

## New

Ministry

Education

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Education Assurance Analyst

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

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:

While reporting only to the Senior Manager, Assurance, this position will provide critical support to System Assurance's two Senior Managers in the areas around the implementation of the Assurance Framework, preparation of the Alberta Education Assurance surveys, and validation of the Alberta Education Assurance Measures (AEAMs) results. Responsibilities will include assisting with planning and development of policies under guidance from the Senior Manager, Manager, or Senior Research Officer, analysis and interpreting of data to develop initial recommendations, and/or liaison with internal and external stakeholders for information gathering purposes.

#### Responsibilities

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

Show personal initiative in providing critical support for tasks important to the enhancement of the Assurance Framework.

##### Activities:

- Conduct research, jurisdiction scans and/or literature reviews as necessary to support the ongoing enhancement of the Assurance Framework.
- Through interpreting research-based data sources, provide on-going feedback to enhance the efficiency and effectiveness of the branch's processes and practices.
- With guidance, draft documents with possible legislative implications regarding policies and impact on program

users.

- Liaise with partner departments ensuring shared standards and procedures are accurately met.
- Cross reference ministry websites ensuring edited or revised documentation is updated and accurate.
- Act as Secretary in the Assurance Framework Working Committee and support Senior Manager and Manager with committee-related tasks.
- Use enhanced Microsoft Office applications to enhance, create and format branch communications to the field.
- Monitor, review and confirm delegation of action items based on the branch's shared inbox.

School authority planning and reporting under the Assurance Framework is supported through the use of valid and accurate AEAMs data.

**Activities:**

- Maintains working knowledge of school authority planning and reporting requirements, the AEAMs reporting system and various internal and external reporting applications (e.g., Data Catalogue, Stakeholder File eXchange, Extranet, PED).
- Checks, verifies and analyzes AEAMs data and reports at the individual school, school authority, and provincial levels, to ensure data accuracy.
- Conducts additional analysis and prepares reports and other materials based on AEAM results to support the Manager or Senior Manager's follow-up work related to school authority performance.
- Identifies potential gaps and improvements in existing reports and assists with the design of new reports.
- Conducts research and analysis under guidance and established protocols to support development of new\* performance measures, including liaising with other areas within the Ministry, GoA, or external partners, where necessary.
  - Participates in the evaluation of proposed approaches and methodologies, including identifying strengths\* and weaknesses of proposed approaches and testing for validity and reliability.

The Senior Research Officer (SRO) are provided with research and technical support in the implementation, processing and analysis of the Alberta Education Assurance (AEA) survey. \*

**Activities:**

- Assists the SRO with the day-to-day activities required for the preparation and administration of the Alberta Education Assurance (AEA) survey, including liaising with contractors and partners involved in the mail out and distribution of parent surveys.
- Performs data entry for paper-based surveys.
- Responds to inquiries from representatives of school authorities and schools, as well as parents regarding the survey administration and process.

The ongoing enhancements to the Alberta Education Assurance Measures (AEAMs) are provided with research and analytical services.

**Activities:**

- Conducts research and analysis to support continual refinement of the AEAMs, including developing initial recommendations for review by the SRO or Manager.
- Under the guidance and direction of the SRO or Manager, conducts research and analysis to support development of new performance measures, including liaising with other areas within the Ministry, GoA, or external partners, where necessary.
- Participates in the evaluation of proposed approaches and methodologies, including identifying strengths and weaknesses of proposed approaches and testing for validity and reliability.
- Analyzes new measures against existing measures to assess consistency and correlation.

The Branch is supported in achieving the mandate and goals of the sector, division, and Ministry.

**Activities:**

- Represents the Branch on Ministry and cross-government working groups, committees, and initiatives as required.
- Provides support and input for the development of policies and standards relating to data integrity,

privacy, security, standards, sharing, repository, and retention.

- Provides research and analytical services in response to enquiries and requests for briefing materials and Action Requests, as required.

## Problem Solving

Typical problems solved:

The Education Analyst must be able to:

- coordinate multiple and complex projects with concurrent deadlines while carrying out ongoing responsibilities
- assess the accuracy and reliability of data and apply statistical tools effectively
- identify emerging trends, issues, and opportunities relating to performance measures
- develop and maintain collaborative working relationships with clients, stakeholders, and partners
- function independently and contribute effectively within a team environment
- demonstrate initiative, professional judgement, creativity, and flexibility

Types of guidance available for problem solving:

The position reports to the Manager, School Authority Performance Measurement & Reporting and works under the guidance of the Senior Research Officer.

Direct or indirect impacts of decisions:

This position will influence Manager/Senior Manager decision making within the branch by gathering the appropriate information from internal or external stakeholders and exercising judgment in their interpretation of the data and determining the most appropriate approach.

## Key Relationships

Major stakeholders and purpose of interactions:

This position has regular and ongoing contact with:

- branch, sector and Ministry representatives to exchange information; resolve issues and respond to enquiries; and participate on committees and working groups
  - representatives of other departments to exchange information; resolve issues; collaborate on projects and initiatives; and coordinate activities
- Ministry stakeholders and clients (e.g., school jurisdictions, school representatives, parents) to respond to enquiries regarding the AEAMs and AEA survey processes.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

If other, specify:

In a discipline related to the position's responsibilities or complemented by extensive experience in govt

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

The Education Analyst requires knowledge of:

- the Ministry business plan, organizational structure, strategic priorities, and core businesses
- government strategic and policy directions and priorities as they relate to the Ministry mandate and initiatives
- the structure of the education system and corresponding accountability relationships and frameworks
- the flow of data through Ministry systems from initial collection to production of information products for stakeholders and the public
- the client and stakeholder community impacted by the Ministry mandate, including relevant organizations, committees, advisory groups, and representatives
- the political environment within which the Ministry operates and decision-making processes of government
- relevant legislation, regulations, and policies (e.g., *Education Act*; *Guide to Education*; *Funding Manual for School Authorities*; *Freedom of Information and Protection of Privacy Act*)

Knowledge of software and systems for statistical analysis, visualizations (e.g., Microsoft SQL Server, SPSS, R, Python, SAS-VA, PowerBI) and/or business productivity software and survey tools (e.g., NoviSurvey; Microsoft 365) will be an asset.

The Education Analyst requires strong and demonstrated:

- interpersonal skills
- analytical, research, and information integration skills, including the ability to synthesize and analyze information obtained from broad and varied sources and develop solutions and recommendations for the consideration of decision-makers
- written and verbal communication skills, including the ability to convey information using appropriate means and present findings and recommendations effectively to decision-makers, clients, and stakeholders
- attention to detail
- organizational skills, including the ability to adapt to change, multi-task and prioritize multiple responsibilities
- commitment to client service, confidentiality, continuous improvement, adding value, and innovation

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	This position involves a consistent review and analysis of the effectiveness of both policy and communication as it pertains to the Assurance Framework. It is important to have a confident working knowledge of the framework and its components.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	This position will be expected to solve problems through a thorough review of a wide variety of data sources, including offering options that evaluates the alternatives and considers the implications of proposed solutions.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change:	This position needs to support planning of the AEA survey to the best of

		<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>	<p>known timelines and goals at the time, while also anticipating and pivoting to alternate plans in response to change.</p> <p>Due to the evolving nature of the content in SAB's sections of the Funding manual, this individual must be able to support with cross referencing while researching the most current legislations and regulations impacting school authorities.</p>
<p>Drive for Results</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>This position will debrief each year's survey plan and process with the SRO and Manager to identify areas of improvement and suggest efficiencies.</p> <p>This position requires an important contribution as an AFWC member. AFWC aligns SAB's collaborative efforts with Field services creating consistency and continuity in messaging for our school authorities with regards to EP and AERR reporting requirements.</p>