Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Forestry Business Analyst

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

This position leads the development of plans, processes and data management systems to support the performance monitoring, evaluation **and timely accurate reporting** of the Forestry Division's branches. The position leverages the findings from the evaluation process **with both routine and ad-hoc reporting outputs** to encourage adaptive management and continuous improvement to better achieve identified outcomes. The incumbent will facilitate a culture of data management **and standardized, repeatable reporting** that ensures effective and efficient services provided to the Division's clients.

Specifically, this position will provide unique support on projects and initiatives assisting Forestry Business Services Section **by extracting, validating, and synthesizing data from multiple systems** due to the large impact to clients internal and external to the GOA.

Responsibilities

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

1) Programs and services are monitored, evaluated and both routinely and ad-hoc reported on to Branch and Division leadership.
- Lead, consult and advise in the development and implementation of evaluation processes, frameworks, data systems **and reporting tools** to assist the Division in evidence-informed decision-making.
- Provide technical guidance and support to teams to develop evaluation plans/outcome measurement frameworks **and reporting structures** to recommend the most effective strategies to meet specific program and policy evaluation needs.
- Prepare reports, briefings, dashboards, presentations and other written materials **by efficiently compiling data from multiple sources** on the status and findings of evaluation projects.
- Monitor the **quality, integrity, and usability** of data, as well as reporting systems within the Branch, Division and Ministry.
- Facilitate working groups and stakeholder committees comprised of representatives from other branches, departments, and stakeholder groups **to support shared reporting requirements and timelines**.

2) Performance and evaluation plans along with reporting outputs are developed, implemented and acted on to support continuous improvement and adaptive management.
- Lead the development of outcome based performance measures, evaluation plans **and associated reporting schedules** for the Division's programs and services.
- Review reports **and underlying datasets** to prepare advice on changes to operational policies, procedures, best practices, strategies and programs in light of evaluation findings.
- Effectively package and communicate proposed opportunities for the modification or continuation of existing programs and services **through clear, concise, decision-ready reporting products** for decision-makers and stakeholders.
- Facilitate the design and implementation of research projects and pilots **along with associated reporting mechanisms** to demonstrate the impact of proposed innovations and changes to systems, programs and services.
- Collaborate with other staff to identify, assess, and prioritize programs and services that support the business needs of the Branch **to ensure reporting requirements are feasible, timely, and aligned**.

3) Strategic alliances and networks are formed that enhance program and service delivery and reporting consistency to stakeholders.
- Engage, educate, mentor and support staff at all levels in best practices, outcome-focused planning **and practical reporting approaches**.
- Participate in provincial networks and alliances to enhance and support the strategic direction of the Branch **and stay current on reporting standards and expectations**.
- Cultivate relationships and trust with leaders and staff in Forestry Business Services section **to support timely access to data and reporting outputs** and to enhance and accelerate change management and adoption of innovation.

4) Multi-disciplinary collaboration enhances the Ministry's capacity and effectiveness to deliver policies, programs and services through integrated reporting.
- Work with other departments to ensure alignment of policies, programs, evaluation processes **and related reporting requirements**.
- Coordinate reporting to external and internal clients **by consolidating information from multiple systems and sources**.
- Conduct evaluation studies to assess the impact and effectiveness of current programs and services **to produce clear, defensible reporting aligned with outcomes**.
- Provide input into measures for strategic initiatives, report on measures **using standardized reporting formats**,

and communicate outcomes to key audiences.
- Act as a point of contact to provide guidance on matters relating to performance monitoring, evaluation **and reporting methodologies**.

5) Support to Section, Branch and Division programs and services by:
- Responding to action requests and developing briefings **that require rapid data compilation and analysis**.
- Participating in Section, Branch and Division meetings **to support reporting discussions and decisions**.
- Participating on departmental and cross-ministry teams **where reporting coordination is required**.

Problem Solving

Typical problems solved:

The position is responsible for identifying and improving the approaches and systems used by the Branch and Division to collect, analyze **and efficiently report on** performance. In addition, the position applies systems design and change management principles to ensure the most effective and efficient approaches to data collection, management **and reporting automation** are implemented, while also driving colleagues to adopt new and innovative systems. Finally, the position must determine methods related to Section, Branch, Division and Ministry performance measures **that enable timely reporting**, balance staff time, while ensuring the data collected meets audit requirements.

Types of guidance available for problem solving:

The position works closely with unit, section, branch and division leadership to discuss, determine and implement innovative solutions to problems **related to reporting, data access, and turnaround timelines**. The position also engages colleagues and managers from across the Division and Ministry, to gather insight and determine the best solutions to the identified problems **and reporting constraints**.

Direct or indirect impacts of decisions:

Decisions made by this position impact the quality, timeliness **and reliability** of data available to the Branch to support briefing materials, **ad-hoc, quarterly and annual reporting**, and evidence-based decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

Senior and Executive Management: provide recommendations for performance measurement, data collection and management, design and implementation of processes and systems, evaluation and reporting.
- Section co-workers and manager: provide information, assistance and leadership in completing assigned responsibilities; provide ideas and input to enhance Section and Division performance.
- Other Ministry staff: provide information and assistance, as needed, as well as gather information to complete assigned responsibilities.

Required Education, Experience and Technical Competencies

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

If other, specify:

Or other relevant degree.

Job-specific experience, technical competencies, certification and/or training:
- University Degree in a related field.
- At least 4 years of relevant professional experience in program planning, delivery, performance measurement, **data analysis, and reporting**.
- Knowledge and experience implementing evaluation and research methods, including survey design, applied statistics, and qualitative and quantitative data collection and analysis **for reporting purposes**.
- Knowledge and experience with database design, administration and reporting, including experience with Microsoft Excel, Sharepoint, MS Teams, MS Forms, MS Lists and PowerBI **to extract, transform and present data efficiently**.
- Knowledge and experience with process design and automation, including experience with tools such as Microsoft Visio and Microsoft PowerAutomate **to streamline reporting workflows**.
- Knowledge and experience with project management, strategic planning, stakeholder engagement and policy development processes.
- Knowledge and experience with program planning, delivery, and evaluation principles and practices **with an**

emphasis on performance reporting.

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
Develop Self and Others	○ ○ ◉ ○ ○	Plans according to career goals and regular development: • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development	- Proactively adopts best practices, tools and resources to monitor and report against outcomes. - Regularly shares knowledge on trends in best practices, tools and resources with staff in the Branch and Division. - Builds compelling business cases for others to adopt best practices, tools and resources.
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	- Draws on own and others' experiences to identify viable courses of action when designing systems, conducting analyses and making recommendations. - Helps internal and external clients achieve quality results through systems design. - Regularly contributes insights and experiences to colleagues to help them achieve results. - Overcomes unexpected difficulties and challenges to meet outcomes and supporting innovation.
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses 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	- Maintains collaborative relationships within the Department, engaging subject matter experts as required. - Works effectively on projects with diverse colleagues in own and other Divisions and Departments. - Able to work on own and in a team, following through on team priorities and commitments and

		• Promotes collaboration and commitment	reporting back on progress and achievements.
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	- Considers current and future client needs, industry trends, policy, operational and strategic plans in proposing ideas. - Seeks input from diverse stakeholders to inform evaluation frameworks and processes. - Ability to analyze complex information and based on this analysis, recommend inputs to new policies, systems and processes.