solving

Typical problems solved:

Analyze issues related to system access, shared inbox management, and document workflows to identify root causes and implement effective solutions. Prioritize and resolve conflicting requests while maintaining compliance with organizational policies and deadlines. Use judgment to escalate complex or sensitive matters to appropriate stakeholders and propose practical recommendations. Adapt processes and tools (such as ARTs) to improve efficiency and accuracy in briefing note preparation and data management.

Types of guidance available for problem solving:

Established Policies and Procedures: Access to organizational security, data governance, and communication protocols for consistent decision-making.
Managerial Support: Guidance from the direct manager and senior leadership for complex or high-impact issues.
Collaboration with Teams: Ability to consult with IT, compliance, and administrative teams for technical or policy-related challenges.
Tools and Systems: Use of ARTs for tracking requests and workflow management, plus document management systems for accurate information retrieval.
Training and Documentation: Reference materials, onboarding guides, and periodic training sessions to stay updated on best practices and standards.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Models and Analysis:
Receives direction, guidance, and support for complex issues and priorities.
SDABS Team Members: Collaborates on data management, briefing note preparation, and process improvements.
IT and Security Teams: Coordinates on system access reviews and compliance with security protocols.
Policy and Program Staff: Provides accurate data and document support for policy development and reporting.
Executive and Senior Management: Ensures timely and accurate communication through briefing notes and shared inbox responses.
External Stakeholders (e.g., other ministries, federal partners): Supports information requests and ensures adherence to established standards.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

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

Knowledge of Organizational Policies and Standards: Understanding of Alberta Government policies, data governance frameworks, and security protocols.
Data and Document Management Expertise: Familiarity with document control processes, version management, and retention requirements.
System Access and Security Awareness: Ability to conduct access reviews and apply best practices for safeguarding sensitive information.
Communication and Correspondence Management: Skilled in monitoring shared inboxes, responding professionally, and maintaining accurate communication records.
Briefing Note Preparation: Strong editing and formatting skills to ensure clarity, accuracy, and compliance with organizational standards.
Analytical and Problem-Solving Skills: Capacity to identify issues, analyze root causes, and implement practical solutions within established guidelines.
Technical Proficiency: Competence in Microsoft Office Suite, document management systems, and workflow tools such as ARTs, 1GX and BERNIE.
Collaboration and Stakeholder Engagement: Ability to work effectively with internal teams, management, and external partners to meet deadlines and objectives.

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		
	<input type="radio"/>						

Benchmarks

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

Contract and Financial Policy Specialist - Environment and Parks - 016AS