Reclassification

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Sr. Strategic Program Analyst

Current Class

Requested Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

PSS, SSSR/SRO

☑ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Operations Manager

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 Sr. Strategic Program Analyst closes a significant gap within Student Records and Operations (SRO) in the area of project management and planning and must be able to determine if policy and practices align with government direction while considering feedback from stakeholders to determine where operational changes are required. Must be able to develop plans and anticipate contingencies and the implications.

Responsibilities

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

1. **Lead operational planning for SRO and all tracking and reporting functions.**
The incumbent is responsible for the review of program frameworks, including identification of opportunities for continuous improvement and increasing the value these programs add to the department. While doing so, s/he uses strong project management skills to plan the process, solicit input from executive management on the ministry's requirements, engage with and advise the business areas, and work collaboratively with the department to develop plans and confirm priorities.
2. **Create project charters, lead projects, and provide all project management elements for SRO and Field Services.**
3. **Provide leadership and guidance on privacy inquiries**
4. **Provide oversight and draft a wide variety of Action Requests.**

Problem Solving

Typical problems solved:

This position must be able to deal with all levels of internal and external resources involved or affected by the delivery of technology solutions in support of the branch's programs. This requires extensive and current knowledge of technical directions, records management, privacy and freedom of information as well as strong communication and negotiation skills, strong problem solving skills, and the ability to set appropriate policy and recommend effective use of technology.
The Position must work across SRO and Field Services to create and validate plans that include annual reports, business plans, and operational plans that may also include providing support and education and hands-on training.
During emergency events that impact Education, the position may need to provide expertise in building plans related to emergency response, disaster recovery, and assist as required with AEMA and the Provincial Emergency Coordination Centre

Types of guidance available for problem solving:

The position supports the program development of future priorities, roadmaps and projects. The major responsibilities of this position require advanced skills in coordinating multiple stakeholders and project activities, planning, analysis and evaluation, conflict resolution, consulting, liaising, and communication.
The Senior Strategic Program Analyst must be aware of immediate, annual plans and targets and align these with the long-term plans, priorities, and outcomes of the program. The ability to prioritize and allocate resources to the highest value opportunities is
essential. Likewise, the Operations Team Lead must be able to consult and maintain open channels of communication with multiple stakeholder groups to facilitate and ensure buy-in.

Direct or indirect impacts of decisions:

The Sr. Strategic Program Analyst position will advance the operational and strategic position of SRO. This will better position the team to address uncertainty and support field services in planning and addressing the variable needs of the Branch.

Key Relationships

Major stakeholders and purpose of interactions:

Internal
To provide status reports and updates, escalate complex risks and issues; provide overall strategic direction for PASI
Ministry business units as required. To collaborate business areas to inform PASI objectives; coordinate the evolution of systems and technology in line with PASI.
PASI Team - regular and ongoing.
Branch staff - as required. To provide strategic leadership to branch.

External
School Authorities - regular and ongoing. To address concerns, communicate updates, coordinate activities in alignment with enhancements, and participate in events to share information about PASI.
Education Associations - as required. To share information; address concerns.
Vendor User Groups - as required. To develop common approaches and timelines for managing updates to accommodate PASI; provide information as needed.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Arts	Project Mgmt

If other, specify:

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

PMP would be an asset.
Degree in planning would be an asset.
ICS 100 would be an asset.

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	○ ○ ○ ◉ ○	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	This position requires creative problem solving skills to work with stakeholders on complex matters, often involving legislation, regulations and the application of policies. The Team Lead must be thoughtful and strategic in providing advice and support to stakeholders.
Systems Thinking	○ ○ ○ ◉ ○	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	The position must be able to determine if policy and practices align with government direction while considering feedback from stakeholders to determine where operational changes are required. Must be able to develop plans and anticipate contingencies and the implications.
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 direction	The individual in this role must have the skills and knowledge to lead a team in assessing and creating projects and plans. The individual must identify issues and actively work to resolve them within a complex and highly regulated environment.
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses	The person must be able to connect with individuals across the

		conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	ministry and across the team to demonstrate the value of working on projects.

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