

New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested 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

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Research Policy & Correspondence Unit, this position provides research and analysis services for the division. As part of a highly collaborative team, this position coordinates short/medium research and policy projects and supports long-term projects, including identification of issues, defining problems, development of methodologies for research/analysis (quantitative and qualitative) and coordination, analysis, and provision of research findings. The focus of the position is to provide an array of comprehensive services including developing policy options and providing research data analysis, briefings, recommendations and consultation to support informed planning and development of policy and programs pertaining to the Curriculum and Career Education.

Responsibilities

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

1. Provides comprehensive research, analysis and consultation services to support the development of policies and programs.
 - a- Responds to management requests to analyze, evaluate, summarize and provide key conclusions and recommendations on internal and external research related materials in the education field and related

areas to help inform the ADM, Executive Directors and Directors of current policy and strategic directions that impact education including information on emerging trends and issues with potential to impact the education system.

b- Collaborates/leads short/medium research projects and aids in long term projects focused on education issues, policies and programs that may impact the division.

c-Interprets and applies findings by developing recommendations, providing strategic advice, and identifying alternate courses of actions and their implications for education programs and policies.

d- Researches, analyzes, evaluates and synthesizes data and information pertaining to education issues obtained from diverse sources of information including incoming correspondence, engagements, statistical databases, legislation, policy documents, technical reports and government studies, books and academic journals

e- Monitors and analyzes education trends, issues and best practices and provides recommendations pertaining to sensitive issues.

2. Provides professional support to Branch, Sector, or division staff in the creation of policy, research and correspondence.

a- Supports development of data collection tools, analyzes the data collected and reports the findings and recommendations on division-wide initiatives to help inform education programs and policies.

b-Using a systems thinking approach, this position collaborates with division staff to provide advice and follow-up regarding research and policy projects to ensure a thorough analysis of issues and usage of appropriate research methodologies.

c-Applies a policy lens to all divisional correspondence, briefings, and presentations and ensures education and career policy is correctly communicated to stakeholders and the public.

d-Advises and provides direction to division staff on appropriate methodologies to be used when conducting research and analysis (both quantitative and qualitative).

e-Supports the Manager in establishing a set standards and processes to division staff on how to conduct research and policy projects (i.e., literature reviews, evaluations, surveys, etc.) as well as advise on appropriate methodologies for conducting research and analysis.

3. Contribute to the branch operations by:

a-supporting effective team operations

b-supporting the team in decision making regarding research, policy and planning

c-providing advice and recommendations on emerging issues, opportunities, and challenges

d-developing analyses, business cases, and briefing notes to assist with decision-making processes

e-developing and leading detailed project plans

f-designing and delivering professional learning for internal staff.

4. Respond to a high number of information requests by:

a-studying the nature and intricacies of the request

b-researching all the issues

c-deciding on key considerations and recommendations

d-preparing a department response, including briefing materials, and appropriate support materials

Problem Solving

Typical problems solved:

This position typically applies problem-solving techniques for organizing and prioritizing work to meet individual deadlines as assigned; flagging issues with content, workload, or meeting strict deadlines; and balancing quality requirements, stakeholder needs, and adherence to standards with strict timelines. The focus is to provide an array of comprehensive services including research, analysis, and consultation to

support informed planning and development of policies and programs pertaining to the K-12 curriculum. This position is a key resource for strategic information, obtained through research, environmental scanning and surveys that have the potential to affect the direction and operations of the Division and could also impact the Ministry.

Types of guidance available for problem solving:

This position would rely on support from the Manager who is available for guidance. The manager also reviews materials to ensure Ministry goals and objectives are appropriately reflected.

Direct or indirect impacts of decisions:

The impact of recommendations and decisions made by the Research & Policy Analyst can be significant, influencing the direction, design and implementation of education plans, policies and programs that can directly affect school jurisdictions, learners and other stakeholders. This position is expected to maintain a broad view of the Ministry and its strategic priorities when providing information, analysis, advice and materials to the Manager and division staff.

Key Relationships

Major stakeholders and purpose of interactions:

This position communicates with a number of team members across the Curriculum and Career Education Division. The purpose of the communications can vary depending on the types of requests received. The requests typically include researching, analyzing, evaluating and summarizing information drawn from a number of disparate sources (e.g. policy documents, technical reports, academic journals, government studies, etc) including providing advice and developing recommendations based on findings. Communication involves proactively identifying and informing division staff of potential issues and trends, including best practices and topics of interest that may have an impact on the Division and the Ministry itself.

Required Education, Experience and Technical Competencies

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

If other, specify:

A bachelor's degree in any research based field with experience in qualitative analysis is valid.

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

Experience analyzing qualitative data is a must.

Assets:

- Master's degree in research-based program
- Ability to communicate in French, especially to analyze data that is in French
- Familiarity with data analysis software systems (NVivo, etc.)
- Familiarity with the K-12 education system
- Experience in Government and policy, decision making

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	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Thorough working knowledge of research methodologies, techniques and procedures, including the application of qualitative and quantitative research methods and data analysis.</p> <p>Ability to research, critically review, analyze and synthesize information drawn from disparate sources and provide direction/develop recommendations based on findings in a timely manner.</p> <p>Ability to assess the accuracy and reliability of data as well as to access and manipulate statistical databases.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Strong consultation and interpersonal skills. Strong organizational skills including the ability to multi-task and prioritize multiple responsibilities to meet deadlines.</p> <p>Ability to work independently as well as lead and contribute effectively within a team environment.</p> <p>Ability to develop and maintain collaborative working relationships.</p>
Systems Thinking	○ ○ ● ○ ○	<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 	<p>Must possess the ability to approach tasks from a broader viewpoint and scope while considering all potential applications. Articulate complex issues with broad social and political implications. Present information in a variety of formats to a variety of audiences.</p>

		<ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Well-developed analytical, reasoning, evaluation, judgment and problem-solving skills, along with significant research and strategic thinking skills.

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