

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

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

Job Purpose and Organizational Context

Why the job exists:

The **position of Pathways Research and Reporting Senior Analyst** will provide post-secondary admissions, transfer, and pathways knowledge, skills and understandings for the work of the Learner Pathways/Alberta Council on Admissions and Transfer (ACAT) Secretariat team and Student Supports Coordination unit in Alberta Advanced Education. This position supports key functions and operations of the Alberta Transfer System and learner pathways in the province as transfer and pathways evolve to meet Advanced Education's Mandate Letter and Business Plan, Skills for Jobs Task Force Report, and Alberta 2030: Building Skills for Jobs Strategy (Alberta 2030), supporting the system and learners.

Reporting to the Senior Manager, Learner Pathways/ACAT Secretariat in Advanced Education, the Pathways Research and Reporting Senior Analyst manages Alberta Transfer System and learner pathways operations for policy, programs, and services analysis and communication; provincial Articulation and Affiliated Committee initiatives, data, and communication; contracts and grants; and system research and data, metrics, and reporting in Alberta and Canada.

The role supports stakeholder collaboration and operational delivery of initiatives for the transfer system within the adult learning system, including engagement with a large scope of external Articulation and Affiliated Committees and other networks; other ministries and stakeholders in Alberta and Canada related to research and data, articulation, and pathways; and the Advanced Education (AE) Learner Pathways/ACAT Secretariat Team, as well as Student Supports Coordination Unit (SSC) and Engagement and Student Supports Branch (ESS).

Responsibilities

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

Manage Alberta Transfer System and learner pathways policy, programs, and services analysis and communication; Articulation and Affiliated Committee provincial stakeholder networks; contracts and grants; and system research and data initiatives, metrics, and reporting to support learner access to pathways and mobility in alignment with Advanced Education strategic direction by:

- I. Policy, Programs and Services Analysis and Communication:** Leading transfer system and learner pathways knowledge translation for operational policy, programs, and services analysis and communication in Alberta and Canada in collaboration with the ACAT Secretariat and transfer system stakeholders, including regarding system changes, stakeholder needs, and complex government/system materials.
 - Lead analysis, evaluation, updates, and development of new and existing Alberta Transfer System and learner pathways and mobility policies, programs, and services to support strategic and operational initiatives in Alberta and Canada.
 - Key areas of emphasis for policies, programs, and services evaluation and development include system governance, provincial body/ACAT, provincial committees, research and data collection, records retention, reporting and communication, system/stakeholder issues and needs, changes and innovations).
 - Lead development and management of transfer system and learner pathways communications for a large scope of government and external stakeholders, utilizing diverse types of clear and effective communication on a wide range of complex issues and topics.
 - Core communications activities include complex briefing note packages and correspondence; system and research reports and key messages, recommendations and decisions; ACAT and Transfer Alberta website and ACAT SharePoint content; learner/system FAQs; and internal and external presentations for diverse stakeholder groups to support learner access to mobility and credit recognition.
 - Manage complex transfer system and learner pathways issues evaluation and recommendations, environmental scans and analysis and reporting of research findings, operational policy/program/services analysis and options and actions, and evaluation of emerging research and opportunities to support strategic and operational leadership for the system and senior leadership in government.
- II. Articulation and Affiliated Committee Provincial Stakeholder Networks:** Managing Articulation Committee governance and Articulation and Affiliated Committee initiatives and data, issues awareness and communication, and external stakeholder, cross-discipline, and government relationships.
 - Facilitate governance, relationships, and activities for a large scope of current and new system-led provincial Articulation Committees (19 to date (12 active and 7 pending review)) and Affiliated Committees (4 to date) with external stakeholder representatives from different high school transitions and post-secondary education program- and pathways-specific areas.
 - External and internal stakeholder collaboration includes: Chair collaboration, committee governance and membership, committee set up and updates, meeting participation, stakeholder and pathways advice, issues management, system updates, and government and stakeholder organization participation.
 - Guide committee and system initiatives, research and collaboration, and communication for pathways articulation and relationships between pathways, including via:
 - ACAT and Transfer Alberta websites;
 - Transfer Alberta Search Tool and learner data access;

- Cross-committee, system, government, and organization/jurisdiction communication;
- Dialogue with and between provincial committees and with related jurisdictional committees in Canada; and
- Cross-pathway communication and articulation of learner mobility.
- Support implementation of the provincial Annual Pathways Meeting with all key Alberta Transfer System and learner pathways external and cross-ministry stakeholders in Alberta and Canada, including support for communications, participants, and sessions.
- Provide direction to and collaborate with contractors completing key roles and responsibilities as a part of articulation and affiliated committee provincial stakeholder work in the transfer system, such as government interchanges.
- Engage in collaboration with stakeholders from a broad scope of relevant groups, including multiple roles from transfer system member institutions, student groups, stakeholder networks/committees/working groups, education and transfer organizations, non-member education learning providers, and government in Alberta and Canada.

III. Contracts and Grants: Leading transfer system and learner pathways management of contracts, grants, and resource allocations to support system operations and collaboration with provincial Committees, member institutions, government, and external organizations in Alberta and Canada.

- Collaborate with the ministry's legal, contracts, grants, analytics and research, data management, technology and information business areas, and institution and organization stakeholders to lead and develop selection and proposal processes, templates and agreements, and monitoring and reporting for contracts, grants, licensing, and related financial management.
- Lead development and management of Advanced Education transfer system and learner pathways contracts and grants with external institutions and organizations for a wide range of pathways to support learner mobility and recognition of prior learning in Alberta and Canada.
 - Key areas of existing grants management include the following system initiatives:
 - Lead grants development, management, reporting, and results for the ministry's mandate letter transfer project for new transfer system grants with targeted institutions/organizations to support new transfer pathways assessment and mandate letter delivery.
 - Lead grants management, reporting, and results for existing learner pathways-related grants with the following institutions/organizations:
 - Social Research and Demonstration Corporation (SRDC) for the provincial Alberta Postsecondary Options Project (APOP), supporting deliverables that evaluate measures to improve high school learner access and transitions to post-secondary.
 - University of Alberta for Heroes in Mind, Advocacy and Research Consortium (HiMARC) and the Military Veteran & Family Connected Campus Consortium: Alberta Network (AB.MVF3C)), supporting deliverables to implement solutions for the health and wellbeing of military members, veterans, public safety personnel, and families and for the advance of Military, Veteran & Family Connected Campuses (MVFCs) and learner mobility.
- Provide direction to and collaborate with contractors completing key roles and responsibilities as a part of contracts and grants work in the transfer system, such as government interchanges.
- Manage transfer system and pathways resource allocations, financial processes, and reporting for contracts and grants for research and projects and monitor deliverables, outcomes, and results for learner mobility success.

IV. System Research and Data, Metrics, and Reporting: Leading transfer system and learner pathways research and data analysis, project implementation, metrics, business intelligence and reporting, utilizing system data sets to support and inform system operations and collaboration with provincial Committees, member institutions, government, and external organizations in Alberta and Canada.

- Develop, coordinate, and implement new/existing transfer system and ministry research initiatives and projects (e.g., institution transfer pathways data for mandate letter transfer project), including project planning and reporting; risk, issue, and resource management; stakeholder participation, meetings, and action items; and project data, deliverables, measurement, and communication.
- Coordinate targeted transfer system and pathways research and data projects in key areas of learner pathways and mobility in collaboration with ministry and system stakeholder partners in Alberta and Canada to advance recognition of transfer credit and mobility through evidence-based improvements.
 - Key areas for system pathways research and data include high mobility transfer pathways; transfer credit awarded and decisions; high school transitions and dual credit; alternative offerings, such as micro-credentials, online learning, military education and training; non-credit to credit recognition; prior learning assessment and recognition (PLAR); pathways to admissions; and interjurisdictional mobility.
- Develop and facilitate system engagement and dialogue with a broad range of roles and stakeholders from member and non-member institutions/organizations in Alberta and Canada, including via system-level committees/working groups to validate technical and data approaches and achieve outcomes through templates/tools, evidence-based decisions, and relationships and trust.
- Work with the ACAT Secretariat team, ministry contacts, and system stakeholders to develop and manage Alberta Transfer System and member institution business intelligence and reporting that utilizes new and existing transfer system and ministry data sets (e.g., Transfer Credit Awarded, Learner Pathways System, Student Mobility Reports, analytics) and includes development and maintenance of data visualizations and dashboards (e.g., PowerBI, Excel, pivot tables, data cubes, SQL Reports) and templates for information management.
- Develop, implement, and manage Alberta Transfer System and institution metrics, including potential system-level key performance indicators (KPIs) and institution metrics in alignment with ministry direction and priorities.
 - Implement project, research, and reporting outcomes in alignment with current transfer system research and provincial data, transfer system data and system priorities, and government priorities, including ministry priorities for transfer and pathways initiatives identified in the Premier's Mandate Letter for the Minister of Advanced Education, Alberta 2030: Building Skills for Jobs Strategy, and Skills for Jobs Task Force Final Report.
- Provide direction to and collaborate with contractors completing key roles and responsibilities as a part of system research and data, projects, metrics, and reporting work in the transfer system, such as government interchanges.
- Support other identified transfer and pathways data and research initiatives as needed to support learner mobility and pathways.

Problem Solving

Typical problems solved:

Reporting to the Senior Manager, Learner Pathways, this position is responsible for the **development and implementation of knowledge translation for policy, programs, and services analysis and communication; Articulation and Affiliated Committee provincial stakeholder networks; system contracts and grants; and system research and data initiatives, metrics, and reporting** for the Alberta Transfer System and learner pathways in the adult learning system. The role supports the branch, division, ministry, adult learning system, provincial and national stakeholders and learners by managing ministry and system operational initiatives and strategies to enhance learner pathways and mobility.

This role requires informed operational decision-making for a wide scope of stakeholders and learner pathways to manage complex operational problems regarding barriers to learner mobility, and access to career and education pathways and recognition of prior learning. Decisions require knowledge of ministry and system priorities, initiatives, research and reporting, stakeholder engagement and communication in collaboration with a large number of stakeholders.

Scope of stakeholder engagement for this role includes: Learner Pathways System member institution stakeholders (e.g., Alberta publicly funded institutions, First Nations Colleges, private not-for-profit institutions, out-of-province institutions from other jurisdictions), K-12, education organizations/agencies (e.g., ApplyAlberta, alis), system working groups (e.g., Alberta Micro-credentials and Military Education and Training Working Groups), student groups, stakeholder networks/committees, non-member institutions/learning providers, and government and jurisdictional councils on admissions/articulations and transfer and like bodies in Canada (CATs).

Difficult or challenging situations typically handled or resolved by this position include:

- Ensuring that planning, coordination, and implementation for transfer system and pathways projects support learner mobility, access to education and career pathways, and recognition of prior learning, while multitasking and prioritizing items; balancing differing roles across multiple stakeholders; and maintaining cooperation, collaboration, and coordination.
- Assisting stakeholders/working groups and the Learner Pathways/ACAT Secretariat team to assess research and data project, metrics, and system issues; evaluate information gathered through research, analysis, and dialogue; and share information and issues that need to be advanced to the ministry, contributing to project solutions, communication, and tools and supports.
- Addressing and managing institution and system measurement variables, caveats, and concerns and evidence-based solutions informed by current, valid research and data.
- Managing grant application assessment criteria, funding and decision making, and institution questions and concerns, including providing funding to a targeted number of institutions and supporting their relationships and capacity for system-level outcomes for transfer pathways.
- Supporting and maintaining stakeholder relationships with Alberta Transfer System member institutions, non-member learning providers, and other internal and external pathways stakeholders to encourage and facilitate their active participation in and learner supports for working groups/engagement in the transfer system and learner pathways in Alberta.

This role develops innovative approaches to developing and implementing large stakeholder transfer system and pathways projects, engaging a wide scope of stakeholders and networks, and identifying and problem-solving system issues based on understandings of learner pathways and mobility (e.g., admissions and transfer, PLAR, high school transitions and dual credit, apprenticeship education, micro-credentials, military education and training, credential recognition, and/or inter-jurisdictional mobility).

Types of guidance available for problem solving:

The Executive Director, ESS and Director, SSC provide strategic government direction and the Senior Manager, Learner Pathways/ACAT Secretariat informs and guides this direction and completes approvals and oversight/leadership for this position. The **Pathways Research and Reporting Senior Analyst** facilitates development and implementation of system research and data projects, new transfer pathways development and related stakeholder and provincial committee collaboration, contracts and grants management, and metrics and enhanced reporting and communication for transfer system and pathways operations in collaboration with and guidance from institutions/stakeholders in Alberta and Canada and from government.

This position requires effective relationships with a wide variety of stakeholders to facilitate transfer system and pathways communication, project management and implementation, and institution and system measurement. These relationships and partnerships are essential for effective system messaging and communication, Articulation and Affiliated Committee collaboration and outcomes, and the coordination of new research and data projects, grants, and reporting (e.g., transfer project development for the ministry's mandate letter and incorporation of new learning providers and alternative offerings). Issues dealt with include sensitive and/or controversial considerations regarding program/services analysis, recommendations, and messaging; decision making and processes for contracts and grants management; and scope of considerations regarding institution and system metrics, stakeholder engagement, and research and data (e.g., new learning provider engagement, assessments and mapping). This role balances and reconciles differing and competing interests while demonstrating responsiveness, flexibility, and adaptability. Cooperation, collaboration, and teamwork are emphasized.

This position requires:

- Project management skills, including project planning, coordination, stakeholder and issues management, resource/grants management, business intelligence and reporting, and measurement.
- Research, data, and metrics development, analysis, and reporting and data visualization skills.

- Interpersonal, relationship management, networking, and communication skills.
- Discernment, critical thinking, and decision-making skills, including the ability to represent Learner Pathways/ACAT Secretariat, the ministry and Government on internal and external working groups.
- Communication skills, including ability to: communicate via effective website content; develop and guide research and data plans, analysis, and reporting; deliver effective presentations; and demonstrate problem-solving.
- Stakeholder engagement and management, contract and grants management, and resource allocation skills.

Direct or indirect impacts of decisions:

The work carried out by this position includes complexity and is affected by member institution/system stakeholder partnerships and goals. This role is responsible for supporting stakeholder communication, collaboration, initiatives and activities, and contracts and grants to facilitate learner access to communication, information, and supports that facilitate learner pathways and mobility.

This position works closely with the Learner Pathways/ACAT Secretariat team and ministry representatives to manage and facilitate complex admission and transfer research and data projects and initiatives, issues and services, and contracts and grants, as well as opportunities to reduce red tape and enhance service delivery. The transfer system and learner pathways and access to research, data, and information have a direct impact on learners' ability to meet their education and career needs.

This position assists in preparing recommendations and information to support senior leadership and the system, notably regarding system projects, contracts and grants recipients, research recommendations, and metrics results to support the ministry's Mandate Letter and key priorities for the transfer system. This work directly impacts key decisions relating to learner mobility and recognition of prior learning in Alberta and Canada. This position also assists in facilitation of provincial and jurisdictional stakeholder relationships and initiatives.

The position will provide a strong return on investment for the ministry and the system by reflecting institution knowledge and system leadership in Learner Pathways/ACAT Secretariat's ministry and transfer system work. This role would also directly contribute to removing barriers to access and mobility and supporting learner success through achievement of transfer system outcomes for the ministry and the system, including:

- Advanced Education priorities, including transfer and pathways initiatives identified in the Premier's Mandate Letter for the Minister of Advanced Education and Alberta 2030: Building Skills for Jobs Strategy.
- Alberta Transfer System data and system priorities for transfer and pathways and guidance from transfer system member institutions, including from Registrars and Strategic and Operational Contact Persons.
- Alignment with current, accurate, and relevant transfer and pathways research and data, acknowledging variables and caveats and utilizing mechanisms for consensus and shared solutions.
- Alignment with Alberta Transfer System member institution and learner initiatives and provincial data sets, applications, and standards (e.g., Alberta Learner Pathways System (LPS) and Transfer Alberta Search Tool, ACAT and Transfer Alberta websites, Transfer Credit Awarded (TCA), Student Mobility Reports).

Key Relationships

Major stakeholders and purpose of interactions:

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Internal Relationships:

•AE Learner Pathways/ACAT Secretariat staff and SSC staff

o Daily contact. Support for and collaboration with the team, including via individual and team meetings, communication, stakeholder meetings, unit meetings, project PSI grants management.

•Pathways-related business areas in Advanced Education and Education, including Directors, Managers, professional and other ministry staff, including regarding research and analytics, data management, financial, legal, and contracts and grants management

o Periodic contact. Support Learner Pathways/ACAT Secretariat team and SSC in information sharing, issues

resolution, collaboration, and reporting for transfer and pathways projects.

External Relationships:

• **Institutions and First Nations Colleges representatives from all Learner Pathways System (LPS) member institutions as well as non-member learning providers and government via identified transfer system and pathways projects, contracts and grants, and stakeholder committees and working groups**

o Daily, regular and frequent contact. Manage key transfer system projects and stakeholder relationships, information sharing and analysis of issues, and collaboration regarding strategies to support project development and implementation for learner pathways, mobility, and the system, including with: Strategic and Operational Contact Persons, Registrars, Vice-President Academics/Provosts and pathways staff, student advisors, faculty, students/student groups (e.g., ASEC), System Working Groups, Articulation Committee Chairs, SSSOs, K-12, stakeholder organizations (e.g., ApplyAlberta, alis), non-member institutions currently in transfer system data and other new non-member education learning providers/organizations, and government (e.g., Advanced Education, Technology and Innovation, Education and Childcare).

• **Other institution and stakeholder representatives, including Students and Student Groups, Student Advisors, Dual Credit and PLAR Leads, School Authorities**

o Periodic contact. Support Learner Pathways/ACAT Secretariat team, SSC, and ESS on project initiatives, challenges, opportunities, and solutions.

• **Councils on Admissions/Articulations and Transfer and like bodies in Canada (CATs) and Pan-Canadian Consortium on Admissions and Transfer (PCCAT)**

o Periodic contact. Support Learner Pathways/ACAT Secretariat team to manage cross-jurisdictional research and initiatives to advance learner mobility, as well as engagement with CATs involved in micro-credentials and military education and training initiatives (e.g., BCCAT, ONCAT, CATNB) to support project outcomes and alternative offerings transfer credit data standards.

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:

2 to 4 years related post-secondary institution/organization work experience. Equivalencies considered.

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

This position requires competencies for and/or knowledge and understanding of:

- Current/Recent work and experience in a post-secondary institution in a middle management-related role that directly supports learner admissions and/or transfer credit and data and reporting, as well as one or more of the following post-secondary education pathways: PLAR, micro-credentials, military education and training, apprenticeship education, credential recognition, high school transitions and dual credit, curriculum and learning outcomes, labour market and training, post-secondary/career planning, and/or inter-jurisdictional mobility, such as in the Registrar, Student Advisor, Contact Person, and/or related administrative offices.
- Minimum 4-year degree in a public administration or education-related area and between two to four years of related post-secondary institution/organization work experience. Education equivalencies considered for five to eight years of related post-secondary work experience and competencies in alignment with Government of Alberta PS4 equivalency standards.
- Alberta's post-secondary and transfer system, with a focus on the Alberta Transfer System and learner pathways, including relevant institutional/stakeholder relationships, governance and policies, ministry initiatives, data management and reporting, and system operations.
- Project management, including planning and reporting; risk, issue, and resource management; stakeholder participation, meetings, and action items; and project data, deliverables, and metrics.
- Contracts and grants management, resource allocation, and financial management and reporting.
- Research and data expertise and analysis, metrics development and analysis, reporting and business intelligence, and information management and technology/tools.

- Communication skills and competencies, including development of reports, key messages and briefings, and website content.
- Relevant stakeholders affected by learner transitions and mobility, including learners, advisors, committees, senior representatives, K-12, CATs, and provincial and national education- and professional/regulatory-related organizations.
- Public/stakeholder collaboration, relationships, and networking.
- Critical thinking, discernment, adaptation, and attention to detail.
- Issues identification and problem-solving and ability to manage high volumes of information, stakeholders, initiatives, and goals.

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"/>	<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>Ability to lead and manage complex and multiple projects and understand and communicate short, medium, and long-term implications of issues, policies, programs/ services, and decisions.</p> <p>Ability to clearly analyze, synthesize, and communicate complex ideas, research, and data for a large scope of government and external stakeholders.</p> <p>Ability to evaluate complex issues and needs and communicate with sensitivity, balance, and accuracy in alignment with ministry priorities.</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"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Ability to demonstrate excellent analytical and problem-solving skills in a post-secondary/ educational and government context.</p> <p>Ability to foster highly developed critical and strategic thinking and innovative, evidence-based solutions informed by stakeholder input, data, and research.</p>

Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <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 	Ability to engage and have relationships with a wide scope of stakeholders, consider their perspectives and issues, build relationships and trust, collect key data and information, and develop informed and mutually beneficial solutions and results in community together.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Ability to communicate and negotiate with a broad range of stakeholders to manage conflicting issues and recommendations, build consensus for solutions, and collaborate to achieve results for key priorities and project/research deliverables. Ability to work well with others, in a team environment, and with individuals at different levels of the organization to gather/validate information and research, anticipate challenges, resolve issues and gaps, and successfully complete projects and reporting in alignment with plans.

Benchmarks

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

