

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 mandate of the System Value and Innovation Branch is to provide system-wide leadership for measuring, monitoring, and improving quality and performance of the health system; and evaluating quality and effectiveness in the context of health expenditures to improve health system value.

The Health Economics and Funding Unit provides leadership in the application of economics to the development of health strategies, policies and programs to promote economic efficiency and effectiveness of the health system; and to enhance the system's ability to forecast fiscal resource requirements and to assess fiscal sustainability.

Reporting to the Manager, Health Economics, the Economist conducts research and performs economic analysis related to healthcare policies and programs using economic principles and methods. By leveraging economic theories and quantitative methods, the Economist plays an important role in assessing whether healthcare programs and policies deliver value for money and are sustainable over the long term. The analytical support provided ensures that resources are allocated optimally, promoting the financial health and continued viability of healthcare systems.

This position also supports data collection and analysis from both internal and external sources (including but not limited to: Management Information System (MIS) data, Patient Costing data, National Health Expenditure data, and data from Canadian Institute of Health Information (CIHI), Statistics Canada, and Other Government Ministries). These activities ensure the integrity and comprehensiveness of datasets used in economic evaluations and policy research.

The responsibilities of the Economist include (but not limited to):

- Participate in economic evaluation and modeling projects in the health sector by gathering and analyzing evidence, identifying and supporting policy adaptation, and assessing program deliverables and impacts.
- Conduct statistical analysis of health expenditures and cost drivers by collecting, analyzing and interpreting data, benchmarking trends, reviewing health expenditure indicators, and preparing comparative analysis across jurisdictions to inform decision-making.
- Prepare summary reports, briefings, presentations, Action Requests (ARs) and other responses tailored to specific audiences, including Senior Management Team (SMT). Draft work plans and project reports, communicate findings and recommendations through written documentation and presentations. Present the results in a manner that is understandable and meaningful to “lay” people.
- Provide support in the assessment and modification of health strategies, policies, programs and objectives based on research and analysis. Stay informed about healthcare policy changes, regulatory developments, and market trends.
- Collaborate with various stakeholders, both internal and external, to develop various economic analysis to inform decision-making and policy development.

Under the guidance of Manger, the Economist will collaborate with other areas of the department to provide analytical support in the development and implementation of information-driven processes for policy analysis and decision-making by the SMT within the Ministry, in other Ministries and other healthcare partners. The position will also support collaborative information sharing within the department to support short and long term decision making.

Through lessons learned from evaluating previous project work, consulting with fellow experts, and in consideration of the broader needs of the ministry regarding health economic analysis, the Economist develops recommendations to help improve processes related to analytical framework(s); methodology and model(s); generating simulations (including sensitivity analysis) and interpretation of model results.

Responsibilities

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

1. Economic and Statistical Analysis.

- Participate in projects that gather and analyze evidence to support decisions in economic evaluation and modelling of the health sector.
- Provide support in identifying relevant policies, regulations, and adapting economic theories and concepts to assess health programs and service deliverables. Conduct environmental scans and literature reviews to determine government and regulatory frameworks affecting health programs and funding needs.
- Assist in economic analyses to evaluate efficiency, effectiveness, and productivity, including healthcare quality metrics and patient outcomes. Adapt economic concepts such as cost effectiveness, cost utility and cost benefit analysis in the context of the provincial health system evaluations.
- Contribute to the development of economic forecasts and scenario analyses to support strategic planning. Support the development and application of analytical models that evaluate program or intervention costs relative to outcomes, such as improvement in patient health, reduced waiting times or enhanced access to healthcare.
- Conduct economic analysis to quantify cost and volume pressures and forecast health expenditure trends. Assist in

constructing models to project future health sector expenditure under various policy scenarios. Utilize statistical and econometric methods in estimating the impact of factors such as population growth, aging, physician supply and demand, physician service utilization, and technology adoption on health expenditure. Document model assumptions, limitations and results for transparency and knowledge transfer.

2. Health System Data Analysis.

- Compile, review, and analyze healthcare data, including administrative, clinical, and financial datasets, to support management decision making. Collect and aggregate data from internal and external sources (e.g. Management Information System (MIS) data, Patient Costing data, National Health Expenditure data, and data from Canadian Institute of Health Information (CIHI), Statistics Canada, and Other Government Ministries). Perform data cleaning, validation and transformation to prepare datasets for analysis. Identify data gaps and work with data experts to address missing or inconsistent information.
- Support statistical analysis of health expenditures, cost drivers, and demographic trends. Apply descriptive and inferential statistical methods to identify patterns in health spending and the underlying factors contributing to cost variations. Generate summary statistics, visualizations and statistical reports to highlight key findings.
- Refine analytical methods and models for forecasting and benchmarking. Contribute to the development and refinement of predictive models and benchmarking tools using best practices and emerging methodologies. Validate model performance using historical data. Document methodological updates and support knowledge sharing across team members.
- Track project timelines and progress, and assist in maintaining project data integrity. Support project tracking and document practices to ensure accuracy and time management for the projects.
- Support the development and maintenance of interactive dashboards and data visualizations tools for performance reports.

3. Communication and Reporting.

- Prepare summary reports, briefings, presentations, Action Requests (ARs) and other responses tailored to specific audiences, including SMT. Draft clear and audience-appropriate materials presenting economic findings, implications and recommendations. Support the creation of visually engaging presentations and graphics to convey complex information in a clear and concise manner.
- Provide support in the drafting of project work plans, outlining project objectives, scope, data requirements, deliverables, timelines and resource requirements. Collaborate with project leads and partners to define roles, responsibilities and key performance indicators.
- Communicate findings and recommendations through written reports and presentations. Synthesize technical analyses into accessible language suitable for both technical and non-technical audiences. Develop executive summaries, technical appendices and supporting documents as required. Present results senior management, policy teams, and external partners to facilitate understanding and inform decision-making.

4. Policy and Program Evaluation.

- Support the assessment and modification of policies, programs, and objectives based on research and analysis results. Conduct literature reviews and jurisdictional scans to inform policy options and best practices in health economics. Identify gaps and provide evidence-based recommendations for policy and program evaluations.
- Assist in evaluating the impact of healthcare program changes on service delivery and fiscal sustainability. Analyze pre- and post-implementation data to assess the effectiveness and efficiency of program changes. Estimate funding impacts, cost savings or resource reallocation in collaboration with various stakeholders.
- Stay informed about healthcare policy changes, regulatory developments, and market trends. Monitor relevant publications, government announcement and media releases for updates affecting Alberta's health sector. Share key insights with team leads and team member to support proactive planning and strategy development.
- Assess the economic implication of policy options, including impacts on health system costs, outcomes and productivity. Provide recommendations based on economic evidence to improve program efficiency and value

for money.

5. Stakeholder Collaboration.

- Collaborate with internal stakeholders (within PPHS and other Ministries) and external partners (e.g., Provincial Health Agencies (PHAs), Health Shared Services (HSS), Institute of Health Economics (IHE), Health Quality Alberta (HQA), Canadian Institute of Health Information (CIHI), among others) to achieve project goals, as required. Foster strong working relationship through open communication and mutual respect.
- Participate in meetings to understand business goals and partnership opportunities. Attend regular project meetings, stakeholder briefings and discussions. Actively listen to partner needs and contribute ideas for collaboration. Document meeting outcomes and follow up on action items.
- Present analyses and support communication with both internal and external stakeholders. Provide economic expertise to cross-government projects and initiatives, as required. Translate complex analytical results to actionable recommendations.
- Assist in implementing methodologies and tools collaboratively to meet project deliverables. Contribute to the testing and application of economic evaluation tools, modelling software and data visualization platforms.

Problem Solving

Typical problems solved:

The Economist provides support in the application of economic principles and analysis to determine the impacts of policy/program changes on costs, resource needs and value for money. The Economist assists in development and refinement of economic and statistical models, performing simulations (including sensitivity analysis) and interpretation of model results to support management decision making.

Based on the Manager direction, the Economist performs both simple and more complex tasks, helps with the project planning and implementation process, and ensures project outcomes are evidence-based and derived through sound economic and statistical analysis. This requires creative thinking, adaptability and the ability to apply economic principles to address complex health care issues. The Economist must be able to design models and methodologies with a holistic understanding of the integrated health sector. This requires system thinking skills to be able to envision broad system questions and project risks, focusing on both process and overarching goals.

The incumbent collaboratively works with internal and external stakeholders to discuss relevant project issues, exchange information and assist in developing economic modelling projects.

This position leads more straightforward projects and is actively engaged in larger, more complex projects. While the incumbent operates independently within the framework of projects, they will also receive direction from the Manager and project leads. The incumbent provides options for resolution to aid problem solving.

Types of guidance available for problem solving:

The Economist works within policies and guidelines for economic and financial reporting set by Cabinet Committees and Cabinet, Alberta Treasury Board and Finance, Primary and Preventative Health Service, the Office of the Auditor General, the Minister and the Deputy Minister. Key legislations and policies that guide the work of the Economist include the Financial Administration Act, Government Organization Act, Public Service Act, Freedom of Information and Protection of Privacy Act, Health Information Act, Alberta Health Care Act, various Ministry acts and regulations, as well as policies, guidelines, and procedures established by cabinet, the Minister and Deputy Minister.

The Manager is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary.

Direct or indirect impacts of decisions:

The work of the Economist impacts the availability of evidence and recommendations to shape how Alberta's health system, or parts thereof, operates. Results produced by the Unit are considered by Ministry executives and Government leaders to inform their decision-making and direction of the health system.

The Economist ability to effectively explore different approaches and quantify the impacts of the results of the analysis on health sector spending, inform work on policy changes, improvement in the healthcare system, among others, will be key in the success of the Ministry's strategic policy decisions and the associated implications.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Health Economics and Funding Unit - participate in unit projects and provide updates on: trends in health expenditures; significant emerging funding issues; and application of methods and statistics for evidence-based decision making.

System Value and Innovation Branch Leadership - provide updates on projects; respond to queries.

Directors/ Managers of other business units: gather and provide information regarding issues related to branch/divisional/Ministry priority initiatives.

Branch Staff - Coordinate projects and tasks, and share information, as needed, to support the branch to achieve its mandate.

Other Units in Primary and Preventative Health System - Collaborate on projects and initiatives; share information and knowledge; provide expert advice as needed; represent the unit/branch on projects and working committees.

External:

- Other ministries within the province - Collaborate on projects and initiatives, share information and knowledge as required.

- Provincial Health Agencies (PHAs) - Collaborate on projects and initiatives, share information and knowledge as required.

- Health Shared Services (HSS) - Collaborate on projects and initiatives, share/request information and knowledge as required.

- Institute of Health Economics (IHE) - Collaborate on projects and initiatives, share information and knowledge, manage projects as required.

- CIHI - Share and request information, contribute to data development issues and provide feedback as required.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Economics

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Health Economics, Public Health Administration, or Statistics/Mathematics

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

A University Degree in Economics, Health Economics, Public Health Administration, or Mathematics/Statistics and a minimum of two (2) years of progressively responsible experience in economic analysis and forecasting using computerized applications to independently gather, compile and analyze data including preparation of narrative or statistical reports is required. Equivalent experience or education may be considered on a one for one basis when it demonstrates appropriate knowledge and capacity as described below.

The Economist requires the following knowledge and skills:

Knowledge:

- Knowledge of techniques and tools for theoretical and applied economics/econometrics. Some experience with experimental design, sampling methods, dataset management and statistical program software (R, SAS, Access, SQL, Python, Oracle, and/or similar software packages)

- Basic experience in developing dashboards (e.g. using SAS Visual Analytics, Power BI, and/or others similar)

software).

- Knowledge of the structure and evolution of health economics in Alberta, Canada and globally along with general understanding of Alberta's fiscal framework, and the political and social environments.
- Analytical ability, data interpretation, and problem-solving skills.
- General understanding of Alberta's health system, funding structure, health data and databases, with basic approaches to data linkage and awareness of the limitations of existing databases.
- Foundational knowledge of project management, including basic project planning and tracking, and experience supporting coordination of resources.

Skills:

- Applying standard strategic and analytic techniques to assist with business solutions and recommendations.
- Good communication skills (oral and written), including the ability to prepare clear analytical reports and adapt materials for both technical and management audiences.
- Motivated to contribute as a member of a collaborative team environment.
- Ability to handle multiple requirements and follow established processes to complete tasks.
- Some experience and competency in consultation with internal and external stakeholders.
- Ability to analyze complex issues, including identifying and evaluating options. Competence in supporting model development, quantification, and simulation for economic and mathematical models.
- Able to identify options and assist in implementing contingency plans, with some flexibility to adjust priorities as needed.
- Capable of sharing knowledge and supporting the development of other team members.

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: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	This position works with a wide variety of inputs, some of which may be contradictory, and must also integrate leading practice and emerging trends to develop recommendations that are relevant for Alberta. Strong visioning and systems thinking are required as well as critical and evaluative thinking so that final recommendations to senior and executive leaders are reliable, valid and comprehensive.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and	The Economist must be able to analyze complex

		<p>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 	<p>problems, generate ideas, and evaluate those ideas to find the most effective solutions to the problems. Creativity is also required to determine how best to illustrate, present and communicate complex economics models and concepts in ways that are easy to understand by different audiences.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>The Economist must be agile and be able to think on his/her feet. They must be able to work well in an environment where unexpected decisions can change the course and volume of work on very short notice.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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 	<p>The complex nature of the work of the Unit requires that the Economist must be motivated, passionate and determined to achieve the set goals. This position must be able to produce high quality products within targeted timelines that meet the needs of target audiences, including senior management.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>There are many projects that require multiple team members to complete. Therefore it is important for the individual to be open to learning new things from others and be willing to help others when needed.</p>