

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Senior Data Analyst		Name	
Position Number	Reports to Position No., Class & Level Manager, Program Analytics	Division, Branch/Unit Workforce Strategies Employer and Program Services Agreements and Analytics	Ministry Jobs Economy, Trade, and Immigration
Present Class Program Services 4		Requested Class Program Services 4	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Agreements and Analytics unit is responsible for the amendment, reporting and maintenance of labour market agreements and evaluations, outcomes and analysis of programs and strategies.

The Senior Analyst position is located within the Agreements and Analytics (A&A) unit of the Employer and Program Services Branch and reports to the Manager, Program Analytics. The A&A unit is responsible for the reporting, analysis and distribution of Labour Market Transfer Agreement information to be used internally and with the Federal government and with the evaluation, outcomes and performance measurement of employment and training programs, services and initiatives. Performance measurement and evaluation are required activities under the Labour Market Transfer Agreements (Labour Market Development Agreement and Workforce Development Agreement) and play a key role in supporting government commitments for ensuring positive outcomes for Albertans and the labour market.

The Senior Analyst position works within a team to plan, design and implement methodologically sound analytics, monitoring and evaluation activities to assess and inform programs, services, initiatives and policies. The Senior Analyst provides expert advice on data analysis, data visualization, data interpretation and program evaluation approaches. The position works closely with staff throughout the Ministry, other Government of Alberta Ministries and the Government of Canada. The Senior Analyst promotes the use of evidence based decision making through sharing and dissemination of analytical and evaluative information and best practices. Developing and maintaining internal and external relationships and engaging stakeholders are key practices in the work of this position to ensure that analytical and evaluative activities meet stakeholder needs while adhering to the Ministry's strategic priorities.

This position will manage internal and contracted evaluation projects and provide technical guidance and support to the development of strategic evaluation plans and outcome measurement frameworks. The Senior Analyst will participate in cross-ministry and cross-government evaluation working groups, and will prepare reports, briefings and other materials for internal and external use.

The Senior Analyst will work with partner Ministries, especially Seniors, Community and Social Services, Advanced Education and Indigenous Relations to implement the requirements of the LMTA Performance Measurement Plan and provincial data management and reporting.

The role also manages the Labour Market Transfer Agreement (LMTA) reporting database, ensuring data quality, compliance, and usability, while also contributing to system improvements and cross-ministry data

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standards.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

The Senior Analyst will work primarily with the A&A Unit, collaborating with diverse partners and stakeholders.

Analytics

- Lead/conduct work related to departmental, cross-ministry and intergovernmental analytics and evidence needs:
 - Access and analyse data to create meaningful information, according to stakeholder needs;
 - Provide advice and guidance on data collection, storage, access, analysis and visualization; and
 - Prepare analytics reports and information products for a variety of Ministry audiences and business needs.
- Manage, maintain and enhance the reporting database that supports Labour Market Transfer Agreement (LMTA) reporting and analysis;
 - Monitor data submissions from various systems and program areas to ensure completeness, timeliness, and compliance;
 - Oversee the data quality assurance process, identifying and resolving inconsistencies or issues in collaboration with data owners and program areas;
 - Participate in User Acceptance Testing (UAT) for new or enhanced data systems to ensure accurate data capture and usability for reporting;
 - Represent the Ministry in cross-ministry data working groups, contributing to the development of common standards, practices, and collaborative initiatives;
 - Provide guidance and support to systems and program areas that submit data, ensuring alignment with LMTA and internal data requirements.
- Maintain current knowledge of analytics software, data governance practices, emerging trends, and best practices in data analysis and reporting.

Strategic Evaluation

- Lead, conduct and/or support evaluation work related to departmental, cross-ministry and intergovernmental evaluation priorities:
 - Work independently and with others to develop evaluation terms of reference, project charters, implementation plans, and Requests for Proposals (RFPs), ensuring that evaluation plans directly address information requirements of stakeholders;
 - Lead the development of logic models, performance measurement and outcomes frameworks, and evaluation plans;
 - Provide technical support and advice to major evaluation projects undertaken within the Ministry;
 - Identify and/or coordinate evaluation resources;
 - Develop data collection instruments, implement data collection and analysis activities; and
 - Develop and deliver findings in audience-specific formats (reports, briefings, summaries, visuals, presentations, etc.) for use in planning and management decision-making.
- Maintain current knowledge of evaluation theory, approaches and best practices.
- Identify, investigate and assess Ministry evaluation needs and gaps, and provide options/approaches for addressing the gap.
- Develop and deliver presentations, workshops, seminars and print materials for the promotion of evaluation through-out the Ministry.

Project Management

- Manage projects, oversee project progress and completion of work to achieve timely, high-quality deliverables.
 - Monitor and share project progress through effective communication with stakeholders;
 - Utilize project management tools appropriately to support effective project management.
- Prepare and manage evaluation contracts.

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- Coordinate meetings and events for initiatives, as required.

Stakeholder Engagement and Inclusion

- Manage evaluation and analytics projects in a manner that fosters strong relationships and trust.
- Work within a complex environment which includes collaboration with other Ministry branches, GOA departments, federal government departments and other agencies external to government.
- Work collaboratively with federal partners, in particular Employment and Social Development Canada (ESDC) to reconcile objectives and achieve mutually beneficial outcomes for the good of Albertans.
- Lead and support working groups comprised of cross-ministry, intergovernmental and/or external stakeholders.

Communications

- Ensure appropriate levels of management are informed of issues that arise during the planning, development, implementation, monitoring and evaluation of Ministry initiatives.
- Complete briefings, reports, communication materials and other correspondence as assigned.
- Identify and communicate the level of information required to support timely, accurate decision-making.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The breadth and depth of this position is considerable, as the Senior Analyst must have knowledge of many business areas across the department, cross-ministry, and federal government in order to provide appropriate advice and guidance on analytics, monitoring and evaluation approaches.

In addition, the Senior Analyst must have a solid understanding of cross-ministry, intergovernmental and stakeholder relations. This position is involved in a variety of functions across the branch and is expected to work with a broad range of Ministry representatives in order to determine how to best meet their information requirements. Influence is exercised through working collaboratively with diverse teams and work groups.

The position requires depth of knowledge with regard to data analytics, program evaluation and applied research methodologies including data collection, storage and analysis, sampling design, interpretation of qualitative and quantitative data, and the ability to analyze and present information in an easy-to-understand manner within the context of government goals, client needs, fiscal responsibility, and operational feasibility and stakeholder interests. The Senior Analyst is adept at systematically collecting and assimilating substantial quantities and types of information.

The position is responsible for presenting and communicating key improvement findings to support evidence based decision making through-out the Ministry and with Ministry stakeholders. This position is fundamental to improving outcomes for Albertans by ensuring that quality assurance, continuous improvement, monitoring, evaluation and knowledge translation become a part of the way we do business.

The Senior Analyst plays a key role in linking analytics, monitoring and evaluation activities with effective change management processes. Through improved support to Ministry priority initiatives, the work of this position has significant service delivery benefit for Albertans being served by the program and service delivery areas and support agencies.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Qualifications

- A university degree in social sciences, public administration, business, statistics or related discipline. Graduate degree preferred.

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- At least four years of research and evaluation experience, including data analysis and reporting.
- Experience creating and maintaining databases, developing dashboards and other monitoring tools.
- Experience in project management and working across all levels of government.
- Credentialed evaluator (CE) status with the Canadian Evaluation Society preferred.

Knowledge

- Evaluation theory, approaches, and methodologies including formative, summative and developmental evaluation.
- Advanced research methods, including qualitative and quantitative approaches to data collection, management, analysis and reporting.
- The Labour Market Development Agreements, FOIP, Labour Business Plan, and other related legislation, documents or agreements.
- Econometric methodologies, such as net impact analysis, cost-benefit analysis, and return on investment preferred.
- GOA processes and culture.
- Contract and project management tools and techniques.
- Change management, systems thinking and knowledge translation principles and approaches.

Skills

Drive for results

- Strong project coordination skills, including the ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes and produce high quality deliverables.
- Ability to set goals and track progress to ensure that project objectives and results are achieved within established time frames.
- Foresees potential obstacles and develops and acts on contingency plans when appropriate
- Manages own time and individual work activities, securing all available resources to accomplish multiple objectives in an effective, efficient manner.
- Excellent written communication skills, including ability to design and develop a variety of information materials for diverse audiences, and ability to present information and ideas in a clear, concise manner.
- Excellent oral communication skills, including ability to conduct consultations, deliver presentations and communicate effectively with individuals at different levels of government.
- Advanced computer skills and experience with MS Office software. Intermediate or above ability to use SAS, R or other statistical software preferred.
- Ability to work independently and as part of a team, as required to achieve results.

Creative problem solving

- Views programs and policies from diverse perspectives and can propose innovative ways of assessing outcomes.
- Identifies and applies sound methodologies to effectively evaluate program and policy effectiveness.
- Skilled in critically evaluating and interpreting research findings and identifying gaps and limitations of evidence.
- Strong problem solving and critical thinking skills. Strategic orientation, including ability to conceptualize and support a common vision/direction. Identify and define problems and issues clearly, consider broader impacts and develop integrated, effective, innovative and feasible solutions.
- Proposes recommendations and results-based options that are feasible and useful to management, appropriately weighing the implications on programs and policies.

Build collaborative environments and develop networks

- Strong interpersonal and facilitation skills, including ability to build capacity and develop/maintain effective working relationships with a diverse group of stakeholders, internal and external to the Ministry.
- Understands the complexity of internal and external organizational relationships and procedures.
- Builds and effectively uses informal and formal networks to better achieve objectives.
- Effectively engages and helps clients, managers, and stakeholders to design, evaluate and align initiatives with

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organizational and government-wide priorities.

- Well developed leadership and collaboration skills. Ability to exercise tact and diplomacy in a politically sensitive environment.

Systems thinking and agility

- Demonstrates sound understanding of the role of analytics, monitoring and evaluation within Alberta Labour and the GOA. Aligns work activities with the mandate of the organization and with relevant policies.
- Ability to anticipate, prepare and adapt to new priorities in a fast paced environment. Adjusts project activities to reflect new organizational directions.
- Ability to quickly comprehend the objectives of new initiatives and the context in which they operate.

Develop self and others

- Keeps current on new methodologies and approaches to analytics, monitoring and evaluation, and shares learnings with team members.
- Ability to motivate and influence others to achieve results.
- Seeks out opportunities (formal and informal) for learning and development.
- Promotes creativity, innovation and openness to new ideas.
- Models commitment to ongoing professional development and keeps abreast of new developments in evaluation, applied research and analytics.
- Seeks input, shares own expertise and consults openly, leveraging the diversity of experience, knowledge, expertise and background of others.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Executive Director, Employer and Program Services (may provide guidance and direction)

Director, Agreements and Analytics (provides guidance and direction)

Manager, Program Analytics (provides direct supervision and direction)

Senior Analysts, Agreements and Analytics (collaborative work with all team)

Senior Analysts and managers in program delivery and policy areas (clients for analytics, monitoring and evaluation services)

External partners and stakeholders (collaborative work)

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

No direct supervision of staff

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

n/a

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Classification: Protected A