

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Supervisory Level

Cost Centre

Employee

Employee Name (or Vacant)

Organizational Structure Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

This position reports to the the Manager of Corporate Planning & Reporting and provides technical and analytical support, advice and recommendations to facilitate the timely and efficient production and implementation of the strategic planning and reporting cycle, including ministry-wide planning, monitoring and reporting of processes and documents with integrity and probity. This position supports the ministry through ongoing Enterprise Risk Management and supporting the maintenance of the ministry Risk Register as dictated by the Assisted Living and Social Services (ALSS) Government of Alberta Enterprise Risk Management Framework. This position also plays a key role in the tracking, monitoring, communications and reporting of the ministries red tape reduction targets as required by legislation.

This position makes a significant contribution by supporting departments in fulfilling the accountability obligations established in legislation, communicating standards and other requirements set out by Service Alberta and Red Tape Reduction, Treasury Board and Finance (TBF) and Executive Council. This position plays a critical role in drafting legislated deliverables such as the ministry business plan and the ministry annual report. This position also supports the development, target setting, analysis and reporting of performance metrics in these legislated publications. This position supports the drafting and reporting on the Deputy Minister Performance Agreement.

This position prepares briefing materials and communications in relation to these deliverables and other

ministry issues. This position requires a key understanding of ministry programs and issues in order to present complex information simply and concisely.

This position establishes internal and external networks to efficiently collaborate on the development, review and evaluation of planning and reporting processes and material and conducts research to support recommendations. This position also has a significant project management role, including: identification of issues; definition of problems; development of methodologies for research and analysis (qualitative and quantitative); and coordination of the collection, analysis and provision of research findings and associated implications to diverse clients.

Responsibilities

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

1. Ensure development of planning documents accurately reflect the initiatives and priorities of the ministry; meet the needs of multiple department staff, stakeholders and audiences; and comply with GoA standards by:

- Finding innovative ways to support the engagement of department staff in the planning process;
- Analyzing existing planning processes to recommend improvements;
- Researching, identifying and analyzing best practices for business planning in other Canadian jurisdictions;
- Reviewing guidelines and standards for business plans and devise strategies for ensuring standards are adhered to;
- Gathering, analyzing and synthesizing materials for the ministry business plans, operational plan, Deputy Minister performance agreement;
- Communicating new or improved business processes through the development and delivery of resources;
- Developing new planning processes, frameworks, and work plans appropriate to the department and government's organizational structures, accountability requirements and regional governance contexts;
- Liaising with internal and external networks within the ministry to provide advice and recommendations on planning processes;
- Working with program area contacts to develop, maintain and revise publicly reported performance metrics and coordinate their inclusion in the ministry business plan; and
- Working with program area contacts to set appropriate targets for publicly reported performance measures, and coordinating approval of set targets.

2. Ensure development of reporting documents accurately reflect the activities and achievements of the ministry; meet the needs of multiple department staff, stakeholders and audiences' and comply with legislated reporting standard by:

- Providing coordinated and timely reporting on progress towards achieving priorities and initiatives;
- Supporting the development and monitoring of operational planning processes, procedures and resources;
- Monitoring and evaluating progress reports, frameworks and initiatives, including the publication of the ministry annual report;
- Writing and editing material for operational plans and annual reports, ensuring accuracy of results and communicating issues to program areas for further analysis;
- Coordinating with program areas to analyze performance metric results, explain variances and draft appropriate analysis for the ministry annual report;
- Providing input or undertaking detailed and complex analysis based on evidence-based research, identified trends and local issues, and considering formal and informal feedback;
- Coordinating and drafting ministry results to be published in the Government of Alberta Annual Report;
- Liaising with contacts in Communications and Public Engagement to ensure consistent messaging in public-facing planning and reporting documents;
- Coordinate with cross-ministry partners to ensure consistent and accurate messaging in public-facing planning and reporting documents;
- Liaising with contacts at TBF to resolve issues of compliance to standards;
- Working with program area contacts to analyze data, research variances from prior years' and targets and to draft the results analysis and methodology sections for publicly reported performance metrics and coordinate their inclusion the ministry annual report;
- Proofing the ministry annual report; and

- Formatting the ministry annual report for print publication as well as for release on the Open Data portal;

3. Implement the ministry's Enterprise Risk Management Framework to support a robust risk management approach with effective enterprise governance that is consistent with strategic government direction by:

- Using planning and reporting mechanisms to facilitate the identification of strategic risks facing the ministry;
- Developing and maintaining the corporate risk register, ensuring context is clear; key risks are identified and analyzed; risk mitigation strategies are identified; and risks are monitored appropriately;
- Ensuring current research and leading practices in enterprise risk management are applied;
- Developing and implementing processes that integrate risk analysis and management into business practices throughout the ministry;
- Developing and implementing processes that integrate risk analysis and management into planning and reporting practices;
- Assisting divisions in integrating risk management into operational plans;
- Ensuring Enterprise Risk Management compliance with government guidelines and best practices;
- Promoting a risk management culture within the organization and within the GoA; and
- Participating in cross-divisional enterprise risk management working groups, networks and/or communities of practice.

4. Support the ministry's efforts to meet legislated Red Tape Reduction (RTR) requirements by:

- Maintaining the ministry RTR count database ensuring all counts comply with legislated guidelines;
- Assisting divisional RTR leads in their RTR counts and documentation through training sessions and targeted one on one support;
- Working with Service Alberta Red Tape Reduction (SARTR) to ensure alignment of RTR databases;
- Developing regular RTR status reports to communicate RTR progress to targets;
- Promoting an RTR culture within the organization and within the GoA; and
- Participating in cross-divisional RTR working groups, networks and/or communities of practice.

5. Efficiently manage projects with relevant and timely communication delivered to multiple department staff, stakeholders and audiences by:

- Leading projects within the unit, including developing and monitoring project plans, identifying resources and communicating status updates;
- Initiating production of resources for ministry use, including posters, intranet content, presentations or printed material; and
- Overseeing logistics for planning sessions, including agenda topics and meeting formats.

Problem Solving

Typical problems solved:

Reporting to the Manager, Corporate Planning and Reporting, the position is responsible for leading and supporting ministry business planning and accountability functions, including operational planning, achievement reporting and enterprise risk management. The analyst takes a lead role to provide advice and process expertise to staff across the ministry to facilitate the timely and efficient implementation of the business planning and reporting cycle with integrity and probity.

The core business of the ministry is complex. The Planning and Reporting Analyst deals with issues that are diverse, interrelated and often politically sensitive. The work of this position is complex as the analyst must ensure documents reflect the strategic direction of the ministry and are complete, reliable and in accordance with government standards, established guidelines and legislation.

The analyst works within the parameters of established legislation, policies, plans and guidelines with significant discretion in determining how responsibilities are performed. For example if input is not received on time, the analyst reconfigures the remaining timelines to complete the deliverable on time.

Types of guidance available for problem solving:

The impact of recommendations made by the Planning and Reporting Analyst can be significant, influencing the direction, design and implementation of ministry plans, which in turn can impact policies and programs delivered to vulnerable Albertans. The Manager provides general guidance, reviews work for

accuracy and completeness and for the quality of analysis provided. The Manager reviews briefings, plans, reports, proposals and materials destined for executive leadership, including the Deputy Minister and Minister.

This position liaises extensively with colleagues throughout the ministry and between TBF to facilitate effective and efficient communication and alignment of activities or that which is required to implement TBF direction or decision, including working with Finance colleagues to ensure meaningful integration of financial information.

Direct or indirect impacts of decisions:

Breadth is considerable as plans and reports often deal with highly sensitive topics, meaning the position requires knowledge of all areas of the ministries. The analyst builds accountability by identifying and leveraging linkages across the ministry and between the priorities of the ministry and those of the GoA. Matters that may impact business areas, resource allocation, deliverables or unit functions are referred to the Manager and Executive Director for guidance or when dealing with particularly sensitive matters.

The analyst is responsible to develop and implement processes and prepare deliverables, at times with ambiguous direction; therefore, strong evaluative and critical thinking skills are used to identify options and develop recommendations for decision-makers. The analyst must remain apprised of practices used by other jurisdictions to support recommendations as there is an expectation information provided by the analyst is evidence-based, reliable and robust. Improvements based on formal and informal client feedback and lessons learned over time, as well as formal risk assessments and horizon scans inform executive decision-making on strategic, business and operational plans, policy and program decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Executive Director, Corporate Accountability and Planning (As needed) - Provide information, analysis and recommendations for briefings, reports and or presentations on planning or reporting issues; provide input to branch plans and projects; coordinate unit contract approvals.

Manager, Corporate Planning and Reporting (Daily) - Receive direction on a regular basis on projects, plans and initiatives being developed in order to support the Director and Executive Management.

Divisional Contacts (Weekly) - Gather and synthesize information for business plans, operational plans, RTR status reports and annual reports. Provide advice regarding standards and legislation pertaining to plans and reports.

Communications and Public Engagement (Monthly) - Solicit feedback and input on business planning documents to ensure consistent messaging.

Financial Planning and Reporting Directors (Monthly) - Gather, synthesize and validate information for business plans, operational plans, status reports and annual reports.

External

Treasury Board and Finance (Monthly) - Clarify standards and reference material with contacts. Attend cross-ministry business planning and performance measures committees as required.

Service Alberta and Red Tape Reduction (Monthly) - Clarify standards, counts and reference material with contacts. Attend cross-ministry RTR committees as required.

Cross-Ministry Planning and Reporting Units (As needed) - Solicit feedback and input on business planning and annual reporting documents to ensure consistent messaging throughout government.

Required Education, Experience and Technical Competencies

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

If other, specify:

Equivalent Bachelor's Degree and business experience

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

The Corporate Planning and Reporting Analyst required to be:
- A University graduate in a related field plus 2 years progressively responsible related experience; and

- Experienced in developing accountability frameworks, research (primary and secondary), providing credible technical advice, preparing reports and/or analyzing data, policy/program analysis and issues resolution or in subject areas of relevancy.

The Corporate Planning and Reporting Analyst requires comprehensive knowledge of:

- Assisted Living and Social Services programs;
- Government strategic directions and priorities as they relate to the ministry mandate and initiatives;
- Strategic, business and operational planning theory and practice;
- Enterprise Risk Management theory and practice;
- Broad application of theoretical and experiential knowledge required for development and documenting of alternatives/recommendation and presentation of findings to senior management;
- Understanding of diverse client groups and the need for sensitivity and appropriateness in approaches across diverse groups;
- In-depth understanding of the business planning cycle and annual reporting processes in the GOA;
- Research methodologies, techniques and procedures, research approaches (primary and secondary), including the application of qualitative and quantitative research methods and data analysis;
- Political environment within which the ministry operates and the decision-making processes of the Legislative Assembly, Cabinet, Caucus, Treasury Board and various government committees. Applicable legislation and regulations;
- Strong understanding and experience of project management concepts, principles and techniques; and
- Software tools used to carry out job responsibilities (Outlook, Word, Excel, PowerPoint, SharePoint, Teams, database programs, ARTS, etc.).

The Corporate Planning and Reporting Analyst requires strong and demonstrated:

- Consultation and interpersonal skills;
- Research and information integration skills including the ability to analyze and synthesize information drawn from disparate sources and develop recommendations based on findings;
- Project planning and management skills including ability to plan, coordinate and execute complex research, evaluation and survey projects;
- Written and verbal communication skills and presentation skills including ability to develop clear and compelling documents in support of recommendations, articulate complex issues and implications, and present information in a variety of formats of a variety of audiences;
- Organizational skills including ability to multi-task and prioritize multiple responsibilities to meet deadlines; and
- Commitment to client service, confidentiality, discretion, tact and innovation.

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 	<ul style="list-style-type: none"> - Connects ministry activities to broader GOA strategic priorities - Identifies connections between ministry activities to ministry outcomes - Identifies the scope and impact of risks to the ministry and identifies current activities underway that mitigates these risks

		<ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> - Works on compressed and evolving timelines - Effectively adjusts and communicates project plans to accommodate changing priorities - Creates contingency plans in preparation for shifting guidelines and timelines
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<ul style="list-style-type: none"> - Coordinates project planning of multiple deliverables over the business planning cycle - Anticipates barriers to collaborative projects and coordinates solutions with stakeholders - Seeks feedback on processes from both internal unit/branch and ministry stakeholders to enhance - Works to enhance the business planning cycle processes
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 	<ul style="list-style-type: none"> - Creates effective relationships with various stakeholders to further collaboration - Builds on relationships through accountability, responsibility and flexibility
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from 	<ul style="list-style-type: none"> - Explores creative methods to complete work with a goal to achieve more efficient and effective outcomes - Determines a recommended solution for an issue, based on

