

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

The Forecasting, Analytics and Research Unit (FAR) leads the Department's research and analytics agenda by providing evidence to support system planning, policy development, and funding decisions. FAR integrates administrative, survey, and external data sources to produce insights on learner outcomes, labour market alignment, and system performance.

Reporting to the Director, the Senior Research Analyst strengthens the Department's evidence base for high-impact decision-making. The role leads the design, implementation, and reporting of major research and survey initiatives, including those that inform key performance indicators supporting ministry priorities such as the post-secondary funding model.

The position is responsible for end-to-end research delivery, including methodology design, sampling and weighting approaches, instrument development, data collection oversight (primarily through contracted vendors), analysis, and reporting. It ensures methodological rigour, consistency with best practices, and

alignment across departmental and cross-ministry data collections.

A key function of this role is to translate complex data into actionable insights that inform policy, funding allocations, and system-level planning. This includes integrating survey data with administrative and external sources (e.g., Statistics Canada's Education and Labour Market Longitudinal Platform) to support advanced analyses of learner pathways, credential completion, and employment outcomes.

The Senior Research Analyst also leads qualitative and mixed-method research to complement quantitative findings and provide a more comprehensive understanding of learner experiences and system performance. The role requires strong stakeholder engagement and contract management skills, as well as the ability to operate independently in a complex, multi-partner environment.

In addition, the position provides subject matter expertise in priority areas such as apprenticeship education and supports collaboration with federal and provincial partners to advance consistent, high-quality data and research practices.

Responsibilities

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

- 1) Respond to information and knowledge needs from stakeholders by developing appropriate quantitative methodologies and processes, conducting advanced data analytics, and producing reporting products:
 - Work with internal and external stakeholders to understand their information and knowledge needs;
 - Identify internal and external data sets relevant to stakeholders needs;
 - Develop appropriate approaches and methodologies needed to clean, integrate, analyze and interpret data in ways that respond to stakeholder needs;
 - Conduct advanced analytics using internal and external data, including integrated data from various sources, to respond to stakeholder needs, including but not limited to projections and forecasting, rate calculations, model development, quasi-experimental net impact analysis and more.
 - Ensure the most accurate evidence is available to inform tests of statistical significance, measures of central tendency, regression analyses and other statistical analyses as needed in compiling secondary analyses of databases;
 - Analyze accountability reports from institutions and highlight key issues for discussions with institutions;
 - Translate analytics and research into key messages and findings for various levels of decision makers, including executives, using best practices in data visualization and communication and various reporting products, such as briefing notes, presentations, formal reports, dashboards and more;
 - Lead and support ministry responses to urgent requests, including developing the most appropriate approach and pulling together teams as required. Respond to inquiries from within the Ministry, other Government of Alberta ministries, the public, stakeholders and the academic community regarding data availability and data resources.
 - Work with Statistics Canada in their Virtual Data Lab environment to develop metrics and conduct analyses using the Education and Labour Market Longitudinal Platform.
- 2) Provide the Ministry with research expertise and lead and manage major research projects:
 - Collaborate with internal and external stakeholders to understand the gaps in current information and

knowledge that are unable to be met by existing analyses or research;

- Design and oversee research projects of broad corporate benefit that respond to priority Ministry initiatives using project management best practices;;
- Liaise with other ministries, including Service Alberta, Treasury Board and Finance, Job, Economy, Trade and Immigration, Education and Assisted Living and Social Services to procure required datasets and conduct data linking, cleaning, coding and analysis on large databases to turn data into knowledge;
- Conduct synthesis on data and research findings to distill information into key findings and actionable recommendations that address priority initiatives;
- Compile research and analysis findings into various reporting products, such as briefing notes, reports, presentations, and more;
- Facilitate maximum value of division and ministry research efforts and investments through exploration of coordinated, cost-sharing arrangements for data purchases and dissemination across program areas;
- As a ministry expert, provide research advisory services to branch and program areas regarding research methodologies, data limitations and sources and program area specific data purchases. Advise research and program areas on long term approaches and strategies;
- Establish and maintain research networks and relationships, serving as division or ministry lead with research experts such as Statistics Canada and various others.
- Provide expertise on research and data pertaining to apprenticeship education in Alberta and across Canada.

3) Conduct literature reviews, jurisdictional scans and comparisons using available data sources and databases.

- Develop an in-depth familiarity with the post-secondary data housed and managed by Statistics Canada, with an understanding of the methodology, metadata, and differences in collection and reporting between provinces and territories;
- Develop an in-depth familiarity with international data and metrics on education from the Organization for Economic Cooperation and Development, and other sources of internationally comparable data related to education; Produce concise comparisons of jurisdictions on particular issues, with appropriate caveats as needed; and
- Conduct literature reviews into various topics related to ministry mandate and initiatives.

4) Develop outcome-level performance metric methodologies and other indicators of the health and functioning of the post-secondary education system in Alberta.

- Summarize existing literature related to potential indicators, including best practices and pitfalls;
- Work with ministry partners to develop methodologies to calculate indicators and measures that are practical and appropriate for various types of institutions and student populations; and
- Where necessary, lead the development of new data sources to address data gaps related to potential indicators (e.g. missing data elements, or design of new surveys).
- The Senior Data Analyst uses subject matter expertise and judgment to determine the best approach and methodology to use for research projects and data analysis projects. This includes participating in all aspects of research including clarification of the issue, literature reviews, designing

methodologies, developing information collection tools, collecting information, collating and analyzing information, and presenting results. Research methods may vary.

Problem Solving

Typical problems solved:

- Designs and applies appropriate methodologies to address complex policy and research questions related to learner outcomes, system performance, and labour market alignment.
- Resolves issues related to data quality, comparability, and integration across multiple sources (e.g., administrative data, survey data, and external datasets such as Statistics Canada).
- Determines defensible approaches for key indicators (e.g., completion rates, employment outcomes), including handling methodological challenges such as cohort definition, weighting, and classification changes (e.g., CIP, credential level).
- Interprets and reconciles conflicting evidence or trends to provide clear, evidence-based advice to senior leadership.
- Manages risks and issues related to large-scale survey implementation and vendor deliverables.

Types of guidance available for problem solving:

- General direction is provided through ministry priorities, legislation, and established research and statistical standards.
- Access to existing methodologies, previous survey cycles, and internal data assets (e.g., AES, administrative datasets), as well as external best practices and benchmarks.
- Collaboration with internal subject matter experts, cross-ministry partners (e.g., JETI), and external organizations (e.g., Statistics Canada).
- The position operates with a high degree of independence in selecting methods, interpreting results, and providing recommendations.

Direct or indirect impacts of decisions:

- Impacts policy development, funding allocation decisions, and strategic planning at the departmental and system level.
- Affects relationships with post-secondary institutions and external partners through the provision of data and analysis.
- Errors or weak methodologies could lead to misinformed decisions, reputational risk, or misalignment between education outcomes and labour market needs.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Branch staff - provide research advice and recommendations as needed to Director; support branch activities as needed
- Other Ministries (e.g., Education, Health and Wellness) - respond to requests for data or research products; ensure that research products are disseminated and used by staff who need them.
- Staff across the ministry at various levels - lead discussions to get a better understanding of their information needs and tailor research products that align with those needs.

External

- Work with stakeholders on the design of specific research projects that are of value to those audiences or which impact them
- Statistics Canada - respond to requests for data or data analysis

Required Education, Experience and Technical Competencies

Education Level

Master's Degree

Focus/Major

Economics

2nd Major/Minor if applicable

Other

Designation

If other, specify:

A graduate degree in a relevant social sciences discipline;

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

- Strong qualitative and quantitative research and data analysis knowledge and skills and the ability to adapt methods to create practical research designs for diverse circumstances
- Ability to design and execute a broad variety of data analysis (e.g., regressions, quasi-experimental research design using propensity score matching, develop algorithms for data collection)
- Strong analytical skills, and ability to interpret quantitative data in conjunction with findings from literature reviews .
- Excellent oral and written communication skills including the ability to listen and present information effectively to individuals with diverse interests and backgrounds.
- Excellent interpersonal and relationship building skills and ability to work in a variety of roles (leadership, collaborative, team, or independent) as appropriate to the circumstances.
- Ability to adapt and creatively solve problems.
- Strong time management and organizational skills.
- A sound knowledge of the ministry's data applications (e.g., Learner Enrolment System, Key Performance Indicators Reporting System, Application Submission Initiative, Program and Provider and Program Registry Systems)
- Knowledge of Ministry and Government policies and standards relating to information technology applications and systems/environments
- Knowledge of relevant AE Acts and documents (i.e. Post-secondary Learning Act, Tuition Fee Regulations, Freedom of Information and Protection of Privacy Act, AET Business Plan, AET/GOA

ITM frameworks and strategies)

- Knowledge of Post-secondary Education Business Process and initiatives developed in related areas of the department, which may impact the institutions, so that a holistic approach is used to work with institutions

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 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"> • 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 	<ul style="list-style-type: none"> • Aligns research outputs with ministry priorities (e.g., funding model, labour market alignment) while ensuring consistency across datasets, reporting cycles, and cross-ministry initiatives. • Integrates multiple data sources (e.g., AES administrative data, Statistics Canada platforms, and JETI Occupational Outlook) to produce a comprehensive view of learner pathways, completion, and labour market outcomes.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<p>Creates the environment for innovative problem solving:</p> <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	<ul style="list-style-type: none"> • Applies new tools and technologies (e.g., Python, Snowflake, AI-assisted methods) to improve efficiency and analytical capability. • Designs solutions to address data gaps or inconsistencies, including developing proxy measures or integrating new data

			sources.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<ul style="list-style-type: none"> • Leads the end-to-end delivery of major research and survey projects (e.g., Apprenticeship Education Survey), ensuring timelines, quality standards, and contractual deliverables are met. • Proactively identifies and mitigates risks related to data quality, methodology, and project delivery, including managing vendor performance. • Balances multiple high-priority projects and delivers results in a fast-paced, high-demand environment.
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<ul style="list-style-type: none"> • Builds and maintains effective working relationships with internal and external stakeholders, including PSIs, Statistics Canada, JETI, and contracted research vendors. • Collaborates across ministry areas and with other jurisdictions to ensure alignment of data definitions, methodologies, and reporting approaches.

Benchmarks

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