

Public (when completed)

Common Government

[Guide](#) [Benchmarks](#) [Competencies](#) [?](#)

New

 Ministry

Describe: Basic Job Details
Position

Position ID <input type="text"/>	Position Name (30 characters) <input type="text" value="CI Data and Advancement Analyst"/>
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 Requested Class

Job Focus <input type="text" value="Operations/Program"/>	Supervisory Level <input type="text" value="00 - No Supervision"/>
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Agency (ministry) code ? <input type="text"/>	Cost Centre ? <input type="text"/>	Program Code: (enter if required) ? <input type="text"/>
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Employee

 Employee Name (or Vacant)

Organizational Structure

 Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID <input type="text"/>	Supervisor's Position Name (30 characters) <input type="text"/>	Supervisor's Current Class <input type="text" value="Manager (Zone 2)"/>
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Design: Identify Job Duties and Value
Job Purpose and Organizational Context [?](#)

Why the job exists:

This Analyst assists in the development and implementation of service quality indicators for the Ministry by providing data management, research and technical support, program analysis and targeted presentation reports. The position is responsible for undertaking advanced research and analysis with input/representation as required from:

- Program policy branches in the Ministry,
- Service delivery - Regions and DFNAs,
- Information Management, and
- Human Resources

The position completes advanced analysis and interpretation of program data that is intended to identify process or resource practices that may be contributing or detracting from the success of overall program strategy.

The incumbent functions as a knowledgeable resource person for the Branch, Division, and Ministry entities, explaining and facilitating data analysis, preparing reports, and contributing to recommended courses of action.

The work involves project management, participation in various Divisional and Department committees and liaising with other Branches, Ministry entities and Divisions.

Responsibilities

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

Plan and conduct research (e.g., indicators related to quality management, service delivery and program outcomes) that enhances Ministry and Divisional performance.

- Independently conduct research and provide analysis on trends and patterns on a variety of different subject areas. This information will be used by the Analyst to proactively raise concerns and suggest mitigation strategies. In addition, the Analyst will use this information to identify new challenges and opportunities for the Unit.
- Work with program areas of the Division and Department to develop and refine quality indicators for the Ministry.
- Review, improve and develop reports that substantively support the work of the Division and Department.

Provide technical support and analysis for the development of data and data sources appropriate for service quality indicators.

- Work with Program areas, Information Management and Information Technology branches to develop and enhance Ministry databases to meet the needs of Ministry and Division service quality management.
- Perform ad hoc and ongoing tasks involving data extraction, cleaning, validation, analysis, and report building through proficient construction and application of database queries. Conduct change management impact analysis for data entry staff, prior to recommending additions/enhancements to existing information systems.
- Analyze data from external sources such as Statistics Canada and other ministries/jurisdictions to provide an environmental context for integrated data analysis.

Provide technical support to Branches and Entities across the Ministry to support: monitoring, tracking and evaluation of service quality indicators.

- Work with Business Strategies and the program areas to ensure appropriate linkages to the Ministry Business Plan as well as related operational plans.
- Work with staff in the Evaluation Branch to identify opportunities for shared learning and linkages between monitoring and evaluation activities.

Provide issues management, including coordination of issues, opportunities and challenges between the Unit and rest of the division in relation to data accuracy, analysis and results.

- Proactively identify issues for the Unit, such as production schedule delays, risks to meeting deadlines and impacts for ad hoc reporting.
- Develop strong working relationships with other areas of the Division and Department to anticipate and to provide recommendations on what priorities require urgent attention and resolution.
- Advise management on how information should be presented to the unit's clients, keeping in mind cultural sensitivity and issues of confidentiality.
- Prepare briefing notes, action requests and other information packages for senior and executive management.
- Additionally, the Analyst will use their keen eye to detect abnormalities in the data and results from the analysis.

Develop Service Quality reports for the Branch and Ministry entities.

- Prepare region specific as well as consolidated reports on service quality indicators.
- Develop capacity among program and service delivery staff to enhance current program analysis, with a view to continually improve outcomes for children and families.
- Ensure that technical data is presented in a user-friendly format and that information presented is appropriate to meet the needs of the target audience (e.g., governance data for Boards versus operational for Regional Directors, program and service delivery staff, etc.).

Communications/Graphic Arts Design

- Provide visually creative talent in the development and packaging of materials for both internal and public consumption, ensuring availability of materials and compliance with government and Ministry visual identity guidelines.
- Develop automated reports and data visualization dashboards to facilitate the presentation of data and analysis in a concise and story-telling narrative.
- Support unit staff in the development and application of communications strategies and approaches to the public reporting of child intervention statistics and information. Identify internal and external communications-related opportunities that support unit goals.
- Investigate social media and open data opportunities for the dissemination of child intervention data. Explores usage of dynamic data visualization for websites.
- Compose draft documents on various topics, ensuring appropriate focus on the key audience(s).
- Assist in the development of standardized templates and branding for the unit.
- Review and edit materials for style, grammar, and formatting compliance prior to final approvals.

Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

This position impacts a variety of areas relating to government requirements for Divisional accountability, reporting, planning and liaison/consultation with Ministry entities (staff involved with the Division, CFSs, Delegated First Nation Agencies, Council for Quality Assurance, etc.). Key responsibilities include the coordination of data collection/extraction, statistical analysis and preparation/presentation of reports targeted to specific audiences.

Trained research skills, subject matter and policy knowledge as well as innovation and proficiency in writing and using database queries are required in designing and conducting analysis, developing project timelines, accepting and prioritizing assignments and identifying areas for further research/analysis.

Key Relationships

Major stakeholders and purpose of interactions:

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Public Administration

Designation

If other, specify:

Equivalency: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

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

A related degree along with two years' experience in conducting analysis, data reporting and applied research (qualitative or quantitative) is required. A master's degree along with quality assurance and social-based program evaluation experience will be considered an asset.

The position also requires the following knowledge, skills and abilities:

- Knowledge of research methodologies, tools, statistics and techniques.
- Proficiency in using SQL for manipulating data in various relational databases.
- Knowledge of data reporting services and visualization tools e.g., SSRS, Power BI and SAS VA.

- Understanding of project management principles, methodologies, processes and leading practices.
- Strong interpersonal skills to interact and deal effectively with all levels of the ministry, partners and external stakeholders.
- Strong verbal and written communication skills, particularly in areas of providing and exchanging potentially sensitive information.
- Strong liaison and facilitation skills to build relationships and negotiate collaboration/cooperation with partners.
- Awareness of issues for Indigenous Peoples and the challenges faced by their communities.
- Ability to work independently as well as contribute effectively in a team environment.
- Knowledge of graphic design, print production and plain language techniques.
- Knowledge of Government and Ministry Policies, processes and practices in relation to Child Intervention.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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





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.

	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
		
		<input type="button" value="Remove Signature"/> <input type="button" value="Add Signature"/>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
		
		<input type="button" value="Remove ADM Signature"/> <input type="button" value="Add ADM Signature"/>
ADM Name	Date yyyy-mm-dd	ADM Signature
		<input type="button" value="Add DM Signature"/>