

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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 Analyst serves as a ministry-wide expert on performance measurement and risk management and has a key role in communicating the organization's performance through public reporting. The position is relied on by senior and executive management across the Ministry for expertise, guidance, and advice in the area of performance measurement and risk management. The work is highly complex, relying on integrative, analytical judgment and precision in an environment of multiple competing priorities, political sensitivity and ambiguity. The analyst is expected to develop and implement new analytical approaches and monitoring tools to meet the measurement and risk management needs of the organization. This position requires creativity and innovation in developing novel solutions to complex problems involving multi-faceted policy issues. The incumbent will perform specialized research, develop integrated performance measures frameworks and recommend approaches, processes and models to identify, analyze, monitor and communicate risk. The position develops performance measures for initiatives within the Ministry and across government. The position also acts as a liaison to Treasury Board and Finance and the Office of the Auditor General regarding performance measures reviews and audits.

Responsibilities

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

1. Develop the Ministry's annual public performance measure suite and annual results reporting to the public.

End Result: Jobs, Economy and Northern Development has an outstanding set of performance measures in its Ministry Business Plan, supported by a comprehensive performance measurement approach.

Activities:

- Create guidelines for performance measure development, including the establishment of appropriate targets and promote these guidelines across the Ministry.
- Develop the annual public performance measure suite for Jobs, Economy and Northern Development, which recommends a suite of performance measures for inclusion in the Ministry Business Plan. This includes developing a suite of public measures based on sound methodologies and developing novel approaches and solutions for addressing any performance measure gaps in the Business Plan.
- Work collaboratively to achieve consensus on the performance measure suite across program areas and with representatives on the Business Plan Advisory Committee, ensuring coordination and alignment between the Ministry's strategic direction and the performance measures in the Ministry's Business Plan, and divisional / program operational plans.
- Develop detailed yet concise technical descriptions of methodology for each performance measure in the Business Plan and analyze the results of each measure.
- Proactively identify strategic issues that are expected to have implications for the ministry and develop responses. Examples include the political and policy context facing the Ministry, potentially sensitive measure information (e.g.: workplace deaths), or emerging approaches to audit or public accountability.
- Develop expert content related to performance measures for presentation at legislative committees, including Minister's performance measures briefings (e.g. Public Accounts Committee and Committee of Supply).
- Remain apprised of accountability/measurement practices used by other jurisdictions.
- Consult with Government of Alberta colleagues at Treasury Board, Executive Council and other partner ministries to ensure alignment of measurement approaches.

2. Design and Implement Enterprise Risk Management Processes and Approaches

End Result: Jobs, Economy and Northern Development has a robust risk management approach with effective enterprise governance that is consistent with strategic government direction.

Activities:

- Implement the ministry's Enterprise Risk Management Framework.
- Work with executive and senior management to facilitate the identification of strategic risks facing the ministry.
- Develop and maintain the corporate risk register, ensuring context is clear; key risks are identified and analyzed; risk mitigation strategies are identified; and risks are monitored appropriately
- Ensure current research and leading practices in enterprise risk management are applied.
- Develop and implement processes that integrate risk analysis and management into business practices throughout the ministry.
- Develop and analyze risk profiles; lead or participate in risk assessments for emergent, high risk projects or issues; advise executive and senior management on implications; assist divisions in integrating risk management into operational plans.
- Ensure compliance with government guidelines and best practices.
- Act as liaison to the GoA Corporate Internal Audit Section and the Office of the Auditor General; responds to audit inquiries.
- Develop implementation action plans to respond to audit recommendations.
- Promote a risk management culture within the organization and within the GoA.
- Chair cross-divisional enterprise risk management working groups, networks and/or communities of practice.

3. Provide consultation, advice and recommendations on performance measurement for programs and initiatives.

End result: The ministry has sound management information on which to base decisions.

Activities:

- Provide expertise throughout the Ministry on performance measurement initiatives, including coordinated responses within the division where appropriate - e.g.: logic models, data collection methods, survey development, research design / methodology development; identifying information and data requirements for new initiatives.
- Engage a network of technical experts across the Ministry to ensure performance measure advice and recommendations reflect the diverse interests of the Ministry.
- Develop and deliver presentations, seminars, workshops on performance measurement as required.
- Develop new data reporting methods to improve access to performance information (e.g.: Build new reports so that performance measures results are readily accessible to all staff).
- Lead or serve on departmental and cross-government working groups (e.g.: cross-government outcomes measurement initiatives) providing input on the impact of systems development related to performance measures and data collection.
- Build capacity for performance measurement within the department and its agencies, boards and commissions.
- Assist program areas with interpreting performance results, providing a balanced interpretation of qualitative and quantitative information to inform policy and program development and

decision-making.

- Establish new approaches to developing measures and indicators for various initiatives; lead development of individual indicators, as required, with consideration of feasibility, relevance, reliability, validity, timeliness, and political sensitivity.
- Develop performance measure frameworks and approaches as required for emerging initiatives and strategic priorities, and represent the ministry in cross-ministry work. (e.g.: GoA Integrated Resource Management System)

4. Lead an annual performance measure review/audit.

End result: Jobs, Economy and Northern Development's performance measures are robust and withstand scrutiny from internal and external sources.

Activities:

- Develop the annual plan for review and/or audit of performance measures, working with the Auditor General as necessary. This activity requires the ability to influence without authority when working with program areas that have competing work priorities.
- In collaboration with program areas, prepare technical and analytical reports on performance measure trends and significant influences on Ministry performance. Using analytical expertise, ensure that the information is complete, accurate, and meets the expectations of Treasury Board and/or the Auditor General.
- Proactively anticipate quality and audit requirements, including management and systems controls required; collaborate with program areas to develop / document control procedures; use influence to promote sound management controls and practices.
- Review and evaluate existing performance measures methodologies, and recommended improvements.
- Conduct inter-jurisdictional research within Canada and internationally, on emerging best practices on performance measure audit and methodologies to recommend improvements.
- Proactively identify existing data sources and, where necessary, recommend development of new data sources to monitor contributing factors to performance results; complete a comprehensive set of analytics for each measure.

5. Support and coordinate the development of ministry planning and reporting documents.

End Result: Jobs, Economy and Northern Development is able to effectively and efficiently meet its accountability requirements.

Activities:

- Compile elements and contribute to the development of the Business Plan and the Government of Alberta Strategic Plan, including the strategic context, goals and priority initiatives, based on the strategic direction set by Executive Team and the priorities outlined by the Government of Alberta.
- Coordinate development of the ministry annual report and sections of Measuring Up (Government of Alberta Annual Report) to meet Treasury Board and Finance directives.
- Prepare briefings and correspondence for Executive Team and senior leadership.

- Manage communication with and contributions from divisional contacts throughout the department and ensure appropriate reviews and approvals.
- Manage the reviewing and editing process to ensure accuracy and completeness and consistent presentation of information.

6. Contribute to the work of the Corporate Planning and Reporting Branch.

End Result: The various deliverables of the CPR Branch are consistent, integrated and coordinated.

Activities:

- Participate on planning, reporting, scanning, foresight and measurement projects led by colleagues within the branch and across the ministry.
- Provide measurement and risk management expertise and insight to various initiatives within Jobs, Economy and Northern Development and across government as required.
- Provide recommendations for integration of measurement and risk activities with other functions in the branch.
- Build capacity within the branch and the ministry by providing cross-training opportunities to staff on measurement and risk management and offering project opportunities; develop presentations using rich-media or other electronic tools; deliver lunch-and-learn sessions or other training opportunities.

Problem Solving

Typical problems solved:

The Analyst is required to:

- Reconcile input and direction from a wide range of sources.
- Develop and articulate performance measure methodology to ensure the methodology and results are presented clearly and reliably.
- Develop innovative approaches and solutions to performance measures and enterprise risk management activities.
- Balance completeness with operational pressures and challenges for subject matter experts.
- Balance the need for risks to be both actionable and strategic and to assist leadership in articulating risks clearly, concisely and strategically.

Types of guidance available for problem solving:

The Manager, Planning and Measurement is available for problem solving on a day-to-day basis.

Direct or indirect impacts of decisions:

Sound judgment is required in the development of innovative approaches and solutions as information is used to support the Ministry's public accountability requirements.

Key Relationships

Major stakeholders and purpose of interactions:

ADM, Strategy and Policy - Weekly to Monthly

- Provide advice and seek direction on performance measure development and results reporting.

Director, Corporate Planning and Reporting - Daily to Weekly

- Provide analysis, advice and recommendations on performance measures and risk management.

Manager, Planning and Measurement - Daily

- Provide information for briefings on planning or reporting issues, provide status information on performance measure development and risk analysis in conjunction with business planning, operational planning and other projects.

Issues Managers, Data Source Contacts and other program area staff - Monthly (at certain times, daily or weekly)

- Provide advice and expertise on performance measure issues, gather/synthesize divisional information for performance measures reporting projects and related briefing materials.

Communications - Monthly to Weekly

- Collaborate on any issues resulting from public reporting or performance results; collaborate on promotion of performance measures to ensure effective messaging.

GOA Ministries - Quarterly (or as required for projects)

- Representatives of other ministries to exchange information, align measurement and reporting approaches and collaborate on projects and initiatives related to performance measurement development, best practices in methodologies and emerging research and technology.

Treasury Board and Finance - Quarterly

- Share information regarding reporting and measurement approaches; provide deliverables on behalf of the Ministry; clarify standards and expectations for measures as required.

Office of the Auditor General - Weekly during performance measures reviews

- Coordinate with OAG staff members for the provision of performance measures audit documentation.

Required Education, Experience and Technical Competencies

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

If other, specify:

Undergraduate or graduate degree in a related field (e.g. public administration, social sciences, business)

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

Considerable work experience in the areas of risk management, performance measurement, evaluation, statistical analysis, business planning, project management or policy research and development. It is preferable to have four to six years of work experience in developing accountability frameworks; research (primary or secondary); data analysis; providing credible, technical advice; preparing reports; policy/program development or issues management.

Knowledge:

- Advanced theoretical and practical knowledge of social research methodologies, techniques, and procedures, including the application of qualitative and quantitative research methods and data analysis.
- Advanced knowledge of descriptive and inferential statistics.

- Advanced knowledge of enterprise risk management and accepted global standards / best practices for the public sector (e.g.: ISO 31000 Standards).
- In-depth understanding of the ministry's Business Plan and strategic priorities, as well as mandates, policies, programs, strategic initiatives and functions of business areas across the Ministry.
- Sound understanding of the ministry's political and policy context, particularly as it relates to Government of Alberta strategic and policy directions and priorities.
- Understanding of the diverse client groups served by the ministry and the need for sensitivity and appropriateness in measurement approaches across diverse groups, who may be in vulnerable states.
- Understanding of stakeholder communities impacted by the Ministry mandate and operations, including relevant organizations, committees and advisory groups.
- Strong understanding of project management concepts.
- Knowledge of approaches, systems, software and processes used for collecting, analyzing, and reporting performance results.

Skills and Abilities:

- Strong conceptual and strategic orientation - ability to identify and define issues and outcomes clearly and develop effective, reliable solutions.
- Excellent analytical and problem-solving skills (must assess, draw conclusions and make recommendations).
- Excellent interpersonal skills: collaboration, negotiation, influence, consultation and communication (written and verbal - must be able to communicate effectively and persuasively in both technical and lay terms).
- Demonstrated ability to establish and maintain credibility with senior executives, networks of peers, clients, stakeholders and partners.
- Demonstrated project management skills.

The Analyst must be able to:

- Apply theoretical research methods, risk management models and analytical tools to practical settings with a high degree of rigour.
- Maintain a strategic focus at the Ministry level while analyzing results at the operational level.
- Function independently as well as contribute effectively within a team environment.
- Demonstrate initiative, professional judgment, and flexibility, as well as the ability to influence others without direct authority.

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"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on	The Analyst needs to reconcile input and direction from a wide range of sources to ensure information is

		<p>implications of different options</p> <ul style="list-style-type: none"> Analyzes long-term outcomes, focus on goals and values Identifies unintended consequences 	presented clearly and reliably.
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	The analyst needs to develop innovative approaches and solutions to performance measures and enterprise risk management activities.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> Takes opportunities to improve work processes Anticipates and adjusts behaviour to change Remains optimistic, calm and composed in stressful situations Seeks advice and support to change appropriately Works creatively within guidelines 	The analyst will be required to work in a dynamic environment where priorities can change on short notice.
Develop Networks	○ ○ ● ○ ○	<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 	The analyst will be required to develop and maintain relationships with contacts from throughout the ministry to facilitate soliciting and receiving input for various deliverables.

Benchmarks

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

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