

Working Title Senior PSI Funding & Data Analyst		Name	
Position Number	Reports to Position No., Class & Level M2	Division, Branch/Unit Financial Services, PSI Funding & Capital Planning / PSI Funding & Analytics	Ministry Advanced Education
Present Class N/A		Requested Class Program Services 4 Market Adjustment	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

New:

The Analyst supports the creation and monitoring of key aspects of post-secondary institution's funding and analytics. This work involves supporting the department in funding decisions and in continually increasing the understanding of how Alberta post-secondary institutions compare to one another and to the rest of the country. This work requires an in-depth knowledge of the variety of financial information sources available both internally and externally including all caveats around the use of these sources.

Reporting to the Manager, PSI Funding & Analytics, the Analyst works to ensure the department has access to the most recent and relevant financial data to conduct analysis in an integrated and efficient manner to add value. The unit's data-related functions include analysis, research, and predictive analytics. The Analyst is well-versed in skills and knowledge pertaining to these functions and can execute them with high quality and a holistic approach. This position works within a framework of existing technical and strategic policies, initiatives, process and procedures that govern the post-secondary system.

Unit work, in turn, helps build evidence to inform department decision-making and policy development, so the Analyst collaborates with ministry colleagues to help inform funding decisions, financial operations, financial policy, and other accountability mechanisms.

The Analyst supports financial policy development and works to ensure the policies meet the regulatory and legislative requirements.

The Analyst works with colleagues from across government to assist post-secondary institution borrowing requests.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

The following are key priority areas the unit supports. The Analyst works as part of a team to accomplish the main goal and the tasks listed beneath each.

Operational funding decisions are based on evidence and criteria unique to Alberta's funding model. The Analyst

- Contributes to the development and upkeep of criteria used in the model
- Engages with post-secondary partners for input into the model based on direction from the Manager
- Ensures appropriate and up-to-date data is used in the model
- Finds efficiencies for loading and integrating the various sources of data
- Shares reporting / outputs of model as necessary
- Innovates and improves the communication capabilities of model results

The Ministry understands how Alberta post-secondary institutions operate and compare to institutions across Canada. The Analyst supports this work by

- Coordinating and conducting qualitative and quantitative data analysis related to data supplied by multiple post-secondary institutions via multiple ministry applications as well as federally available financial data. This work contributes to the overall understanding of the financial picture of post secondary institutions in Alberta and in Canada as a whole. The work of

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide **Pages 9-10**).

this position impacts the funding of Alberta's post-secondary education system. It also impacts the policy and decision making abilities of executives. Strong analytical and conceptual skills are applied to contribute to the analysis of data across many data sources.

- Identifying and understanding relevant data sources including all necessary provisions for their use; the Analyst is a subject matter expert on these data sets in the Ministry.
- Participating in a variety of working groups to determine and maintain metrics on Alberta's position relative to the rest of the country
- Maintaining a variety of indicators on Alberta post-secondary institutions and how they compare to the rest of the province including analysis of the meanings of these indicators
- Creating relationships with contacts in other provinces to improve interjurisdictional understandings

The Ministry clearly communicates policies and guidelines related to financial matters. To achieve this, the Analyst

- Is responsible to update relevant guidelines to reflect current policies and ensure they meet legislative and regulatory requirements. Guidelines may include topics such as Self Generated Revenue, Long Term Borrowing, Short Term Borrowing and Net Assets.
- Assists institution contacts in understanding the guidelines and answers questions or provides interpretations as necessary
- Collaborates with other areas of the Ministry to ensure the guidelines are robust and relevant
- Includes updating the guidelines, answering questions, collaborating with other areas in the division

The Ministry provides advice, analysis and guidance on institutional borrowings and dispositions. The Analyst

- Works with colleagues in Treasury Board and Infrastructure to review and provide advice on institution's borrowing business cases
- Works with institution colleagues to provide information on Ministry borrowing guidelines and advise on requirements of their business cases
- Write briefing notes and provide advise to executive management on risks and options regarding the business case

The Ministry has a repository of information on financial measures on post-secondary institutions. The Analyst

- Develops and maintains financial health metrics on Alberta's post-secondary institutions. This information is analyzed and items of significance are communicated to interested parties in the Ministry including executive management, policy, etc.
- Develops and maintains a repository of financial metrics to be used in communications internally and externally.
- Help to clarify messaging and ensure messages are clear and concise
- Continually works towards improving processes for updating information

Other duties

- The Analyst assist with the review of Exceptional Tuition increase proposals
- The Analyst uses subject matter expertise and judgment to determine the best approach and methodology to use to respond to data requests and requests for information that require data analysis. This includes participating in all aspects of analysis including clarification of the issue, literature reviews, designing methodologies, developing information collection tools, collecting information, collating and analyzing information, and presenting results.
- The size and scope of each project/request are diverse as well. The Analyst conducts routine and ad-hoc analysis projects on a continuum of scales from small-scale projects, to regional projects, to collaborative large-scale projects. Management of small projects is expected. The Analyst works with and/or collects information from individuals at a variety of organizational levels throughout the ministry, institutions, and other ministries.
- The Analyst provides financial analytical recommendations that impact the future plans and strategies of the branch, division, and department.
- The Analyst is accountable for responding to requests for training by determining training needs, developing appropriate content, and training delivery. This also includes following up with the requestor to confirm training met the need, and responding to any additional queries.
- Provide financial and subject matter expertise as needed on internal project working groups on an ad-hoc basis.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

To achieve the results specified, the Analyst requires demonstrated knowledge of

Finance and data

- Accounting principles and best practices including Public Sector Accounting Standards
- Integrating financial results with operational activities of an organization
- Ministry and post-secondary financial reporting systems and related information management systems
- Data validation, statistical analysis, and quantitative and qualitative research methods

The Alberta post-secondary system and Alberta government

- Stakeholder relationships, operations, and programs, including relevant committees and advisory groups
- Funding and accountability mechanisms, including planning and reporting requirements and guidelines
- Government and ministry strategic direction for and current issues affecting the post-secondary system
- The ministry's political environment, business, operations, and culture
- Relevant legislation, regulations, and guidelines (for example, the *Post-Secondary Learning Act*, the *Financial Administration Act*, the *Freedom of Information Protection and Privacy Act*.)

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal

- Branch staff - provide data management advice and recommendations as needed to Managers and Director; support branch activities as needed
- Systems Data and Analytics – staff who collect operational financial data from institutions; necessary to coordinate with them to ensure any changes to the data set are thoroughly considered and data is properly interpreted
- Foresight, Analytics, and Research – coordinate on research and analysis projects from a financial perspective
- Other Ministries (e.g., Treasury Board and Finance, Infrastructure) - respond to requests for information or analysis; provide advice or subject matter expert on projects

External

- Post-secondary institutions - understand operational data in the context of overall institution operations, challenges, and plans
- Statistics Canada - respond to requests for data or data analysis

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position does not formally supervise others, however, does provide guidance and direction to contracted staff as needed on a day-to-day basis.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

This is a new position.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

[024PS22 Business Analyst, Forecasting](#)