

Update

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

HCM Business Intelligence Consultant

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:

This position exists to provide end-to-end business intelligence, workforce analytics, and consulting services that support evidence-based decision-making across the organization. The role is accountable for translating business needs into actionable data insights and technical requirements, ensuring that data products and analytics solutions align with organizational priorities. By combining business analysis, stakeholder engagement, and technical acumen, the position enables informed decision-making, supports strategic initiatives, and drives continuous improvement across both HR and broader business functions.

Responsibilities

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

1. Business Analysis and Consulting

Outcome: Provide enterprise-level business analysis and advisory support to inform decision-making across a wide range of functional areas, including Human Capital Management (HCM).

Activities:

- Engage with various stakeholder groups to gather, elicit, and document business requirements across diverse business domains, including Human Resources (HR).
- Facilitate meetings and consultations to clarify business needs and priorities.
- Analyze business problems and identify opportunities for process improvement, data enablement, and transformation.
- Translate requirements into clear documentation and collaborate with appropriate technical teams for implementation.
- Develop business cases, options analysis, and recommendations to support decision-making.
- Deliver presentations and communicate findings, insights, and recommendations to leadership and stakeholders.
- Act as a bridge between business and technical teams, ensuring alignment and shared understanding.

2. Business Intelligence (BI) Solutions Development

Outcome: Deliver high-quality data products and reporting solutions that visualize data into actionable insights.

Activities:

- Design, develop, test, and implement dashboards and reporting solutions using BI tools (e.g., Power BI).
- Translate business requirements into functional and technical specifications for development.
- Ensure data accuracy, integrity, and alignment with organizational standards and policies.
- Conduct data analysis to identify trends, patterns, and insights.
- Collaborate with technical resources to build and maintain scalable data solutions.

3. Project Delivery and Stakeholder Engagement

Outcome: Ensure successful delivery of projects through effective planning, coordination, and communication.

Activities:

- Manage or support multiple projects of varying complexity using Agile methodologies.
- Develop project plans, timelines, and resource requirements.
- Provide regular updates to stakeholders and leadership, ensuring alignment with expectations.
- Coordinate cross-functional teams to deliver project outcomes.
- Facilitate user acceptance testing (UAT) and ensure deliverables meet business requirements.

4. Corporate Reporting and Advanced Analytics

Outcome: Provide strategic insights through analysis of complex datasets to support executive decision-making.

Activities:

- Analyze and interpret workforce and enterprise data to identify trends and risks.
- Develop reports and presentations for senior leadership (e.g., Executives, Deputy Ministers).
- Ensure consistency and alignment across reporting outputs.
- Provide clear narratives and “storytelling with data” to drive action.

- Respond to high-priority and ad hoc reporting requests under tight timelines.

5. Workforce Reporting Platform (WRP) and Data Product Enhancement

Outcome: Continuously improve BI tools, data platforms, and reporting capabilities.

Activities:

- Lead or participate in enhancements to the Workforce Reporting Platform and related systems.
- Recommend improvements to metrics and reporting methodologies.
- Collaborate with both technical and business subject matter experts to ensure alignment and accuracy.
- Participate in the integration of new data sources.
- Support testing, validation, and deployment of enhancements.

6. Knowledge Sharing and Continuous Improvement

Outcome: Strengthen team capability and promote best practices in analytics and reporting.

Activities:

- Develop documentation, standards, and user guides.
- Deliver training sessions and presentations to users and stakeholders.
- Support onboarding and mentoring of team members.
- Contribute to process improvements and innovation within the team.
- Participate in cross-functional initiatives and working groups.

Problem Solving

Typical problems solved:

- Translating complex and ambiguous business needs into clear, actionable requirements.
- Resolving discrepancies in data definitions, sources, or outputs.
- Balancing competing stakeholder priorities and tight timelines.
- Identifying the root cause of business issues through data analysis.
- Determining the most effective reporting or analytical approach amongst multiple options.

Types of guidance available for problem solving:

- Organizational policies, procedures, and data governance standards.
- Established BI frameworks, tools, and methodologies.
- Guidance from leadership, technical experts, and subject matter experts.
- Agile project management practices and documentation standards.

Direct or indirect impacts of decisions:

- Direct impact on executive decision-making through provision of accurate and timely insights.
- Influence policy development, workforce planning, and operational strategies.
- Affect data quality, reporting consistency, and stakeholder trust across the organization.
- Broad organizational impact across departments and functional areas.

Key Relationships

Major stakeholders and purpose of interactions:

- Internal clients (HR and non-HR business units): Gather requirements, provide insights, and deliver solutions.
- Executive leadership: Present findings, project updates, recommendations, and strategic insights.
- Technical teams (IT, developers, data architects): Translate requirements and support solution development.
- Workforce Reporting & Analytics team: Collaborate on projects, share knowledge, and ensure alignment.
- Cross-ministry partners: Support enterprise initiatives and ensure consistency in reporting and analytics.
- Vendors/External partners: Coordinate on system enhancements and technical deliverables where applicable.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

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

Experience with business analysis and consultation, Human Resources, data visualization, and reporting is preferred.

Some of the key competencies required for the team include:

- Demonstrable experience in analyzing business needs and anticipating ways in which HR technology or processes can offer improvements or transformation opportunities.
- Excellent interpersonal, written communication and presentation skills.
- Experience working with internal clients at various levels of the organization with an ability to communicate clearly and develop relationships with business partners.
- Proven project management and time management skills and experience in managing several projects simultaneously. Agile project management frameworks are highly preferred.
- Excellent attention to detail and organizational skills.
- Team player who shares problem-solving responsibilities with the team and offers creative responses to new challenges.
- Ability to make critical and prompt decisions by applying subject matter expertise and conducting cost/benefit analyses.
- Experience and comfort working in a high-growth organization and enthusiasm for a fast-paced, collaborative work environment.
- Values-driven, self-motivated critical thinker with an entrepreneurial spirit.
- Adept use of technology, including Microsoft Office Suite applications, and video and multimedia presentation tools.
- Experience implementing and using BI tools using the Microsoft BI Technology Stack is highly preferred.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none">• Creates opportunities for improvement• Is aware of and adapts to changing priorities• Remains objective under pressure and supports others to manage their emotions• Proactively explains impact of change on roles, and integrates change in existing work• Readily adapts plans and practices	
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none">• Creates impactful relationships with the right people• Ensures needs of varying groups are	

		<p>represented</p> <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	
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 	
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 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	

Benchmarks

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