New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Sr.Research&Evaluation Analyst

Requested Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SSII, Modernization, IMT and Reserach

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Senior Research and Evaluation Analyst serves as a key resource in the ministry and is responsible for providing proactive, detailed research and evaluation related to the criminal, family, and civil justice systems in Alberta. The position provides support, expertise and knowledge translation to Divisions by assisting in the development and execution of complex evaluation frameworks in support of Ministry priority areas, new initiatives, and ongoing operations.

This position undertakes research and evaluation activities to ensure consistent, evidence-based approaches in the development and delivery of programs and policies, leading to strengthened operations and benefits realization.

The position also conducts evaluation studies to assess the impact and effectiveness of ministry policies, strategies and initiatives, and consults with divisional stakeholders, external justice system partners and other governments on evaluation needs.

Analysts work in a technical and complex environment providing expert research and evaluation services and operational analyses to support the department's mandate by:

1. Identifying emerging justice system trends and issues in Alberta and other jurisdictions;

2. Conducting theoretical and applied research into the trends, relationships and origins of emerging issues;

3. Supporting policy development and strategic planning through research and recommendation generation;

4. Conducting evaluation work related to departmental, cross-ministry or intergovernmental evaluation priorities in support of results generation and accountability;

5. Providing technical support and advice to major evaluation projects undertaken within the ministry by supporting the development of logic models, theories of change, evaluation frameworks and evaluation plans, developing data collection protocol and instrumentation necessary to conduct in-depth studies, as well as completing data collection through use of qualitative and quantitative methods.

6. Propose and lead new research projects as relevant to the Ministry's purpose and strategy

By fostering knowledge sharing and disseminating evaluation findings, the position enhances evidence-based decision making in the Ministry.

Responsibilities

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

1. Adopts a proactive approach to understanding research trends impacting the ministry

- Monitors literature, media, key studies, reports, or issues for emerging trends that require further research or attention from the ministry;

- Consults with divisional stakeholders, external justice system partners, and other governments on research and evaluation needs;

- Responds to internal and external requests for data analysis using sources such as crime statistics, police statistics, family and civil law statistics, internal Justice program data, etc.;

- Prepares ad hoc reports and specialized requests and briefings for senior government officials in support of ministry priorities, new initiatives, ongoing operations and collaborative cross-government initiatives;

- Supports long-term research plans for the ministry in support of policy or legislative planning;

- Provides information and support to program areas across divisions in their development of new or updated policies by conducting literature reviews, jurisdictional scans, and relevant data analysis;

- Keeps updated and broadly informed on justice system issues and trends to effectively provide input into new policies or initiatives.

2. Provides consultative research and evaluation expertise for ministry projects as required.

- Consults with divisional stakeholders, external justice system partners and other governments on research and evaluation needs;

- Provides research, information, and strategic direction for new program development, using data, literature searches, environmental scans, and gap analysis;

- Supports program areas with evaluation by developing evaluation frameworks, logic models, and theories of change;

- Maintains thorough knowledge of current and emerging research approaches and development of evaluation best practices.

3. Employs project management techniques to support research and evaluation work.

- Collaborates with project managers and business areas to assess and determine research, evaluation, and data needs;

- Engages in reflective practice to improve project management processes for the team;

- Manages, coordinates and provides oversight for research or evaluation projects conducted by contracted external consultants including: leading the Request for Proposal process, participating in selection of consultant, facilitating access to information, chairing advisory committees, and monitoring budget and

deliverables.

4. Conducts detailed studies for stakeholders within the ministry to ensure promotion and dissemination of evidence.

- Designs research and evaluation proposals, plans, methodologies, sampling methods, and data collection tools;

- Applies ethical consideration to research and evaluation planning, tool development, data collection, and storage of sensitive information;

- Assists in identification of metrics, indicators, and data sources for research and evaluation projects;

- Develops data collection protocols and instruments (e.g., consent forms, interview guides, surveys, databases) for different audiences, related to research, evaluation, policy and/or consultation;

- Conducts interviews, focus groups, surveys, and data extraction to collect data for research (extra space here) and evaluation projects;

- Engages in data manipulation and high-level statistical analysis of a variety of data, including external and internal justice system sources;

5. Supports knowledge translation with stakeholders by taking a demonstrative and participatory approach in developing frameworks, tools, resources, and reports.

- Translates lessons learned and evaluation and research results into knowledge products to present project information;

- Develops new and innovative ways to analyze and present information to be used in decision making;

- Prepares and disseminates information in the form of technical and summary reports, infographics, briefing notes, slide docs, and presentations for various internal and external stakeholders;

- Provide robust and credible evidence and advice to support delivery of the Ministry's current projects

6. Represents the Unit, Branch, Division or Department on research and evaluation related committees.

- Prepares and/or delivers presentations at ministry events or conferences.

- Participates in the Evaluation and Assessment Network and local and national research/evaluation working groups.

- Liaises with federal, provincial, and private sector counterparts on research issues;

Problem Solving

Typical problems solved:

This position is delegated a significant degree of independence, as the Sr. Research and Evaluation Analyst is responsible for leading and directing individual projects within the team. The position

- Exercises, judgment when collecting, analyzing, and summarizing information for program evaluation;

- Regularly contributes insights and experiences to colleagues in the ministry to help achieve quality results;

- Negotiates between stakeholder needs and use of best practice for determining the type of evaluation, performance measurement and indicator development, and results generation;

- Uses a systems thinking approach in working with stakeholders and other partners to identify outcomes that are realistic and representative of stakeholder or business needs;

- Applies excellent interpersonal skills and knowledge of interviewing techniques and facilitation;

- Navigates competing priorities and timelines;

- Maintains neutrality when generating results and recommendations, delivering impartial, non-political facts derived through research and evaluation processes;

• Handles sensitive and confidential data or information with caution and professionalism and adheres to ethical standards

Types of guidance available for problem solving:

- Draws on internal and others' multidisciplinary experience to identify viable courses of action when creating research and evaluation plans and/or conducting analysis.

- Consults with team members to navigate methodological concerns on projects.

- Relies on subject matter experts within specific program and project areas, and incorporates necessary perspectives into research and evaluation planning and design.

- Looks to best practice guidelines from a number of sources to support department and stakeholder needs.

- Is supported by the Research and Evaluation Manager to assist in negotiating stakeholder or business needs, research and evaluation priorities, and resource capacity.

Direct or indirect impacts of decisions:

This position's impact can be province-wide and is directly connected to obtaining, analyzing, interpreting and disseminating information related to the Alberta Justice System as well as evaluating the progress of various programs and initiatives in the ministry
The Senior Research and Evaluation Analyst provides all levels of management and executive with research and evaluation findings that may inform decision-making and impact long-term policy and program direction in the department.

The Senior Research and Evaluation Analyst may consult and collaborate with federal and provincial ministries, municipal, national and international agencies on a regular basis for collecting information, conducting environmental scans into current and emerging justice system issues, or other requirements.

Key Relationships

Major stakeholders and purpose of interactions:

Key Relationships

Research and Evaluation Unit staff: Ongoing/daily
- Collaborates on projects and problem solving

Manager: Daily
- Receives direction and advice on ongoing projects; receives new project assignments; provides status updates.

Director and Executive Director: As required
- Communicates with and seeks approval of significant issues that impact the unit; provides status updates.

Staff and management in Business Units across Justice: As required
- Provides consultation, guidance and project management related to research and evaluation projects

Alberta Justice Executive Team: As required
- Presents information

Other Ministries: As required
- Consults other ministry staff as required for the completion of ongoing evaluation projects.

External Stakeholders (e.g., Federal government, academic institutions, partner agencies): As required
- Consults as required for the completion of research and evaluation projects; collaborates on provincial/ national/international working groups.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

A university degree in Social Sciences, or related field, supplemented by a minimum of 4 years related experience in:
- Advanced knowledge of social science research methodology and applied research design including ethical guidelines, data availability and data collection;
- Strong understanding of how the criminal justice system is structured and operates;
- Strong understanding of evaluation principles and processes, including formative, summative, and developmental evaluation methodologies, evaluation frameworks, logic models, and theories of change, social return on investment;

Skills and abilities required for this position:
- Advanced knowledge of applied research and evaluation, data collection methods, and information dissemination;
- Excellent project management skills and ability to manage multiple large scale projects simultaneously;
- Strong interpersonal and collaboration skills;
- Ability to work independently or as part of a team with people of all organizational levels to coordinate information, resolve issues and successfully manage projects;
- Excellent written and verbal communication;
- Conceptual, analytical and problem-solving skills;
- Strategic thinking with the ability to identify emerging issues, recognize connections and creatively use available information, looking beyond existing methods towards innovative solutions;
- Flexibility and adaptability to adjust and respond to the needs of each project team;
- Data analysis and interpretation skills with the ability to summarize and synthesize complex materials for a wide range of audiences;
- Ability to identify key issues, generate new ideas and develop creative solutions;
- Computer skills, including Internet research, use of Microsoft Word, Excel, PowerPoint, Outlook and SharePoint;
- Familiarity with data management and visualization software such as SAS, SPSS, NVivo, as well as survey platforms;
- Capable of building effective working relationships with diverse audiences and positions including senior management.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses	Strong project coordination and management skills, including ability to assess priorities, coordinate

						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	diverse projects and make optimal use of resources to achieve outcomes. Forecast potential challenges within evaluation planning and implementation and communicate and negotiates in advance. Apply strong time management skills. Function independently as well as lead and contribute effectively in team environment.
Develop Networks	○	○	○	◉	○	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	Strong interpersonal and facilitation skills including the ability to build capacity and develop and maintain effective working relationships with a diverse group of stakeholders, both internal and external to the Ministry.
Systems Thinking	○	○	○	◉	○	Integrates broader context into planning: • 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	Strong strategic orientation, including ability to conceptualize and support a common vision/direction. Lead and coordinate multiple complex projects with competing and strict deadlines. Work in a dynamic environment with shifting priorities. Proactively anticipate and plan for program area requirements.
Develop Self and Others	○	○	◉	○	○	Plans according to career goals and regular development: • Aligns personal goals with career goals	Ability to remain continusouly current on technical knowledge related to evaluation, system design, and