

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

The Senior Analyst, Strategic Projects and Analysis provides operational expertise in shaping a student supports framework, business analysis processes, development, and improvement of effective and efficient student supports and services with stakeholders in the post-secondary system. The analyst is involved in collaboration, evaluation and analysis to ensure mental and social supports are available for students on campuses. For example, mental health supports, students with disabilities accommodations, establishment and implementation of policies and practices related to gender-based violence, and open educational resources for students to access. Responsibilities include operating in alignment with department plans and ministry priorities and building and maintaining relationships within the branch, other business areas, ministries, students and post-secondary institutions.

Responsibilities

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

1. Grant management, for instance the Post-secondary Student Mental Health Grant, including documentation, compliance, issues management and process enhancement.
 - Develop grant guidelines or eligible activities, applications and reporting documents for grant administration.
 - Review grant applications and final reports, as applicable, for accountability and compliance, and analyze reported data and information.
 - Issues and relationship management with publicly funded post-secondary institutions, consultative support, and bringing local and regional issues to the team for discussion and consideration of system-wide implications. This includes participation in the Grant Manager's Round Table, which allows for provision of group consensus on issues relating to all unit grants. This group knowledge allows grant Managers to support other grant portfolios as required.
 - Identify opportunities for developing or enhancing internal processes, and supporting the implementation of innovative approaches to program operations, including team tools and resources to support grant management, and application and reporting templates.
 - Lead capacity-building initiatives by providing guidance to grant recipients and supporting sector-wide activities (e.g., annual information sessions for Post-Secondary Institutions grant administrators).
2. Provide expertise in developing and implementing a framework for mental and social supports and processes for students at post-secondary institutions.
 - Work to develop an over arching student supports framework, that may include policies, collaborative programs and initiatives, and grant programs and funding as applicable to ensure effective and efficient student supports on campuses.
 - Build and maintain relationships to achieve ministry goals related to student supports by strengthening linkages between students, student leaders, post-secondary institutions.
 - In partnership with the Manager, regularly communicate with student leaders and other representatives from the post-secondary institutions to determine effectiveness of supports and identify gaps and/or additional areas requiring assistance.
 - Build networks and communities of practice with areas in other jurisdictions that are focused on providing supports to students on post-secondary campuses.
 - Involved in establishing a central point in the ministry for coordinating the development and implementation of mental and social supports for students, including on matters pertaining to affordability and accessibility.
3. Provide subject matter expertise on mental and social supports for post-secondary students and represent the ministry on related departmental, cross-ministry and cross-jurisdictional committees.
 - Maintain a current understanding and knowledge of student supports on campuses in the province and in other jurisdictions.
 - Act as the department's representative on cross ministry committees such as the Healthy Campus Alberta Advisory Team, and various communities of practice. Develop briefing materials related to membership on these committees, flag any issues and provide recommendations.
 - Provide advice and recommendations on opportunities for improvement to existing strategies, potential

new strategies, and emerging trends and issues, leveraging this expertise.

- Support policy work through research, analysis and evaluation on various priorities.

4. Provide strategic and operational advice on post-secondary student supports - mental and social.

- provide strategic and operational recommendations for student supports between the Ministry and post-secondary institutions.

- Responsible for providing support where required as part of the policy development process, including issues identification, research and analysis, consultation/engagement, options development, decision making, implementation, and evaluation.

- Identify gaps, opportunities, and emerging issues related to the broader scope of student supports issues in post-secondary education and work with the appropriate ministry branches, and other ministries to address the gaps, opportunities and challenges.

- Develop briefings and support materials related to achieving the Ministry mandate and goals and the development of any new programs, policies, or legislative changes.

5. Ensure the Ministry can effectively plan, respond to, and report on progress with student supports:

- Provide strategic advice utilizing information, including jurisdictional scanning and other available data related to programs and services provided to students.

- Complete trends analysis including monitoring of activities at the public post-secondary institutions.

- Contribute to the development of related strategic plans, frameworks, and policies.

6. Ensure the Manager is supported in achieving the mandate, goals, and operations of the Branch.

- Provide subject matter expertise to the branch and ministry related challenges and opportunities.

- Develop briefing papers, action request responses and draft correspondence for the Minister and other senior Ministry representatives in a timely and appropriate manner.

- Establish, maintain and model strong communication and working relationships with internal and external clients, stakeholders and partners to ensure timely and accurate flow of information.

Problem Solving

Typical problems solved:

Reporting to the Manager, Post-Secondary Student Supports, the Senior Analyst, Strategic Projects and Analysis is tasked with managing multiple and competing requests from stakeholders for government support and funding. This position is responsible for providing strategic advice that balances stakeholder requests with achieving the mandate of the Minister of Advanced Education, goals of Alberta 2030, ministry goals and measures, legislative agenda and approval processes, budgeting cycle, and the requirement to reduce red tape.

Types of guidance available for problem solving:

The position works and confers with the Manager and Director on matters that may have significant impact on business area operations, resource allocations and policy and legislation.

This position works within the parameters of legislation, policies, plans, and guidelines, with significant discretion in determining how responsibilities are performed.

Direct or indirect impacts of decisions:

The impact of recommendations, advice and decisions made by the Senior Analyst, Strategic Projects and Analysis can be significant, influencing the direction, design and implementation of divisional and ministerial policies, legislation and regulation and programs that directly affect post-secondary providers (public, private, and not-for-profit), learners (from a wide array of socio-demographic groups), taxpayers and other stakeholders, as well as Alberta's innovation and economic development systems. Issues are diverse, complex, and often politically sensitive. The Senior Analyst is expected to maintain a broad view of the minister's and government's strategic priorities as the basis for providing advice, summarizing information, analysis and determining ministry positions and direction.

This position collaborates with staff throughout the ministry and across government, while operating with a significant level of autonomy. This position is delegated considerable independence and creative thinking in managing projects to determine areas of focus; exercising judgment when researching analyzing,

summarizing information, developing options, and presenting reports and proposals to ministry decision-makers; and prioritizing responsibilities to meet deadlines.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

The Senior Analyst, Strategic Projects and Analysis within the Student Supports Coordination Unit will:

- Collaborate on student supports with other departmental grant managers

Other branch staff

- Provide advice and recommendations/updates to the Manager, Director and other senior leaders; share information; provide advice and support to branch staff and other branches on various student supports.
- Collaborate with other units on student supports such as mental health funding, gender based violence policies, open education resources.

Other ministries (e.g., Education and Childcare; Mental Health and Addiction; Arts, Culture and Status of Women; Affordability and Utilities; Children and Family Services; Jobs, Economy, Trade and Immigration; Assisted Living and Social Services; Service Alberta and Red Tape Reduction; Technology and Innovation)

- Participate on working groups and committees; share information; consult on potential programs and policies, provide advice on student support matters in the post-secondary system.

External

In order to provide strategic advice and support to ensure effective and coordinated supports to students at Alberta's post-secondary institutions, collaborative networks and relationships are required with multiple external stakeholders including but not limited to the following:

- Representatives from other governments in ministries responsible for post-secondary education
- Students/student leaders and other representatives from post-secondary institutions
- Private/Non-profit/pubic agencies or organizations such as the Canadian Mental Health Association Alberta Division and Centre for Suicide prevention.

- Consultant services as required/if necessary

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:

Political Science, Public Policy/administration, Sociology or other social science

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

This position requires extensive knowledge of/skills regarding:

- post-secondary system, including knowledge of student/institutional/stakeholder organizational relationships and system operations.
- Government processes and policy development cycles.
- Grant management
- Excellent communication skills with a variety of audiences to facilitate and foster collaboration.
- Project Management and facilitations skills considered an asset.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes 	The Senior Analyst must exhibit awareness of issues and trends that are emerging on post-secondary institution campuses in Alberta and other jurisdictions and provide strategic support

		<p>and potential impacts, seeks stakeholder perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>and advice for new or enhanced student supports for consideration by elected officials. Provide leadership of stakeholder collaboration and internal government coordination while supporting existing programs (e.g. mental health grant funding, students with disabilities funding, gender based violence policy updates).</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>Coordination of student supports in one area requires utilization of existing contacts and establishing new networks in government and at post-secondary institutions, ensuring regular engagement to measure the supports needed and align with the mandate and goals of Advanced Education.</p>
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 	<p>Engagement and collaboration practices with strategic and operational contacts and key stakeholder contacts. Work with these contacts will inform strategies and initiatives that will work toward enhancing, developing and coordinating student supports in the post-secondary system.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>Cross-functional collaboration across branches and units in Advanced Education and with ministries such as Education and Childcare, Mental Health and Addiction; Recovery Alberta, Arts, Culture and Status of Women; Children and Family Services; Jobs, Economy, Trade and Immigration; Assisted Living and Social services Services; Service</p>

		• Promotes collaboration and commitment	Alberta and Red Tape Reduction; Technology and Innovation, and post-secondary institutions.
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Benchmarks

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

024PS62, 024PS68

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.

_____ Date yyyy-mm-dd _____

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

DM Name _____ Date yyyy-mm-dd _____ DM Signature