

Reclassification

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

These have been added to the position's responsibilities related to engagement and data governance:

Manage the continuous improvement model for stakeholder engagement processes for logistics and data management including research, designing and managing survey development and evaluation, administering surveys, tracking data, and working closely with the Curriculum Division Research unit to analyze and report on results;

Lead the process of procuring service providers, and manage relationships with service providers, to implement engagements and/or to collect, analyze and report on feedback from engagements; this includes collaborating with Communications and Public Engagement and Treasury Board and Finance;

Provide recommendations and advice on best practices around the development and maintenance of stakeholder communication processes, data collection, surveys, stakeholder databases and engagement tools and resources;

Develop processes and lead the coordinated collection and dissemination of stakeholder engagement materials, resources and data for internal and external audiences; identify tasks and responsibilities for

engagement and administrative support staff to execute stakeholder engagement events;

Create and synthesize reports and documents relating to stakeholder engagement (e.g. reports to senior leadership, agendas and terms of reference for engagement committees and working groups; stakeholder listings; and distribution plans);

Maintain secure files for internal and external stakeholders' personal and confidential information and use knowledge of and sensitivity to matters related to FOIPP legislation;

Advise on best practices in stakeholder engagement activities based on International Association of Public Participation (IAP2) foundations; and

Lead and effectively support team operations, including human and fiscal resources as assigned.

Responsibilities related to contributing to effective Branch operations as well as researching, recommending and preparing responses to information requests have also been added. (see #4 & #5 in the Responsibilities section)

Responsibilities Removed:

No responsibilities have been removed from this job description.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of the Engagement Unit, the Engagement Data Governance Consultant designs and coordinates implementation and administration of stakeholder engagement for the division. This position leads the planning, coordination, execution, and evaluation of data collection processes for stakeholder engagement and works collaboratively with the research team to provide advice regarding best practices for data collection, analysis, and evaluation. This position requires innovation to explore, research and learn new and emerging systems and technology to problem solve and improve efficiencies. This position makes recommendations regarding the development, operation, and maintenance of processes and resources to implement and coordinate stakeholder engagement initiatives. This position provides a broad range of consulting and coordination services that are essential to support Divisional stakeholder engagement, including leading the coordination, development and dissemination of logistical information, data analysis and stakeholder communication.

The Engagement Data Governance Consultant designs and coordinates strategic plans for province-wide engagement activities, involving numerous and diverse external stakeholders as part of curriculum development and implementation. They develop, coordinate and lead the implementation of work plans and recruitment activities to create, track, and manage information and statistical data relating to internal and external stakeholder engagement initiatives, meetings, and committees. They lead the development of engagement reports by synthesizing and interpreting information using Government approved software to provide advice regarding branch, divisional, and ministry priorities and coordinate the development and refinement of reports created by external service providers.

This position leads the implementation of the strategic engagement plan related to data collection and analysis and provides logistics consulting services to ensure Curriculum Division stakeholder engagement initiatives, meetings, and committees are planned and executed in accordance with Ministry guidelines and expectations. They manage the collection and interpretation of stakeholder information, propose solutions to challenges that arise and respond to evolving requirements of engagement initiatives.

This position functions within the parameters of applicable legislation, regulations, policies, and guidelines, including collecting and managing information in accordance with the Freedom of Information and Personal Privacy Act.

Responsibilities

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

1. This position is responsible for designing, coordinating implementation, administration and evaluation of strategic plans, resources, reports, and processes for stakeholder engagement for the Division:
 - Develops and implements work plans and recruitment activities to create, track, manage and report on information and statistical data relating to internal and external stakeholder engagement initiatives, meetings, and committees.
 - Manages the continuous improvement model for stakeholder engagement processes for logistics and data management including research, designing and managing survey development and evaluation, administering surveys, tracking data, and working with the research team to analyze and report results.
 - Leads the development, administration, and maintenance of templates, databases and other user-friendly technology-based systems and resources to track and manage information and statistics relating to data collection and analysis for stakeholder engagement (e.g., participant lists, engagement committees and working groups, subject matter experts and speakers, and service providers).
 - Leads the process of procuring service providers, and managing relationships with service providers, to implement engagements and/or to collect, analyze and report on feedback from engagements; this includes collaborating with Communications and Public Engagement and Treasury Board and Finance.
 - Oversees the development and distribution of communications, plans and materials with consistent and approved messaging for engagement committees and working groups in support of internal and external stakeholder engagement events, including identifying tasks and responsibilities for engagement, administrative support staff and other divisional staff.
 - Communicates directly with service providers and internal staff at multiple levels across the Division, including the sector Executive Director, for purposes that include providing best advice, problem solving, ensuring that reports and documents meet identified needs and requirements; and identifying potential risks and problems.
2. This position is responsible for leading the planning, coordination, collection, analysis and dissemination of logistical information and data for internal and external stakeholder engagement events, activities, and initiatives in accordance with Division, Ministry and Government legislation, protocols, standards, and/or guidelines:
 - Leads the development and dissemination of engagement reports including designing, building and administering surveys, tabulating results, and synthesizing and interpreting data using Government approved software, as well as working with other divisional staff, to provide advice and reports to senior leadership regarding branch, Divisional, and Ministry priorities, and coordinates the development, refinement and dissemination of reports created by service providers.
 - Advises internal teams regarding suitable Government approved technology tools for engagement surveys and data collection and analysis.
 - Makes recommendations for continuous improvement of processes and engagement initiatives related to data collection and evaluation.
 - Communicates directly with internal staff at multiple levels across the Division, including the sector Executive Director, for purposes that include identifying needs for data collection and analysis, ensuring that reports, documents, databases, and technological systems are aligned to meet identified needs and requirements; and identifying potential risks and problems.
 - Leads the collection and management of information in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP) and responds in a timely manner to FOIPP requests related to stakeholder engagement.
3. This position is responsible for establishing and maintaining relationships with external stakeholders and

liaising between these stakeholders and the Ministry:

- Provides recommendations and advise on best practices around the development and maintenance of stakeholder communication processes, data collection, surveys, stakeholder databases and engagement tools and resources.
- Develops processes and leads the coordinated collection and dissemination of stakeholder engagement materials, resources and data for internal and external audiences.
- Functions as the point of contact and liaison for internal and external requests for data and statistical information related to various engagement activities, such as Teacher Curriculum Consultation Groups, Focus Groups, and online provincial curriculum surveys; understands and communicates consistent and approved messaging.
- Provides updates and clarifications on stakeholder engagement information and data collection protocols, guidelines, and procedures to Branch, Division and Ministry program areas.
- Communicates directly with service providers and external stakeholders, such as the Alberta Teachers' Association, the Alberta Regional Professional Development Consortia, and other registrants for engagement events, to gather information and to liaise with internal teams.

4. The consultant contributes to effective Branch operations by:

- Leading and effectively supporting team operations, including human and fiscal resources as assigned.
- Working collaboratively with team members to support decision making
- Providing advice and recommendations on emerging issues, opportunities and challenges
- Developing analyses, business cases and briefing notes to assist with decision making
- Developing and leading detailed project plans

5. The consultant responds to a number of information requests by:

- Researching the issues
- Deciding on key considerations and recommendations
- Preparing a department response, including briefing materials, appropriate support materials and correspondence

Problem Solving

Typical problems solved:

The Engagement Data Governance Consultant requires specialized knowledge in stakeholder engagement development and management, especially in relation to data collection and analysis, to provide information and coordination, design, and advisory services in support of the Implementation and Engagement Branch, Curriculum Coordination and Implementation, Curriculum Division.

This position determines how information management tools and systems support the planning and delivery of internal and external stakeholder engagement events and coordinates the creation synthesis and dissemination of associated reports and documents for consideration of Branch, Division and Ministry program area representatives and publication. This position determines the best tool to gather and synthesize information from a variety of sources to be efficiently and effectively communicated directly to internal and external stakeholders. This may require researching and learning new technology and technical troubleshooting.

This position is relied upon to work effectively with colleagues, clients, stakeholders, and service providers to coordinate, develop, and execute work plans and make decisions about how to leverage human and digital resources. They solve problems related to the execution of stakeholder engagement, including the

determination of logistical, analytical, and communication services, and the development of tools and resources. Innovation, research, initiative, flexibility, and creativity are required to develop user-friendly and reliable digital stakeholder engagement information management tools and resources and to respond to changing priorities and deadlines. The position responds to rapidly changing requirements and contexts and supports the team to do the same.

Types of guidance available for problem solving:

This position works with considerable independence within the parameters of established legislation, frameworks, policies, plans, and guidelines, to determine approaches to fulfilling responsibilities. Professional judgment is applied when coordinating the engagement team to manage information and collaborate around logistical requirements associated with the stakeholder engagement program, prioritizing responsibilities to meet requirements, and coordinating work assignments and projects with tight and often concurrent time frames.

The supervisor provides general guidance, reviewing work for the quality of results and outcomes delivered. Matters with potential for significant impact on business operations or resource allocations are discussed with the supervisor, who is also available for assistance when dealing with politically sensitive or contentious situations, or those that lack a clear precedent.

Direct or indirect impacts of decisions:

This position is responsible for accuracy of data to inform effective decision-making. In addition, they coordinate efficient and accurate communication with service providers and a variety of internal and external stakeholders, including senior leadership. Curriculum engagements occur with high visibility to the public; as a result, this position is responsible for ensuring the logistical aspects of decisions effectively represent the Ministry.

Key Relationships

Major stakeholders and purpose of interactions:

Primary relationships to this position are internal and external stakeholders.

- Deputy Minister, Assistant Deputy Minister, Executive Director: as required to provide briefings, recommendations and advice.
- Director: Work close with the Director to brief, update on priority timelines and milestones and advise of any issues.
- Manager: As a direct report to the Manager, work closely with the Manager to brief, update on priority timelines and milestones, advise of any issues and ask for support as required.
- Branch, Sector and Division representatives: Provide information and logistical coordination services, exchange information, consider potential impacts, resolve issues, advise on best practices for data collection, and collaborate on projects and initiatives;
- Ministry representatives: Exchange information, resolve issues, coordinate activities, participate in networks and working groups, and provide advisory services relating to the logistical planning and delivery of data collection, analysis and reporting for stakeholder engagement events and activities;
- Stakeholders (teachers, educators, professors, public) and stakeholder organization representatives (e.g., school authorities and schools, associations, other ministries and governments): Exchange information; respond to inquiries, issue invitations to events, and coordinate activities; and
- Service providers who provide services to support engagement events and data analysis.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The Engagement Data Governance Consultant requires knowledge and understanding of:

- Stakeholder engagement processes, communications, logistics and data management.
- Stakeholder engagement planning and information management tools and resources.
- Best practices in stakeholder data collection, evaluation and reporting.
- Event coordination principles and techniques.
- Government and Ministry strategic directions and goals, particularly as they relate to the division.
- Business plans, core business areas, and organization structures of the Ministry;
- Applicable legislation, regulations, policies and guidelines (e.g. Freedom of Information and Protection of Privacy Act; travel regulations).
- Mandate, strategic directions, and priorities of the Branch, Sector, and Division.
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- Provincial curriculum development processes, the strategic engagement strategy, and The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum.
- The provincial education Kindergarten to Grade 12 system.
- Education stakeholders impacted by the provincial education system and Ministry responsibilities.
- Statistical analysis, data management, manipulation, and reporting and business productivity software / systems and various Ministry digital platforms (e.g., Microsoft Access, Word, PowerPoint, Excel workbook design including data analysis in the form of pivot tables and data queries, Power Automate, SharePoint, Connect ED, Umbraco).
- Evaluation survey tools (e.g., Opinio Survey, Engagement HQ).

This position requires demonstrated knowledge, skills and abilities in:

- interpersonal and relationship management;
- written and verbal communication;
- research, innovation, analysis, troubleshooting and problem solving;
- project planning and coordination;
- time management, including ability to adapt to change, multi-task, and prioritize multiple priorities;
- attention to detail and ability to maintain high level of ownership and accuracy in relation to work; and
- commitment to client service, teamwork, innovation, and continuous improvement.

This position:

- acts as the project lead for the coordination of data management to ensure the accuracy and reliability of data, apply digital information management tools effectively, and create and manipulate workbooks and databases;
- develops and maintain collaborative working relationships with colleagues, stakeholders, and service providers;

- functions independently as well as contributes effectively within a team environment;
- consistently demonstrates flexibility, initiative, and professional judgment;
- demonstrates a high level of self-management skills with a strong results orientation; and
- works in a dynamic environment and adapts effectively to shifting priorities and timelines.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p><i>Works with a variety of internal and external stakeholder to collect, analyze and synthesize engagement data and plans to support continuous improvement of curriculum.</i></p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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>Works under pressure of managing multiple engagement events and reports at once. Required to anticipate and make changes to plans under constrained timelines. Required to evaluate results in order to adapt and create new and efficient ways of data collection and analysis.</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 • Works with others to identify areas for collaboration 	<p><i>Leads internal and external collaborations across sectors and divisions to plan and implement data collection strategy. Anticipates and balances the needs of the Ministry and the needs of stakeholders to gather, analyze and report on feedback in the most efficient way.</i></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>Promotes collaboration between sectors within the division and other divisions within the Ministry to plan and execute engagement events. Required to balance the diverse needs and resources from a variety of sectors involved in engagement events. Required to lead planning meetings with different internal stakeholders.</p>