

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Strategy, Support and Integrated Initiatives (SSII) division provides strategic and integrated policy, planning, and project services in support of Justice priorities. The division focuses on cross-divisional and cross-ministry initiatives, including strategic policy development, business transformations and system modernization. Within the division, the Modernization, IMT and Research (MIR) Branch partners with internal and external stakeholders to translate ministry priorities into actionable plans and strategies, supported by innovative and evidence-informed approaches.

Within the Reporting, Research and Evaluation Unit, the Business Reporting Analyst contributes to a broad range of business intelligence (BI) services, including operational and strategic reporting, performance measurement, statistical analysis, and ad hoc analytical products, as well as projects that support the ongoing development and enhancement of BI systems.

Reporting to the Manager, Business and Strategic Reporting, the Business Reporting Analyst is responsible for designing, developing, implementing and supporting BI products and analytical solutions to meet divisional and departmental requirements for evidence-informed decision making. The role requires strong analytical, statistical, and data visualization skills, along with the ability to quickly understand operational objectives and translate them into accessible, high-quality reporting products used across the organization.

The ideal candidate demonstrates a willingness to innovate and apply new analytical approaches and tools. Proficiency in business intelligence and analytical tools such as Power BI, Excel, R, Python, or similar technologies is expected, along with the ability to select the appropriate tools for different analytical tasks.

## Responsibilities

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

### 1. Business Intelligence, Performance Reporting & Measurement

- Designs, develops, and maintains interactive dashboards, semantic models, reports, and other BI products using data visualization tools.
- Leads user requirement discovery by consulting with stakeholders to understand reporting and performance measurement needs, translating business objectives and outcomes into meaningful indicators, reporting products, and performance insights.
- Supports the implementation of performance measurement frameworks by translating outcomes, indicators, and measurement requirements into sustainable reporting and analytical solutions.
- Develops and maintain in-depth knowledge of operational and program performance indicators, supporting the measurement, monitoring, interpretation, and reporting of organizational performance.
- Designs complex reporting solutions that align with established design and user experience (UX) principles, standards, strategies, and target states.
- Creates and maintains clear, consistent documentation throughout the BI development life-cycle to support transparency, sustainability, and knowledge transfer.
- Supports effective adoption of BI products by developing training materials, guidance, and change management supports to promote data literacy across the ministry.

### 2. Data Management, Governance, & System Stewardship

- Develops and maintains a thorough understanding of justice system data sources, business processes, data models, and reporting implications.
- Supports the development, implementation, and ongoing maintenance of BI systems such as data warehouses, data marts, data transformation pipelines, SQL queries, scripts, reporting views, and other analytical infrastructure.
- Collaborates with business areas to document business rules, indicator definitions, calculation methodologies, and

reporting requirements.

- Develops and executes testing and validation activities to ensure data accuracy, reliability, consistency, and alignment with business requirements.
- Contributes to the development and continuous improvement of data governance standards, processes, and documentation to support data quality, integrity, security, and appropriate use of information assets.

### **3. Analytics & Strategic Insights**

- Collaborates with stakeholders to define analytical questions, objectives, and data requirements that support operational, strategic, and policy-related decision-making.
- Collects, cleans, links, transforms, and analyzes data from multiple sources to support reporting, analytics, research, and business intelligence activities.
- Applies advanced statistical and analytical techniques using tools such as SQL, Power BI, R, Python, or other analytical software to identify trends, relationships, outcomes, and performance insights.
- Designs and implements analytical approaches to validate findings, test hypotheses, and address complex business questions.
- Provides analytical expertise and interpretation to support the development of performance measurement frameworks, logic models, evaluation activities, and strategic initiatives.

### **4. Project Delivery & Continuous Improvement**

- Employs project management methodologies and techniques to support the planning, coordination, delivery, and monitoring of reporting, analytics, and business intelligence initiatives.
- Leads or participates in process reviews to identify opportunities to improve reporting processes, analytical approaches, data management practices.
- Evaluates, develops, and implements new tools, automation solutions, and reporting capabilities to improve efficiency, consistency, and user experience.
- Applies change management principles and practices to support the successful implementation and adoption of reporting products, dashboards, analytical tools, and business processes.
- Develops and maintains documentation, standards, procedures, and knowledge resources that support sustainable reporting, analytics, and business intelligence practices.
- Contributes to the ongoing evolution of ministry reporting, analytics, business intelligence, and information management capabilities.

## **Problem Solving**

Typical problems solved:

The Business Reporting Analyst works independently on complex business intelligence, reporting, analytics, and data management initiatives that support operational, strategic, and policy decision-making across the ministry. The position addresses information gaps by obtaining, analyzing, interpreting, and communicating data pulled from multiple justice system sources, often where business requirements, data availability, reporting needs, or system capabilities may be unclear, evolving, or competing.

As a steward of court and prosecution information, the position exercises judgment in assessing data quality, interpreting results, reconciling inconsistencies across systems, and determining appropriate analytical and reporting approaches. The position must balance stakeholder requirements, technical constraints, data governance requirements, and operational priorities while ensuring accuracy, reliability,

and integrity of information products.

The position regularly works with sensitive justice system information and must exercise discretion in the use, interpretation, and disclosure of information while adhering to legislative, privacy, judicial, and ministry requirements.

Decisions and recommendations directly affect the quality, credibility, and usability of information relied upon by business areas, executive leadership, and external stakeholders, requiring strong analytical judgment, attention to detail, and risk awareness.

Types of guidance available for problem solving:

This position works with limited supervision and exercises independent judgment in the design, development, analysis, and delivery of business intelligence, reporting, and analytical products. Guidance is available through established business intelligence, statistical, data management, and reporting methodologies; ministry policies and procedures; data governance standards; privacy legislation; judicial requirements; and operational business rules.

The position relies on subject matter expertise from business areas, justice system partners, information technology professionals, and data stewards to understand business processes, reporting requirements, and operational context. Guidance is also available from the Manager, Business and Strategic Reporting, the Director, and branch leadership on strategic priorities, stakeholder relationships, complex interpretation issues, sensitive matters, and initiatives with broader operational or organizational impacts.

Direct or indirect impacts of decisions:

Work undertaken by the incumbent informs decisions that can impact the overall operation of the courts, including resource allocation and program evaluation. Recommendations arising from this work impact the effective and efficient delivery of services to Albertans. Recommendations made, or information shared publicly, typically includes a high level of complexity and/or political sensitivity that may impact the division, or the department.

Analytical products, performance reporting, and business intelligence solutions developed by the position may have ministry-wide impacts and are often used to support decisions involving significant operational, strategic, reputational, or public interest considerations. Errors in analysis, reporting, or interpretation could result in incorrect conclusions, reduced confidence in information products, or inappropriate business decisions.

## Key Relationships

Major stakeholders and purpose of interactions:

Divisional leadership - Executive Directors and Directors: As required  
- Information sharing; idea generating; monitoring of issues; providing data-based recommendations on issues, activities and programs; requirements gathering to maintain and enhanced operational reporting.

Managers - Information sharing; idea generating; collaborative research and analytics efforts; monitoring of issues; provide data-based recommendations on issues and activities.

Other ministry staff - Information sharing; provide support for resolution of issues; collaborative research and analytics.

External stakeholders (other governments, academic institutions, partner agencies): As required  
- Supporting external data requests, clarifying scope, delivering approved datasets and reporting products

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Social Sciences, Statistics, Mathematics or related field

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

· University Degree in social sciences, mathematics, statistics, or a similar field of study focused on quantitative analysis. Master's degree preferred. Evidence of ongoing professional development to

maintain currency of knowledge is essential.

- 4-6 years of relevant quantitative and qualitative research and analytics.
- Experience with data visualization and reporting tools such as Power BI.
- Knowledge of statistical theories, principles and practices, and their use in research processes, defining statistical methodologies and application to analytical processes (e.g.: ensure ability to implement and evaluate methods for sampling, collecting, processing and analyzing data). Proficiency in statistical analysis, quantitative analytics, forecasting/predictive analytics and multivariate testing.
- Proficiency in R, SAS, Excel VBA and/or Python etc. and familiarity with machine learning algorithms.
- Strong written (reports) and oral communication abilities (public presentation skills) with ability to communicate effectively with clients in both a technical and non-technical environment.
- Highly innovative and strategic thinker who knows what needs doing and gets it done.
- Previous experience with the justice system data or demonstrated background working with multi-disciplinary datasets is required.

### 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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Excellent communication and facilitation skills to lead discussions with systems partners.</p> <p>Analytical and problem solving skills, including ability to synthesize and analyze information obtained from broad and varied sources and develop solutions and recommendations for consideration of decision-makers.</p> <p>The ability to come up with solutions to loosely defined business problems by leveraging solid statistical expertise.</p>
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>	<p>Conduct stakeholder engagement and employ sound judgment in determining how innovations will be deployed to produce business value.</p> <p>Design new and improve current BI products processes through the application of emerging methods, processes, products and services.</p> <p>Develop and implement</p>

			practical and timely BI solutions.
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Ability to support and conduct research. Excellent quantitative, qualitative, evaluation and data analysis skills. Experience with a statistical software packages.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Must understand and help teams apply a range of methods to analyze research, visualize and synthesize data and findings.</p> <p>Stay up-to-date with ever-evolving statistical tools and techniques.</p> <p>Advise on the choice and application of techniques, and can critique colleagues' findings to assure best practice.</p>

**Benchmarks**

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

Data & Reporting Specialist (50006011) - Courts & Prosecution Reporting - Alberta Justice