

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Senior Research and Evaluation Analyst provides research, performance measurement, and evaluation expertise to support evidence-informed decision-making across the Ministry of Justice. The position conducts and leads complex projects that generate, analyze, and interpret evidence to support policy development, program design, performance monitoring, strategic planning, and continuous improvement.

Working in a complex and evolving justice environment, the position collaborates with ministry program areas, justice system partners, other governments, and external stakeholders to identify information needs, assess and evaluation the effectiveness of programs, services, policies, and initiatives.

Through research, performance measurement, and evaluation activities, this position supports accountability, organizational learning, and the achievement of ministry priorities.

Responsibilities

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

1. Strategic Research & Evidence Support

- Monitors emerging justice system issues, trends, research, and environmental factors requiring further ministry attention.
- Conducts literature reviews, environmental scans, jurisdictional reviews, and gap analyses to support policy and program development.
- Designs and conducts research studies using appropriate methodologies, data collection approaches, and analytical techniques.
- Provides research, data analysis, and strategic advice to support ministry initiatives, operations, and legislative or policy development.

2. Performance Measurement

- Develops logic models, theories of change, outcome frameworks, and measurement strategies in support of the ministry's programs and initiatives
- Develops performance measurement frameworks and supports business areas in their implementation and ongoing use to monitor progress toward intended outcomes and demonstrate results.
- Identifies and develops performance measures, indicators, outcomes, targets, and data sources to support performance measurement and reporting activities.
- Assesses the validity, reliability, feasibility, and utility of performance measures and data collection approaches.
- Interprets and communicates performance results and outcomes to support organizational learning, continuous improvement, and strategic decision-making.

3. Evaluation

- Designs and conducts evaluations of programs, policies, initiatives, services, and pilot projects.
- Develops evaluation frameworks, quantitative and qualitative methodologies, data collection approaches, and analytical strategies.
- Conducts interviews, focus groups, surveys, and data extraction and analysis to support evaluation activities.
- Assesses implementation, effectiveness, outcomes, and impacts to support program improvement and accountability.
- Maintains knowledge of emerging evaluation methodologies, standards, and best practices to enhance the

quality, relevance, and effectiveness of evaluation activities.

4. Stakeholder Engagement & Consultation

- Consults and collaborates with ministry stakeholders, justice system partners, other governments, and external organizations regarding research, evaluation, and performance measurement projects.
- Facilitates stakeholder engagement activities, including interviews, focus groups, workshops, and working groups to gather subject matter expertise and inform project planning and implementation.
- Represents the unit, branch, and ministry on committees, working groups, and professional networks related to research, evaluation, and performance measurement.
- Builds and maintains collaborative relationships to support project mobilization, recommendation development, and knowledge sharing.

5. Knowledge Translation & Capacity Building

- Provides evidence-informed advice and recommendations to support Ministry priorities and program improvement.
- Develops and disseminates reports, briefing notes, presentations, dashboards, infographics, and other knowledge products supporting interpretation and uptake of findings.
- Synthesizes evidence from research, evaluation, performance information, administrative data, and stakeholder feedback to support decision-making and organizational learning.
- Develops tools, frameworks, guidance materials, and resources that build organizational capacity in performance measurement and evaluation.
- Delivers presentations, workshops, and knowledge-sharing activities to support understanding and application of research, performance measurement, and evaluation findings.

Problem Solving

Typical problems solved:

The Senior Research and Evaluation Analyst works independently on complex research, performance measurement, and evaluation projects that support operational, strategic, and policy decision-making across the Ministry. The position addresses evidence and information gaps by conducting research, developing performance measurement frameworks, evaluating programs and initiatives, and providing evidence-informed advice on emerging issues, priorities, and outcomes.

The position exercises significant judgment in selecting appropriate methodologies, interpreting qualitative and quantitative evidence, balancing stakeholder needs with methodological rigor, and developing credible findings and recommendations. Projects often involve competing stakeholder interests, evolving business requirements, limited evidence, or complex operational environments where objectives, outcomes, and measures may not be clearly defined.

The position regularly works with sensitive information and must exercise discretion in the collection, interpretation, and communication of evidence while adhering to legislative, ethical, privacy, and information management requirements. Findings and recommendations may influence policy development, program design, performance measurement approaches, resource allocation, and strategic decision-making, requiring strong analytical judgment, political awareness, and risk assessment skills.

Types of guidance available for problem solving:

The position works with limited supervision and exercises independent judgment in the design and delivery of research, performance measurement, and evaluation activities. Guidance is available through established research, performance measurement, and evaluation methodologies; professional standards and best practices; relevant literature and jurisdictional research; ministry policies and priorities; and applicable legislative, privacy, ethical, and information management requirements.

The position relies on subject matter expertise from program areas, justice system partners, stakeholders, and colleagues to understand business context, operational realities, and information needs. Guidance is also available from the Manager, Research and Evaluation, the Director, and branch leadership on strategic priorities, stakeholder relationships, resource allocation, and complex or sensitive issues; however, day-to-day decisions regarding methodology, analysis, findings, and recommendations are exercised independently.

Direct or indirect impacts of decisions:

The Senior Research and Evaluation Analyst provides research, performance measurement, and evaluation findings that support decision-making at all levels of the ministry. The position's work informs policy development, program design, service delivery, performance reporting, resource allocation, and strategic planning activities.

Decisions regarding methodologies, data sources, analysis, evaluation approaches, and recommendations directly affect the quality, credibility, and usefulness of information relied upon by stakeholders, management, and executive leadership.

Research, performance measurement, and evaluation products developed by the position may have ministry-wide and province-wide impacts by informing decisions related to justice system programs, services, and initiatives.

Key Relationships

Major stakeholders and purpose of interactions:

Research and Evaluation Unit Staff (Ongoing)

- Collaborates on research, performance measurement and evaluation projects, methodological issues, and knowledge sharing.

Manager and Leadership Team (Ongoing/As Required)

- Receives strategic direction and guidance, provides project updates, findings, recommendations, and advice on emerging issues.

Ministry Program Areas and Business Units (As required)

- Consults with staff and management to identify information needs, gather subject matter expertise, develop research and evaluation approaches, and communicate findings.

Executive Leadership (As required)

- Presents findings, recommendations, and evidence to support decision-making, strategic planning, and program improvement.

Government and Justice System Partners (As required)

- Collaborates with other ministries, justice system partners, and external organizations to gather information, share knowledge, and support research, performance measurement, and evaluation activities.

External Stakeholders (As required)

- Consults and collaborates with federal and provincial governments, academic institutions, professional networks, and partner agencies on research, evaluation and emerging justice system issues. groups

Required Education, Experience and Technical Competencies

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

If other, specify:

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

A university degree in Social Sciences, or related field, supplemented by a minimum of 4 years related experience in:

- Advanced knowledge of social science research methodology and applied research design including ethical guidelines, data availability and data collection;
- Strong understanding of how the criminal justice system is structured and operates;
- Strong understanding of evaluation principles and processes, including formative, summative, and developmental evaluation methodologies, evaluation frameworks, logic models, and theories of change, social return on investment;

Skills and abilities required for this position:

- Advanced knowledge of applied research and evaluation, data collection methods, and information dissemination;
- Excellent project management skills and ability to manage multiple large scale projects simultaneously;
- Strong interpersonal and collaboration skills;
- Ability to work independently or as part of a team with people of all organizational levels to coordinate information, resolve issues and successfully manage projects;
- Excellent written and verbal communication;
- Conceptual, analytical and problem-solving skills;
- Strategic thinking with the ability to identify emerging issues, recognize connections and creatively use available information, looking beyond existing methods towards innovative solutions;
- Flexibility and adaptability to adjust and respond to the needs of each project team;
- Data analysis and interpretation skills with the ability to summarize and synthesize complex materials for a wide range of audiences;
- Ability to identify key issues, generate new ideas and develop creative solutions;
- Familiarity with data management and visualization software such as SAS, SPSS, NVivo, Power BI, as well as survey platforms;
- Capable of building effective working relationships with diverse audiences and positions including senior management.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and 	Strong project coordination and management skills, including ability to assess priorities, coordinate diverse projects and make optimal use of resources to achieve outcomes.

		<p>confronts problems directly</p> <ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	<p>Forecast potential challenges within evaluation planning and implementation and communicate and negotiates in advance.</p> <p>Apply strong time management skills.</p> <p>Function independently as well as lead and contribute effectively in team environment.</p>
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 	<p>Strong interpersonal and facilitation skills including the ability to build capacity and develop and maintain effective working relationships with a diverse group of stakeholders, both internal and external to the Ministry.</p>
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>Strong interpersonal and facilitation skills including the ability to build capacity and develop and maintain effective working relationships with a diverse group of stakeholders, both internal and external to the Ministry.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Ability to remain continuously current on technical knowledge related to evaluation, system design, and system thinking.</p> <p>Ability to motivate and influence others to achieve results</p> <p>Ability to exercise tact and diplomacy in a</p>