

## New

Ministry

Transportation and Economic Corridors

**Describe: Basic Job Details**
**Position**

Position ID

Position Name (30 characters)

Evaluation Advisor

Requested Class

Program Services 4

Job Focus

Policy

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:

The Evaluation Advisor is the operational focal point for implementation of multiple initiatives across Traffic Safety Services Division (division) programs and services to evaluate and report on legislation, regulations, policy, programs, initiatives and contractual agreements. This includes framing and planning projects, identifying and tracking performance measures, evaluation research and analysis, and developing recommendations and reports. The Advisor also provides consultation services across the division to facilitate the implementation of best practices, streamlined processes and innovative solutions that contribute to continuous improvement and achievement of the division's priorities.

The Evaluation Advisor also contributes to the division's strategic planning process through collection and analysis of data, facilitation of division and stakeholder sessions, and development of related documents in alignment with the department and government strategic planning framework.

Collectively, this works ensures the division has access to current, relevant and reliable information on existing and new programs and services; program and service alignment and achievement of outcomes and division and department goals; and advancement toward the province's traffic safety policy objectives.

## Responsibilities

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

Framework Development for evaluation and monitoring of division programs and services.

- Research and present recommendations for the development of a comprehensive evaluation framework including associated processes and operational policy.
- Coordinate and contribute to the development of a multi-year evaluation plan that identifies and focuses on priorities and expected outcomes.
- Develop performance measures, evaluation tools, and data repositories etc., to assess and enhance the design and delivery of programs, policies and outcomes.
- Develop and consolidate data and reports related to framework implementation that will be provided to and shape evidence-based advice to division leaders and the Executive Leadership Team to improve traffic safety.

Evaluation Projects Leadership and Completion

- Build project plans using evidence-based methods for assigned evaluation projects in alignment with the overarching framework and division evaluation plan.
- Engage program and service staff and stakeholders as needed.
- Collect, consolidate and interpret operational data to support the development of effective performance measures, outcome measures, and evaluation outcomes.
- Develop and use a broad range of data collection techniques, tailoring them as necessary to the evaluation's needs.
- Lead and/or coordinate the development of recommendations based upon the evaluation findings, and if required, implementation plans and associated outcome measures.
- Analyze and interpret findings and what they could mean for division programs or policies going forward.
- Develop reports, briefings and presentations for multiple audiences, including senior and executive decision-makers that illustrate evaluation results and recommendations, and highlight movement toward division priorities (e.g., How well did this program meet its intended performance targets? What program or policy changes might be needed? Which strategy is most effective in delivering value for investment?).
- Present recommendations and results to the Manager and other senior leaders.

Advisory Services

- Provide consultation services and training as needed to division branches to enhance the capacity of the division to utilize evaluation processes to report on key outcomes.
- Guide branches as needed as they engage in their own evaluation processes.
- Work across multiple ministries and GoA stakeholders to promote evaluation capacity and integrated perspectives for evaluation.
- Participate in evaluation working groups and stakeholder committees comprised of representatives from other branches, divisions, departments.
- Liaise with other branches, divisions, ministries to integrate related evaluation efforts under the framework.

Strategic Planning

- Coordinate strategic planning project management and tracking progress against division strategic plan pillars, key initiatives, and business plan priorities in line with the government's policy agenda and Minister's priorities.
- Facilitate and lead engagement sessions, workshops, and surveys with internal and external stakeholders to capture perspectives and perceptions regarding the division's strategic plan and associated reporting.
- Analyze key data and develop recommendations.
- Draft and present associated documents and reports.

Achievement of unit and branch priorities.

- Draft responses to action requests and briefing notes.
- Provide to the Manager regular integrated reporting across evaluation projects in relation to implementation of the evaluation framework.
- Provide insights and recommendations for future evaluation priorities.
- Maintain and update as needed evaluation project approaches, models and methods to foster consistency and integrity across all projects.
- Support the Manager's involvement in senior-level committees (e.g., provide background analyses and intelligence).

- Collaborate with units across the branch to effectively share information and move branch initiatives forward.

## Problem Solving

Typical problems solved:

- Leading and coordinating multiple ongoing projects and balancing high demand with available resources. The Advisor is also challenged to influence and motivate participation and engagement in evaluation projects, and to integrate evaluation approaches into ongoing program planning and design (e.g., integrating measurable outcomes into new and ongoing programs and services). The Advisor ensures an appropriate degree of rigour is embedded in each project, and that evaluation methods are consistently applied to each project to sustain validity and reliability of results. The Advisor is also responsible to ensure objective and transparent approaches are used that align with sound research theory, and that reports are balanced, accurate and comprehensive and tailored to audiences.
- Navigating sensitive information and 'de-identification' of personal information to maintain the integrity of data. The Advisor must be able to maintain objectivity and confidentiality.
- Providing consultation services and advice to division programs and services that shapes and embeds attention to performance measures and ongoing evaluation in all programs and services. The Advisor is challenged to tailor advice and supports to meet specific staff and program or service needs and demonstrate how evaluation does not add undue work to program development and delivery.

Types of guidance available for problem solving:

Guidance for problem-solving is available from the overarching evaluation framework, existing policy and legislation, and broad direction provided by the Manager. The Advisor also relies on their own subject-matter-expertise and experience to determine the path forward for most issues. Independent decision-making is exercised to plan and complete projects within this framework (e.g., who to involve and how to develop and document measures and indicators; what content is relevant to present, and how to best work with project stakeholders). The Manager can also be consulted for the most complex or novel situations.

Direct or indirect impacts of decisions:

The work of this position impacts:

- development and implementation of an overarching evaluation framework for the division.
- planning and completion of multiple and diverse evaluation projects, which impact the effectiveness and applicability of department programs and operations.
- enhanced awareness across the division of the value of evaluation methods and integration of the evaluation framework in all programs and services through provision of subject-matter-expertise and advisory services to all branches.
- Development, tracking and reporting on the division's strategic plan.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager, Evaluation and Finance Team - provide integrated recommendations and reports within and across projects
- Team and Unit staff members - collaborate on common initiatives and share information; provide advice on evaluation topics
- Program and Service staff across the division - engage in evaluation projects; provide advice and consultation on varied evaluation topics.
- Other division or department staff - participate on and represent the division or department on working committees or projects; share best practices information.

External

- Division program and service clients and stakeholders, as needed - collect information related to evaluation projects and strategic planning topics.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Arts, Science, Education etc.

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

- Minimum four years of related experience
- Certification in performance measurement and/or evaluation is an asset. A certificate in evaluation, Credentialed Evaluator designation, or PMP is an asset.
- In-depth knowledge of different approaches and methods for different types of evaluation
- In-depth knowledge of research design and methodology, qualitative and quantitative data collection and analysis techniques, outcome measurement and accountability
- Knowledge of quantitative and qualitative research methods
- Effective project management and organizational skills needed to plan and monitor specific projects in relation to time lines and outcome expectations
- Knowledge of strategic planning processes
- Knowledge of Government of Alberta strategic planning processes is an asset
- Awareness of how evaluation fits into and shapes broader strategic planning and change management
- Ability to filter, synthesize and translate a range of diverse data/information to make meaningful for a variety of end users
- Advanced communication skills to tailor content to suit diverse audience needs when developing reports, leading projects, providing consultation to other branches etc.
- High proficiency in Microsoft Office applications such as Word, Excel and Outlook and ability to learn new systems quickly
- Ability to foster strong, collaborative and sustainable relationships
- Demonstrated skill in computer data entry and database management
- Well-developed time management and organization skills

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>Situates evaluation project planning and implementation within the evaluation framework and the division's strategic plan. Thinks broadly about the impact of evaluation project plans and decisions and how results could impact program and service delivery.</p>

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>Successfully handles and prioritizes multiple ongoing projects at one time. Adjusts priorities as needed. Adjusts approaches working with stakeholders as needed.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Effectively anticipates issues and investigates emerging issues to mitigate their escalation. Engages program and service staff or others as needed to resolve issues in a comprehensive manner</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"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Fosters and sustains working relationships across the division on an ongoing basis. Builds competency in evaluation topics.</p>

**Benchmarks**

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