

Public (when completed)

Common Government

## New

Ministry

Energy

### Describe: Basic Job Details

#### Position

Position ID

50035553

Position Name (30 characters)

Business Analyst

Requested Class

Program Services 2

Job Focus

Supervisory Level

Agency (ministry) code

0431

Cost Centre

Program Code: (enter if required)

Pay ( )

Division, Branch/Unit

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 Oil Sands and Coal and Mineral Operations Branch has the end-to-end responsibility to manage and develop tenure and royalty policies and programs, and to facilitate the responsible development of Alberta's extensive oil sands deposits. Various business processes and business systems are used to support ongoing business operations across the Division. The Royalty Information Management (RIM) Unit is responsible for managing the information that supports the royalty and tenure policy development as well as its program administration.

The Business Analyst in RIM will help manage systems information, process program related information, and support policy and operational issues to ensure the right information is available for business decision making.

#### Responsibilities

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

1. Support systems maintenance and enhancement work to ensure information systems are responsive to business needs by:

- Identify appropriate business requirements to meet user needs effectively and efficiently
- Recommending business systems solutions to improve user experience
- Performing user acceptance testing for quality assurance

- Delivering end user training
- Participating in IT change management meetings to prioritize system work

**2. Control the risk of introducing data entry errors and/or data errors in key information by reviewing and undertaking some processing of the following data entry information in systems:**

- Process of AER Scheme Approvals to ensure key components are processed accurately
- Processing of audit adjustments in End of Period Statement and PNCB Audits
- Ensure accurate well categorizations, processing and linkages
- Assist with the resolution of all well work list tasks
- Provide ongoing guidance and training to business staff in the entry of data, retrieval of such data, and any reports required from the system
- Ensure information discrepancies are reviewed and addressed
- Assist with project application issues

**3. Support business decision making with effective information by:**

- Providing relevant information from systems and performing information analysis as required
- Analyzing business issues to assess information requirements
- Clarifying business rules and regulations with authoritative bodies (Policy, Legal) to validate information requirements
- Proposing business information solutions to address information needs

**4. Assist with the development of operational policies and processes for new business by:**

- Reviewing relevant regulations to define information requirements to support new business needs
- Ensuring the availability of information to support business decisions and requirements
- Ensuring the availability of the needed information to support new business requirements
- Draft operation policies and processes on how to use the information to support new business changes

**5. Manage quarterly royalty accrual information for financial forecasting by:**

- Co-ordinating the quarterly royalty accrual process with contributing units
- Gathering and compiling the information which is then reviewed by the Senior Business Analyst or Unit Lead for delivery to Treasury Board and Finance

**Problem Solving**

Typical problems solved:

The position works under the guidance of the Senior Business Analyst and the Unit Lead in RIM to support the information needs of the organization. The information may be needed by internal or external stakeholders. The information is used for operational and/or strategic business decision making and can be requested by line staff and various management levels.

Providing relevant and reliable information to the division is fundamental in this position. In support of this, the position is expected to help analyze operational and systems issues, and provide sound advice on the information that can support or resolve the issue. The recommendations must consider any relevant regulations, accounting rules, policies and procedures, as well as systems design and limitations.

The position is also expected to process some of the data entry information in the systems, to mitigate the risk of entry errors by end users, leading to unreliable information.

Types of guidance available for problem solving:

Discussion of situation/scenario to determine what end results are needed and best option of getting the result. This could be within the team, the other PS3 position or the Unit Lead. We can also reach out to other business teams if needed, for clarification.

Direct or indirect impacts of decisions:

Direct or indirect impact: decisions can affect other business units as well as Clients.

## Key Relationships

Major stakeholders and purpose of interactions:

- IT analysts - support system development life-cycle (requirements gathering, issues resolution during construction, testing, and implementation)
- Systems end-users - assess information needs, gather business requirements, provide end user training, troubleshooting
- Senior leadership - provide information analysis, support issues resolution

## Required Education, Experience and Technical Competencies

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

If other, specify:

Relevant job experience

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

The incumbent is required to have in-depth understanding of the business programs, the Oil Sands Regulations and the supporting information systems to adequately determine information needs and support business changes. Proficiency in productivity software (Excel, Word, Powerpoint), and strong verbal and written communication skills are required as the role involves the preparation of discussion papers, presentations and training materials. Critical thinking, attention to detail and judgment are the crucial skills required for this position.

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	It is required to understand the business of other units, work with unit team to assist in the development of systems to meet business needs, anticipate potential issues/concerns and assist with coming up with a solutions.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make	Must be a team player and actively engages team members and other business units in anticipating changing business/system needs, problem solving and development of business strategies to meet client changing needs.

		choices	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Must be able to function calmly in stressful situations and be a positive influence on unit staff and co-workers. Encourage team to voice their opinions and ideas for improvement
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	Plan and anticipate for unexpected situations in achieving unit goals and objectives.
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	Be a team player when working in situation involving multiple people/business units.

### 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.

\_\_\_\_\_  
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