

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Perfm Measurement 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

SOSS, Regulatory Compliance and Data Stewardship



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Research & Evaluation

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Performance Measurement Analyst plays a critical role in ensuring the ministry's policy work is yielding the right results in a timely manner. Through the development of key performance indicators and system measurement frameworks, the performance measurement analyst ensures:

- 1. Data-Driven Decision Making.** The Performance Measurement analyst collects, interprets, and analyzes data that helps MHA make informed decisions. By using quantitative and qualitative data, they provide evidence that can improve decision-making processes and ensure that policies are based on facts.
- 2. Program Evaluation and Improvement.** The Performance Measurement analyst assesses how well programs and policies are performing against set goals and objectives. This insight can identify areas where improvements are needed, helping to optimize resources and reduce waste. In turn, this enhances the ministry's ability to serve the public more effectively.
- 3. Policy Impact Assessment.** By measuring and analyzing policy impacts, a Performance Measurement analyst helps ensure that policies achieve the intended results and can guide adjustments if outcomes are not as expected. This is critical in adapting policies to changing needs and avoiding unintended consequences.

4. Enhanced Transparency and Accountability. With increased public demand for transparency and accountability, the performance measurement analysts help the ministry demonstrate accountability by producing clear, evidence-based reports on program performance. This transparency can build public trust and justify funding and resource allocation.

5. Strategic Planning. The Performance Measurement analyst can help with forecasting by identifying trends and potential issues before they become problems. This foresight supports strategic planning, helping agencies anticipate future challenges and prepare accordingly.

6. Supporting Innovation and Continuous Improvement. The Performance Measurement analyst uses data to identify areas where innovative approaches might yield better outcomes. They contribute to a culture of continuous improvement, allowing the ministry to adapt and enhance services effectively.

Responsibilities

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

1. Lead the coordinated development of business plan indicators to reflect targets, data and achievements across broad provincial priorities for the mental health and addiction system
 - Represent the branch's input on broader branch and department or system planning and reporting initiatives
 - Work with the branch leadership to ensure the emerging priorities of the system are appropriately reflected in the branch operational plans and reports
 - Work with units to develop branch and system performance measures and goals in line with department overarching goals
 - Liaise with ministry planning and reporting staff to supply the branch's input to division plans and reports
2. Facilitate timely access to clear, concise, accurate information to inform policy and business decision making, problem solving and information management needs for branch staff, senior leadership and ministry offices including the Assistant Deputy Minister, Deputy Minister, Associate Minister and Premier's offices.
 - Maintain a working knowledge of government priorities, platform commitments and all unit grants and initiatives.
 - Provides concise explanations to data incorporated in communications, presentations and other documents, work closely with other Analysts, Managers and Directors in the Ministry to gather and verify information.
 - Work collaboratively with internal and external stakeholders to collect data and information valuable to the ministry, often under tight timelines.
 - Prepare key messages, briefing notes and responses for internal use and media inquiries, ensuring that information is clear, concise, accurate, vetted and timely.
3. Support branch leaders in achieving the mandate and goals of the branch and the ministry
 - Provide advice and recommendations to the managers and directors to inform grant performance management.
 - Provide input and recommendations relating to issues, opportunities, and challenges associated with branch functions
 - Collaborate with unit and branch staff on common initiatives
 - Support other unit functions as needed (e.g., performance measurement and evaluation, research, writing, reporting, Action Request response development and processes, training branch)
4. Lead development and implementation of evaluation strategies in support of branch and ministry (strategies, innovative transformations, etc.) to improve addiction and mental health system accountability and service quality.
 - Manage contracts and grants as needed related to implementation (e.g., for stakeholder consultation or data collection)
 - Identify emerging trends and opportunities for system improvement through data analysis and consultation with a wide range of stakeholders
 - Develop and present reports and updates, linking performance measures to broader ministry and GoA

priorities

- Link branch evaluations and framework implementation with related ministry and cross-ministry initiatives
- Liaise with other units across the government to link performance measurement information to broader ministry analyses
- Provide evaluation expertise to branch strategies and policy development

5. Foster sustainable, positive working relationships with colleagues and stakeholders to support achievement of ministry priorities.

- Maintain collaborative working relationships with stakeholders, partners and ministry colleagues
- Support stakeholder consultation to determine needs and inputs into strategy development and implementation
- Maintain a working knowledge of addiction and mental health programming across local, national and international jurisdictions
- Represent branch advice and content expertise to select stakeholder groups

6. Management of policy files and Research and/or Evaluations grants as needed ensure methodology and timeline are appropriate to answer the question.

Problem Solving

Typical problems solved:

The Performance Measurement Analyst will be asked to design, document and analyze outcome measures for the Ministry that look holistically at issues and have little precedence. This will include finding, reading, assessing and summarizing appropriate literature. It will include a willingness to propose new ideas and evaluate them with the entire unit. Clear verbal and written communication of the reasoning and limitations of the proposals is required along with the flexibility to incorporate changes.

The Performance Measurement Analyst must be able to look holistically at issues and consider how multiple parts of the system and parts of non-mental health and addiction systems may impact their work, this type of systems thinking will be used to map the intended and unintended impacts of programs in the Ministry and manage fulsome evaluations of the work. There may be time and knowledge constraints to the work that the analyst will need to work within.

The Performance Measurement Analyst will be called on to explain differences in mental health and addiction data analysis clearly and follow up with internal analysis demonstrating similarities and differences with external sources. This would involve methodological analysis of external data results, analysis of differences in data sources, assumptions and limitations, proposal of similar analysis using internal datasets and clear verbal and written communication regarding the differences between the analyses and the impact of these differences. This work involves collaborations with colleagues in the unit and branch and also with external stakeholders such as Alberta Health and Alberta Health services.

Types of guidance available for problem solving:

Guidance is available from colleagues within the Unit, from the Research & Evaluation Manager, and from the Director. There are also connections with the Alberta Health teams and Recovery Alberta for data problem solving.

Direct or indirect impacts of decisions:

Decisions made by the person in this position directly impact policy decisions, business decisions, public statements and Ministry decisions.

Key Relationships

Major stakeholders and purpose of interactions:

- Ministry staff (Analysts, project managers, senior managers) to obtain/provide information, work jointly or collaborate on initiatives and provide guidance expertise, motivation, coordination and support, foster a broader knowledge base and comprehensive approach in all project areas
- AHS/Recovery Alberta Staff (professionals to senior leaders) and Physicians to develop and implement performance measures
- CoRE staff to ensure department efforts are aligned and rooted in latest evidence
- Other Ministries to develop a shared agenda, coordinating and integrating assurance and program

activities across sectors

- Federal/Provincial/Territorial Committees or National bodies regional and national staff to share expertise and resources, provide input and review documents, ensure that Alberta has a voice in national programming.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

Public Administration

Science

If other, specify:

Public Administration, Public Policy, Sociology, Psychology, Data Science

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

Lean Six Sigma or Project Management certifications

Data analysis and visualization tools (e.g., Excel, R, Python, SQL, Tableau)

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"/>	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 	
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	

		<p>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 	
Agility	○ ○ ● ○ ○	<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 	
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	

Benchmarks

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