

## Update

Ministry

Education and Childcare

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Major Capital Programs Strategic Analyst

Current Class

Program Services 4

Job Focus

Supervisory Level

Operations/Program

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

FSCP, Capital Programs/Major Capital Programs

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Major Capital Programs Manager

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Minor changes were made to clarify roles and responsibilities following recent hirings in the Capital Programs branch.

Responsibilities Removed:

Minor changes were made to clarify roles and responsibilities following recent hirings in the Capital Programs branch.

## Job Purpose and Organizational Context

Why the job exists:

Alberta Education and Childcare, with technical input from Alberta Infrastructure, develops policies and procedures for the effective planning and implementation of the: school facilities capital program, Infrastructure Maintenance and Renewal Program, Capital Maintenance and Renewal Program, Modular Classroom Program, Leasing Program, and new initiatives, programs and projects as approved by the Minister of Education and Childcare.

The Capital Programs Branch is an integral part of the Financial Services and Capital Planning division, working with school jurisdictions, francophone authorities and Charter school societies to provide, preserve and upgrade supported capital infrastructure. The branch liaises with school jurisdictions, their partners and stakeholders to develop long-term integrated capital plans and projects, as well as with Education and Childcare's Field Services sector to ensure capital project requests are in line with the educational plans of school boards and to ensure capital funding issues are addressed consistently.

The Capital Programs Branch representatives must also establish and maintain close relationships with Alberta Infrastructure representatives to ensure that approved capital projects are: implemented and managed, the implementation follows government policy, appropriate standards and guidelines are adhered to, existing facilities are appropriately and consistently evaluated over time, and effective policy and procedures are developed and maintained.

### Position Summary:

The Major Capital Programs (MCP) Strategic Analyst will research, analyze, evaluate, develop recommendations, and implement solutions to support the effective and efficient management of school capital programs and infrastructure for the Kindergarten to Grade 12 education system. This position is also a key member of the Capital Planning team that works collaboratively with Ministry staff, cross-ministry partners, and external stakeholders to achieve government and Ministry business plan goals. All work is guided by the Alberta Government core values of respect, integrity, accountability and excellence.

Reporting to the Major Capital Programs Manager, the MCP Strategic Analyst works with staff in Education and Childcare's Capital Data Analytics and Policy Branch, as well as the Stakeholder Relations Branch, Strategic Implementation Branch, Finance Branch and staff from Financial Services to utilize their specialized expertise in the analysis and evaluation of Alberta's school capital programs. The analyst will use data analytics and data governance (supporting the Capital Planning Data Strategy), provide recommendations, as well as help implement solutions to ensure Education and Childcare's capital programs are aligned with current educational needs from an infrastructure, and building maintenance and renewal perspective. This position is part of a team responsible for providing a comprehensive range of school capital programs and project support services, technical and professional consultation, and assistance to clients and stakeholders.

### Responsibilities

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

The MCP Strategic Analyst is the Capital Programs Branch lead analyst in the review and evaluation of school capital project submissions and the development of submissions for major capital requests to Treasury Board, as well as the evolution and management of the school planning program and site readiness requirements for current and prospective capital projects. The analyst is responsible to ensure:

1) Branch and sector management teams are supported in working to achieve the department mandate and its goals.

#### Activities:

- Develop briefings and other documents in response to requests from the Deputy Minister and Executive Team, conduct environmental scans, review research, provide summaries, create speaking and briefing notes as well as reports, business cases, correspondence, presentations, and other communications materials as required.

- Build scenarios on how plans and funding allocations could be revised to accommodate changing needs and recommend preferred options.
- Participate in sector, division, ministry, cross-ministry, as well as stakeholder committees and working groups to represent sector and branch perspectives and utilize relevant expertise to contribute input and recommendations.
- Monitor briefings, reports, news releases, newspaper articles, media coverage, as well as other publications and information sources to identify emerging issues that may impact the sector and branch.
- Establish and maintain strong internal and external stakeholder relationships.
- Answer verbal and written inquiries from stakeholders and the public.
- Travel to meet with stakeholders as required.

2) Decision-makers in the branch, sector, division, and department can rely on the timely review, analysis and reporting related to the school pre-planning program, site readiness requirements, and annual capital planning submissions.

**Activities:**

- Review school jurisdiction submissions and requests to ensure the appropriate and complete information is provided for school planning proposals and site readiness requirements, as well as for capital project submissions.
- Check the alignment of jurisdiction program submissions against government data as well as other program and project submissions.
- Ensure school jurisdiction submissions are compliant with each program's policies and regulations.

3) Sector management team is supported in the delivery of its programs.

**Activities:**

- Assist sector Managers with activities related to capital planning as well as special project initiatives.
- Help develop papers, briefings, proposals, and action request responses to provide senior representatives and officials with current and comprehensive information to support planning and decision-making.
- Provide technical and analytical advice in support of Education and Childcare's mandate as required.
- Represent the sector on Ministry, cross-government and/or stakeholder working groups and committees as required.
- Help develop recommendations for decision-makers in relation to the development and/or enhancement of programs and initiatives that build system capacity to meet the education needs of children and youth at local, regional, and provincial levels through cross-ministry collaboration and partnerships.

4) Decision-makers at the branch, sector, division, and department can rely on the environmental scans and associated analytic work to identify options, good practice and inform decisions that support the learning and leadership within the department, as well as school authorities to implement provincial programs, policies, priorities and initiatives.

**Activities:**

- The analyst performs environmental scans to identify good practices, issues, and future options for implementing provincial programs, policy priorities, initiatives and other enhancements to the learning and leadership environments of school authorities.
- The analyst analyzes system intelligence and associated information to develop background materials, briefings, and recommendations for senior decision-makers consideration.
- The analyst participates in project teams and provides project assistance focused on reviewing and evaluating school authority requirements in support of implementing provincial programs, policies, priorities, and initiatives.

5) Development of Data Solutions, Data Management, and Data Assurance.

- Refine, cleanse, and review data to ensure it is accurate from surveys, submissions from school authorities, and Ministries, or information systems to support data driven decision making.
- Organize and consolidate data for ad hoc reporting and ensure data is reported accurately, consistently, and timely.
- Identify associated business and technical risks related to collection and management of data.

- Provide guidance and training to staff on usage of data and information products as required.
- Ensure data or information products and/or software are consistent, reproducible, and used or interpreted appropriately.

## Problem Solving

Typical problems solved:

The analyst works in a complex, evolving, and action-oriented environment. The position is relied on to identify, analyze, evaluate, and integrate diverse types of data with the goal to recommend or consider opportunities for improvement.

As the branch is responsible for maintaining as well as enhancing ongoing activities to improve the performance of the education system, the analyst is key to providing an evidence-based approach that will refine the activities or consider alternatives.

As the branch is also responsible for implementing novel initiatives or projects, the analyst is also key in the development and implementation of project management in order to efficiently achieve the identified outcomes.

The MCP Strategic Analyst models a collaborative approach when leading projects and initiatives associated with school jurisdictions. The position ensures stakeholders remain focused on capacity building efforts to meet the education needs of children. Well-developed professional judgement, negotiation, analytical, and reasoning skills are needed to accomplish branch core functions in support of business plan goals.

The analyst supports strategic planning and the provision of stakeholder-focused services by collecting, analyzing, and reporting on data to identify issues and trends, options and implications, and inform decisions regarding provincial programs, policies, priorities and initiatives.

This position must understand complex relationships and any conflicting perspectives of internal and/or external stakeholders. The MCP Strategic Analyst is expected to develop and maintain effective working relationships with ministry staff and stakeholders to support evidence-based decision making and risk mitigation.

The analyst exercises sound judgment when; collecting and analyzing information, prioritizing program activities to meet deadlines, and coordinating work-flows with tight and concurrent time lines. Any decisions outside established policies and guidelines, or without clear precedent, are discussed with the Major Capital Programs Manager, and/or Capital Planning management team.

Types of guidance available for problem solving:

The MCP Strategic Analyst works within the parameters of established legislation, frameworks, policies, plans and guidelines. This position provides data collection, analysis and reporting services that contribute to successful oversight and monitoring of school jurisdictions as well as the successful development and implementation of provincial programs, projects, policies, priorities and initiatives. This information is crucial to the Minister and the ministry in meeting goals, as well as determining gaps and opportunities.

The analyst receives direction and guidance from the Major Capital Programs Manager, including feedback regarding the processes followed as well as the quality of the information and recommendations produced. The timeliness, accuracy, and relevance of information, analyses and reports provided are critical, and the development of effective relationships with colleagues and stakeholders is essential.

Direct or indirect impacts of decisions:

This position provides data collection, analysis, reporting services and solutions that contribute to successful oversight and monitoring of school jurisdictions as well as the successful development and implementation of provincial programs, policies, priorities and initiatives. This information is crucial to the Minister and the ministry in meeting goals, as well as determining gaps and opportunities.

The MCP Strategic Analyst supports strategic planning and provision of stakeholder-focused services within

the branch and sector by: collecting, analyzing, and reporting on data to determine issues and trends; identifying options, their implications and solutions; and informing decisions regarding provincial programs, projects, policies, priorities and initiatives.

## Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - Strategic direction and information source.
- Director - Strategic and tactical direction as well as project assignment.
- Major Capital Programs Manager - Ongoing contact with consultants, branch and sector staff to provide updates, planning and project management in order to: collect, maintain, and analyze data; develop summaries and recommendations; contribute to issues resolution; implement solutions and collaborate on initiatives and projects.
- Sector Analysts - Share data collection, sources, and design solutions. Work on team-based projects to ensure business continuity and analytic capacity are maintained.
- Ministry and Government Staff - Exchange information (e.g. innovative and cost-effective mechanisms to assess school jurisdiction capacity to implement provincial programs, projects, policies, priorities and initiatives); provide recommendations and advice; participate in working groups; and collaborate on initiatives and projects.
- Senior Representatives from other Ministries (e.g. Infrastructure, Treasury Board and Finance), School Authorities, Provincial and Community-Based Organizations - Lead, co-lead, or participate in initiatives and projects relating to cross-ministry strategies and plans, including planning, monitoring, developing, and evaluating functions; provide advice and support for implementation of programs and initiatives that build relevant system capacity; encourage innovation and cooperation; develop partnerships and collaborative working relationships.
- The MCP Strategic Analyst develops and maintains collaborative working relationships with colleagues, partners and stakeholders as required.

## 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:

BCOMM (Business Technology Mgmt/Economics/Engineering, ability to manage unstructured data).

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

- Knowledge of Alberta Education and Childcare and Alberta Infrastructure policies, regulations, processes, and standards relating to education facilities, their infrastructure, and related programs (school planning program, site readiness requirements, capital planning process) is considered an asset.
- Experience drafting and reviewing briefing notes, reports, business cases, correspondence, presentations, and other communications materials for government officials is considered an asset.
- Experience conducting e-scans, research and analysis, and/or communications activities.
- Advanced understanding of software and system tools used to carry out responsibilities (Microsoft Office suite of products).

## 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
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>Collaborates across functional areas and proactively addresses conflict:</b></p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates</li> </ul>	

		<p>communication and collaboration</p> <ul style="list-style-type: none"> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	
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>	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	

### Benchmarks

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

PS4 - Senior Capital Planner - Children and Family Services - Job Requisition ID: 79063

## 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