

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 role will report to Director, Financial Operations. Many of the decisions previously made by the Director will be made by this Analyst role rather than being directed to the Director, Financial Operations. The Analyst will set group priorities, review work and similar manager duties. This role will be largely autonomous within its scope of work, range of knowledge of process and procedure. It will work across the department program areas, as well as AB Petroleum Marketing Commission (APMC).

The incumbent is responsible for report maintenance and development, production support, business analysis and planning strategy. Also the incumbent will liaise with other system professionals within the Department and consult with business unit Leaders in the Program Areas to develop reports, macros and Power BIs to be used within the Department of EM and APMC.

The Analyst also supports the improvement of data systems, contributes to the Department's data management, and envisions new ways to add value. Because this work is a vital foundation supporting department decision-making and policy development, the Analyst also provides expert advice and collaborates with ministry colleagues to inform policy development, financial operations, other data systems, and other accountability mechanisms.

The Analyst is well-versed in specialized skills and knowledge pertaining to these functions (including finance and data management) and can execute them with high quality and holistic approach.

The incumbent will prepare the procedures and develop comprehensive data analytics available for the implementation and monitoring of the Bitumen Royalty In Kind (BRIK) and Gas Royalty In Kind (GRIK) initiatives.

The position involves managing data gathered from the Oil Sands Administration & Strategic Information System (OASIS) for oil sands royalty reporting, Mineral Revenue Information System (MRIS) for gas royalty reporting system and Corporate Accounting and Reporting System (CARS2). This work involves the application of advanced systems knowledge (through interpretation and analysis) to ensure compliance with Public Sector Accounting Standards, Government of Alberta directives and guidelines, the SFO best practices to avoid recommendations from the Office of the Auditor General of Alberta and the Office of the Chief Internal Auditor. This position operates independently to maintain systems accountability within the Ministry. The resolution of system issues is an ongoing responsibility, as well as training support staff on key processes and practices.

The incumbent is a primary resource in the evaluation of the adequacy of the data presented for BRIK and GRIK and will develop and improve the organization's data maturity as follows:

1. Develop, implement, and evolve and enterprise-wide data management and governance.
2. Develop, implement, and evolve stewardship of the Department's major administrative datasets.
3. Collect and provide oversight of key administrative data from the advanced learning system

Responsibilities

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

Report maintenance and development:

Provide financial reports to internal and external clients (Financial Services, Oil Sands Division, Gas Royalty Division and the APMC).

- The incumbent is responsible for the timely running and delivery of these reports. Extracting data from various sources (OASIS, MRIS, CARS, 1GX Excel) and using Power Query to clean, transform, and reshape it for analysis.
- Management, staff and industry often require Ad-hoc reports. The incumbent would be responsible to manage the research and to request and find the best possible report to meet the user's needs. If no reports are available, the incumbent would take the request and develop reports using OASIS, MRIS and CARS2 Tools (Crystal and Query) to extract the appropriate information. The incumbent will work to design and develop the required reports based on user specification.

Production Support:

- Ensures system control and table maintenance are timely and accurate. There is significant impact to the clients, users and/or reporting if the information is not correct.
- Ensures the job schedule is current, that special jobs are appropriate and co-ordinated as there may be significant impact to the users or clients.
- Deals with the emergency work request environment; implements test plan, completes test scripts, coordinates work with key stakeholders to ensure priorities are met and work is thorough and completed on time, assesses impact, notifies affected users of the implementation. In many instances these changes are extremely important and critical to the integrity of the system and are required to be completed ASAP.

Training:

- Identifies user training needs and develops training sessions for various user groups. Plans and conducts demonstrations and training sessions. Provides training to system users relating to the structure of the system data.

Business Analysis:

- Assists in providing detailed analysis of business requirements to ensure that manual and automated systems support the business and financial control needs of the departments. This includes meeting to define requirements and then coordinating the changes into the release planning process as required.

Planning Strategy and Core Responsibilities:

- Data Gathering & Preparation: Extracting data from various sources (OASIS, MRIS, CARS, 1GX Excel) and using Power Query to clean, transform, and reshape it for analysis.
- Data Modeling: Designing and implementing robust data models, defining relationships between datasets, and creating calculated columns to support reporting.
- Dashboard & Report Creation: Developing interactive, visually appealing dashboards and reports that highlight Key Performance

Indicators (KPIs) and business trends.

- Advanced Analytics: Writing complex DAX (Data Analysis Expressions) queries for custom calculations and measures.
- Stakeholder Collaboration: Working with business teams to gather requirements and translating their needs into technical specifications and actionable insights.
- Maintenance & Optimization: Troubleshooting performance issues, managing data refresh schedules, and ensuring data security.

BRIK and GRIK Implementation:

- The incumbent will be directly involved in implementing System (CARS) Changes and Updates for BRIK and GRIK.
- Lead and provide guidance to program and finance in the administration of changes and updates required to make CARS ready for the BRIK and GRIK implementation; Will work directly with the CARS system team in the creation of system test plan and its execution.
- Lead in creating a process flow diagram (swimlane) for finance processes on BRIK and GRIK transactions;
- This swimlane diagram will identify and organize process steps into horizontal or vertical columns ("lanes") assigned to specific teams within the department.
- To map roles to tasks to provide clear accountability, identify process constraints, and visualize cross-functional tasks among finance and program areas.

Identify Financial Controls:

Financial internal controls during BRIK and GRIK implementation focus on designing and validating safeguards for new systems or processes to ensure financial integrity before these go live.

- Preventive controls: Ensuring that more than one person is involved in the execution of tasks related to BRIK and GRIK, the initiator should be different to the approver
- Detective Controls: to aid in helping in the prevention of errors and fraud, by assigning one team to do the regular reconciliation and confirmation of the balance in the bank statements to ensure accuracy and receipt of the payment

Problem Solving

Typical problems solved:

The Analyst must meet a wide range of challenges, from granular, technical problems to chronic, systemic culture issues. Examples include the following:

- change: Data structures and large institutions resist change; however Department needs and data systems require change regularly. The Analyst supports change efforts in the face of resistance from inside and outside the organization, and must find ways to ease concerns and rally colleagues and stakeholders to the cause.
- opposing needs: The Analyst works with many individuals and groups across the organization, serving as a critical diplomat in creating solutions that consider conflicting needs and priorities. An enterprise view is essential in solving such problems.
- complex problems: When things go wrong in data management, the causes are often complex. The Analyst will have the tenacity to tackle these issues and see them through to their conclusion, marshaling resources as needed.
- managing data gaps: Executives, policy professionals, and researchers often are not clear about how particular data can help them answer questions. The Analyst helps clients understand the limitations and best uses of specific datasets, and works with them to find data relevant to their inquiry.

With the AB Royalty Credit Program (ARCP) (for which BRIK and GRIK falls under), being key new programs for the Department, the incumbent will be expected to develop reports that will help guide decisions on the KPIs results.

Types of guidance available for problem solving:

Will directly work with the Royalty operations division to gather knowledge of business around the BRIK and GRIK programs.

The Director provides guidance to the Analyst in setting priorities and determining outcomes. Within these parameters, the Analyst has extremely high autonomy and authority to determine work priorities and approaches.

Direct or indirect impacts of decisions:

Direct impacts are to users both internal department program areas and external departments within the GoA.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Branch staff - provide data management advice and recommendations as needed to Director, ED and ADM/SFO to support branch activities as needed.

Other Program Ares (Oil Sands Division and Gas Royalty Operations) - respond to requests for data or data analysis; provide data management information; participate as data custodian or subject matter expert on projects

Information and Technology Management Section- provide subject matter expertise in support of developing training materials, address data management queries or application development

External

APMC - verify data submission as per established processes; work to resolve inconsistencies or errors; provide user guides and manual; provide training as needed.

The Incumbent directly works with the stakeholders in data gathering and reporting of initiatives related to the BRIK and GRIK program.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Diploma or Degree in Commerce, Accounting or related subject or equivalent, Data Science

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

University graduation in a related field plus 4 years progressively responsible related experience

Knowledge/Skills Required

- Familiarity with Generally Accepted Accounting Principles and Generally Accepted Auditing Standards to financial activities, government legislations, directives, policies and procedures

- In depth knowledge of 1GX Financial System, in addition, knowledge of systems and interfaces systems, CARS, LMAS, MRIS and OASIS as well as knowledge and research techniques for each system

- Working knowledge of the programs for the Department of Energy and Minerals and understanding of the revenue recognition of oil and gas activities

Working with:

- AI tools for financial analysis
- Power BI dashboards
- Developers to build or fix data systems
- Regulatory compliance

The position requires strong knowledge in the following areas:

Data Analysis and Reporting

- Strong knowledge of data analysis, reporting, and trend identification.
- Experience using analytical and reporting tools such as Microsoft Excel, Power Query, and Power BI.
- Ability to interpret complex data, identify trends and anomalies, and provide meaningful insights to support

decision-making.

- Ability to communicate analytical findings to technical and non-technical audiences.

Data management

- Understanding of data management and governance principles and best practices.
- Experience working with large datasets, reporting systems (1GX, CARS, OASIS, MRIS, LMAS) and information management tools.
- Knowledge of data documentation practices, including business definitions, data dictionaries, and reporting standards.
- Strong knowledge of data validation and data quality assurance.

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 	<p>Example of direct report development specific to the position are as follows: Extracted transactional data (SQL), production/volume, price reporting (Excel) into Power BI; use power query to clean inconsistent data; merge tables to create a single file; Calculate and slice the data by group(s) to find patters; Perform correlation analysis; Finally build a Power BI dashboard with a drill-down capability.</p> <p>When solution is not immediately apparent, lead efforts to develop a plan to resolve the issue. This commonly includes reviewing relevant documentation, relying on process knowledge and, where a novel issue arises, engaging and collaborating with other stakeholders to come to a path to resolution.</p>

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • 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 	<p>Work with cross-functional teams to develop solutions to system problems that affect both internal and external clients, being sensitive to timeline, deliverables and business needs.</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"> • 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 	<p>Develop solutions that impact multiple parties with potentially disparate or conflicting needs and timelines.</p> <p>A contributing team member with specific responsibilities that have real world results for system reporting and client satisfaction with the services provided.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	<p>Simultaneously work on projects with competing / overlapping timelines, sensitive client requests and other internal projects in both structured and unstructured (ambiguous) environments</p> <p>Develop and implement process improvements to improve quality and reliability of information and simplify overall process</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion 	<p>Working both for and along side multiple team members from a wide range of stakeholders where conflicts related to expectations and deliverables may arise.</p>

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| | | <ul style="list-style-type: none"> • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes | |
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Benchmarks

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

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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.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature

_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature

_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature

_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature