

New

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Governance Analyst

Requested Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SBS, Governance & Legislation / PASG

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:

The Public Agency and System Governance (PASG) unit is responsible for providing comprehensive and strategic advice and services to the ministry of Advanced Education (AE) in the primary areas of:

- public agency governance (including 21 public post-secondary institution boards and 3 university senates, and AE's higher education and skilled trades public agencies).
- agency governance supports (e.g., accountability and compliance; board appointments; leadership in the department on agency governance matters).
- system governance (i.e., the structures, processes and relationships that support effective governance across the entirety of Alberta's skills and adult learning system).

This Senior Governance Analyst has a lead assurance and advisory role for public agency accountability and compliance measures (e.g., review and renewal of mandates and roles documents (MRDs) to promote clarity and alignment with government legislation and expectations; compensation frameworks and disclosures; compliance with *Conflicts of Interest Act* and code of conduct requirements). Legislation and policies include the *Alberta Public Agencies Governance Act* (APAGA), *Public Sector Employers Act* (PSEA), *Public Sector Compensation Transparency Act* (PSCTA), *Post-secondary Learning Act* (PSLA), *Athabasca University Regulation and Skilled Trades and Apprenticeship Education Act* (STAEA).

The position also ensures that the Minister, senior officials, ministry staff, and agencies are provided with timely and

comprehensive information and advice on agency governance matters. Multiple files are managed by the incumbent with a focus on providing advice on agency governance, understanding governance best practices and trends, and coordinating mandate and roles document development, review, and approval.

This position is also an operational focal point and liaison with the Public Agency Secretariat (PAS) supporting cross-ministry governance deliverables and proactive issues management. The Analyst provides interpretation and advice to guide the actions of ministry staff and senior officials in accordance with applicable legislation and policy, addressing potential governance challenges as they arise.

The role requires adaptability in fast-paced environments, ensuring that governance issues are managed efficiently under tight deadlines. Recommendations and advice are provided to the Manager, Public Agency Governance to inform broader governance issues, including identifying and mitigating risks. The Senior Governance Analyst works closely with PASG team members, public agencies, units across the department, and with other departments to foster integrated and comprehensive public agency governance.

Responsibilities

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

Public Agency Accountability and Compliance

- Develop materials to support communication of government accountability and compliance requirements and provide related advice to public agencies across a range of accountability and compliance topics.
- Develop resources and tools for the collection of relevant reporting and information from public agencies.
- Lead processes to ensure all AE public agencies have up-to-date mandate and roles documents that are approved by current board chairs and the current Minister.
- Lead annual and three-year reviews and renewals of mandate and roles documents in compliance with APAGA requirements.
- Lead the review and analysis of collected compensation data, working with each AE public agency to support compliance with *Public Sector Compensation Transparency Act* disclosures, and compensation frameworks for designated agency executives.
- Maintain the integrity of datasets and create data reports and resources on the analysis completed (e.g., bi-annual data analysis of Advanced Education's PSCTA disclosures and inventory/tracking of APAGA requirements related to mandate and roles documents and code of conduct policies).
- Identify and respond to emerging issues related to accountability and compliance.

Public Agency Accountability and Compliance Research and Analysis

- Research, analyze and evaluate data and information that may affect related accountability and compliance decisions in areas such as compensation. This includes seeking and analyzing information from knowledge experts from the Public Agency Secretariat and Provincial Bargaining Coordination Office, information from other jurisdictions, legislation, policy documents and/or academic literature.
- Lead the development of research reports, position papers and other documents.
- Identify significant public sector policy shifts at provincial, national and/or international levels that may potentially affect multiple facets of public agency accountability and compliance.
- Analyze economic, social, political, and technological issues to identify trends with the potential to affect public agency accountability and compliance.
- Analyze information and identify potential implications to present findings for consideration by leadership teams.
- Assess agency cross-jurisdictional trends (e.g., compensation, benefits, and pension legislation).

Project Management and Process Improvement

- Lead and contribute to enhancement/improvement projects and process measures so that the ministry has consistent and robust processes in alignment with APAGA and ministry governance priorities and legislation.
- Foster/promote consistent philosophy and processes throughout the ministry, while recognizing diversity of sector requirements.
- Identify and build lasting relationships with key stakeholders.
- Analyze processes, steps and milestones for research and coordination projects (e.g. mandate and roles document reviews, cross-jurisdictional reviews, agency best practice scans and reviews).
- Provide input on public agency recruitment processes and/or practices based on compliance and accountability

information collected from public agencies, as required.

Governance Supports and Capacity

- Maintain sound working relationships with public agency staff, program areas across the ministry, and peers in other ministries.
- Engage in cross-government initiatives to support alignment of ministry and GOA public agency governance principles, approaches, and processes.
- Serve as an operational liaison with the PAS and public agency staff on agency governance matters, with a focus on accountability and compliance.
- Share information, best practices, learnings etc. to foster consistent and effective practices across the GOA and the ministry.
- Collaborate, build, and maintain relationships with various stakeholders and provide support to any outreach efforts to ensure coordination and integration of compensation frameworks in designated public agencies.
- Remain current and informed of ministry and/or ABC issues, proactively recommending review and evaluation of policies related to agency compensation and benefits.

Issues Management

- Respond to day-to-day issues and inquiries and liaise with other Ministry staff, as required, as a content expert in public agency and PSI governance, and assist in the complete of action and information requests.
- Build and maintain an awareness of current issues/trends in governance in higher education in order to better understand and respond to day to-day inquiries in a timely manner
- Research assigned issues, provide content and strategic analysis for the preparation of briefing papers, and draft discussion papers.
- Work with the department's policy areas in the identification and evaluation of complex and sensitive issues relating to governance that impact adult education and the higher education system in Alberta.

Support the Manager in achieving the mandate and goals of the unit.

- Plan and lead ad hoc assigned projects.
- Provide advice and guidance on accountability and compliance topics across department units as needed (e.g., contribute to overarching system governance initiatives).
- Provide support and coaching to other unit staff as needed.
- Provide the Manager and Director with advice and recommendations for emerging issues, opportunities, and challenges.
- Develop briefing materials, presentations, speeches, and correspondence to inform issues management and to ensure branch, division and department leadership have appropriate input for decision-making.
- Provide input into operational planning and reporting.

Problem Solving

Typical problems solved:

- Challenges include managing accountability and compliance for files across several public agencies to ensure public agencies under the ministry's jurisdiction are adhering to related legislation and requirements (e.g., mandate and roles document review; compensation practices; recruitment practices). Approaches must be tailored to meet the varied and specific needs of each agency while adhering to overarching processes and accountability requirements.
- Creativity, political acumen, and problem solving are involved in responding to inquiries. This position may deal with confidential and sensitive compensation information and will interact with a diverse range of stakeholders, many of whom may have a high profile.
- Complexity is increased due to the scrutiny and rigor by government as a whole around fiscal responsibility in Alberta's public sector agencies, specifically the post-secondary system. .
- Although the Analyst's work is subject to approval, the Analyst works independently, managing clients and workloads and making decisions and recommendations on a regular basis within areas of specific expertise and authority. The expectation is that the technical content of documents, correspondence, and advice provided by the Analyst is sound, well thought out and prepared, consistent with relevant legislation and policies, and meets

program area requirements in terms of addressing and resolving issues. The Analyst must also take into consideration ministry priorities and political sensitivities that may have an impact on the advice and recommendations provided. The Analyst is expected to provide options and recommendations to solve problems.

Types of guidance available for problem solving:

This position works within the parameters of established legislation, regulations, and directives. Discretion is exercised in determining the appropriate approach to the task at hand. The Manager provides overall direction for this role; however, there is considerable independence in decision making (prioritizing responsibilities to meet deadlines, developing solutions and recommendations for complex issues, consulting with PAS, AE Legal, TBF Pension Policy) depending upon the requirements of the task (briefing package, exemption request, supplemental retirement plan review, etc). There are not always established processes or guidance for questions that are raised, therefore creative thinking and knowing who to engage with to resolve certain issues and where to research cross-jurisdictional sources, often with little turnaround time, is a requirement.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager, Public Agencies Governance, and Director, Public Agency and System Governance - provide regular and ad hoc reports, draft inquiry responses, and briefing notes/packages/presentation materials; provide inputs to unit planning
- Unit and branch staff and department program areas - collaborate on branch initiatives, share information, and provide advice as needed on accountability policies and practices
- Assistant Deputy Minister's Office and Ministry program areas - provide data analysis and recommendations, briefing notes/packages, responses to Action Requests, and presentation materials
- Other departments - works collaboratively with several departments for the purpose of assessment and implementation of agency accountability, compliance, and governance projects
- Public Agency Secretariat (TBF/PSC) - serve as an operational liaison to exchange information and collaborate on policy development; discuss and collect input and/or data analysis on agency compensation file items; coordinate and report on public agency reviews
- Treasury Board and Finance Pension Policy (TBF) to consult and receive input on pension related inquiries/policy for agency compensation files
- AE Legal services to review, consult and obtain input on legal inquiries related to agency governance items.
- Internal Finance - PSI Oversight and Accountability unit, to coordinate and align governance accountability and financial accountability activities

External

- Public Agency Stakeholder Contacts (e.g., representatives from public agencies who are involved in human resources/compensation and board governance) - discuss and resolve accountability and regulation inquiries and support PSCTA annual disclosure; discuss and coordinate Mandate and Roles documents, other information and reporting as required related to agency governance
- Peers in other provinces or jurisdictions - share Alberta's perspectives; seek and share information related to best practices and processes

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Experience

- Degree in related field: Business, Political Science, Public Administration
- Minimum 4 years' related experience

Technical Competencies, certification and/or training

- Knowledge of government's role, structure, and decision-making processes related to public agency governance.
- Knowledge of applicable Acts, Legislation, policies, directives, and programs
- Ability to apply thorough foundation of knowledge of governance topics and common issues (e.g., accountability, transparency)
- Financial acumen to address related compensation issues and navigate related discussions
- Knowledge of research methodologies, techniques, and procedures, including the application of qualitative and quantitative research methods and data analysis
- Exceptional written and verbal communication skills, interpersonal and relationship building skills. The Senior Governance Analyst is expected to conduct meetings related to APAGA requirements as well as other relevant legislative and policy parameters and must have the necessary tact to participate in complex and sometimes sensitive conversations with senior executives within the GOA as well as representatives from public agencies who are involved in board governance.
- Ability to think strategically and critically on a broad scale in the development and implementation of innovative and feasible solutions
- Strong research skills with the ability to maintain objectivity in the face of competing interests
- Ability to multi-task with limited direction, while working in a dynamic environment that requires adaptability and the ability to respond quickly to changing priorities
- Experience working with multiple stakeholders on cross-government initiatives
- Experience with the Microsoft Office suite, and excellent knowledge of Excel
- Political acumen sensitivity to confidential materials and information

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Requires the ability to view accountability and compliance inquiries and/or policy change recommendations, and respond accordingly, keeping in mind the Ministry's overarching objectives. Identification of potential risks and alternative options where required.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others 	Relationships are built with both internal and external stakeholders. Information and/or advice is sought and also provided on compensation related issues on a regular basis. Most

		<ul style="list-style-type: none"> • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	frequent communication is with the PAS, PASG, AE Legal and public agency staff.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Requires the ability to re-prioritize and work effectively and efficiently under tight and changing timelines to ensure deadlines are met and information provided is accurate. Ad-hoc presentations, briefings, action requests are frequent, often requiring data analysis pulling information from various sources.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Reviews and decision recommendations require seeking input/advice from various stakeholders. Offer alternative options/ recommendations that will still achieve desired outcome.

Benchmarks

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

024PS26 - Assessment Advisor, Regulated Property Assessment
 024PS63 - Policy Analyst, Health