

Update

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Planning & Performance Measures Consultant

Current Class

Program Services 3

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

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:

Additional contacts added to reflect shared services agreement with Tourism and Sport.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, the Planning and Performance Measurement Consultant provides leadership, coordination, development, facilitation and knowledge transfer related to the development and implementation of the ministry's planning, reporting and accountability processes. This includes the ministry's annual report; performance measures and control systems; environmental scans; submissions for the government's annual report (i.e., Measuring Up); Treasury Board and Finance and the Office of the Auditor General's (OAG) system audits of the ministry's accountability processes; and government and cross-ministry accountability initiatives.

Environmental scanning, performance measurement and accountability reporting present a variety of complex problems and issues that may arise with little or no notice, including many that involve balancing competing divisional and ministry priorities. This includes clarifying misconceptions on performance measures held by ministry staff/executives that may be inconsistent with what Alberta Treasury Board and Finance/the OAG view as appropriate performance measures for ministry/government business plans. The related government processes are not static. Each year there are changes in the requirements and expectations from Executive Council, Alberta Treasury Board and Finance and the ministry's Assistant Deputy Ministers, Deputy Minister and Minister.

Responsibilities

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

1. Support the development of the ministry's annual report and ensure it aligns with the corresponding business plan and meets the associated reporting requirements under the Government's *Fiscal Planning and Transparency Act* and the annual report standards.

- Contribute to the development, implementation and monitoring of the process to produce the ministry's annual report.
- Develop templates, project schedules, and instructions to ensure timely, consistent and comprehensive reporting on the ministry's strategies and performance measures.
- Work as a liaison coordinating cross-divisional requests with divisional representatives, gathering information and working to ensure that accurate information is presented in the annual report, and that the OAG is provided with all required documentation in a timely fashion.
- Draft associated ministerial briefing materials for Policy Field Committee and Public Accounts Committee.

2. Support development of the ministry's performance measures and ensure alignment with the corresponding business plan and reporting requirements.

- Review performance measurement methods and processes, ensure accuracy and comparability of results, and provide recommendations on the ministry's performance measures prior to submitting them to the OAG and/or Alberta Treasury Board and Finance for review.
- Collaboratively design accountability frameworks and performance measures that respond effectively to governmental and intergovernmental requirements for accurate, meaningful, and timely performance information on business plans, programs, and initiatives.
- Coordinate the research, development and implementation of tools, techniques, frameworks and processes (e.g. logic model development) for the development of measures to support mandated and strategic priorities; and selected departmental and cross-ministry priorities.
- Help facilitate sessions to create logic model reports for internal performance measure development for programs areas across the entire department.
- Develop and conduct accountability and performance measurement training sessions/workshops.
- Review government policy documents, strategic initiatives, and business planning documents, to identify implications for performance measurement and reporting.
- Conduct shorter-term research to aid in the development of ministry performance measures and

indicators with consideration of feasibility, relevance, reliability, validity, timeliness and other factors as appropriate.

- Coordinate the Survey of Albertans with program areas during the development and updating of questions and associated survey instruments.
- Facilitate the resolution of performance measures issues, including interpreting data and developing initial recommendations.
- Research accountability/performance measure practices in use by other jurisdictions to address similar initiatives.
- Make recommendations to the Manager, Environmental Scanning and Performance Measurement for addressing issues or gaps.
- Prepare briefings for the Minister, Deputy Minister, Cabinet Policy Committees, Committee of Supply, and Public Accounts Committee.
- Drafts related reports by presenting information in a clear, concise and informative way. Creatively enhance the layout and look of the reports by using charts, tables and other graphical design elements to increase its use across the Ministry.

3. Develop the ministry's environmental scan.

- Lead the design, development and implementation of the ministry's environmental scanning processes and any related submissions to the government's environmental scan.
- Conduct research and analysis to identify and summarize complex information that links to and impacts long-term strategic direction and planning.
- Work with representatives from across the ministry to develop content for the environmental scan and ensure the reports are accurate, comprehensive and appropriate.
- Coordinate the publication and distribution of e-scan reports to highlight the key trends and issues impacting the ministry's strategic direction and core businesses.
- Lead the cross-divisional team discussions on the development of trends and issues.
- Participate in government and cross-ministry environmental scanning initiatives (e.g., Community and Social Services Horizon Scan External Advisory Committee).

4. Maintain effective relationships among the OAG, the branch, and ministry divisions in relation to the OAG's audits of ministry performance measures and the annual report.

- Foster effective relationships and communication between the OAG, the branch, and ministry divisions to facilitate smooth, timely and efficient audits.
- Work with divisional representatives to ensure that accurate information is presented in the annual report, and the OAG are provided with all required verification/supporting documentation in a timely fashion.

5. Provide advice and consultation to clients and contacts regarding statistics, environmental scanning, performance measurement and accountability issues.

- Maintain positive working relationships and regularly connect with data source contacts to thoroughly understand the methodologies and to become aware of any potential issues with respect to reporting the performance measure results.
- Research assigned issues and obtain relevant information to produce speaking notes, briefings, action request correspondence, and recommendations for the Minister, Deputy Minister and Executive Committee.
- Provide advice and analysis on ministry business and operational planning, performance measurement, environmental-scanning, and accountability mechanisms.
- Update the ministry's central statistics data repository and send out related communications.
- Support other deliverables such as the ministry business plan, Deputy Ministers' performance contract and enterprise risk management, as required.

Problem Solving

Typical problems solved:

- Demonstrates a high degree of flexibility, innovation, and collaboration.
- Achieves activities through others with a high impact on the organization (e.g., performance measures and the annual report are public documents that the Minister is required to defend in the legislature).
- Contributes to the development, design and coordination of accountability processes and documents to fulfill government and ministry requirements.
- Reviews existing procedures and processes to identify areas for improvement.
- Builds and maintains diverse and complex relationships to ensure a successful process. These include networks with a variety of professional staff, delivery staff and senior officials within the department, other GOA ministries, and other levels of government to collect information on emerging trends and issues.
- Works with contacts from across the ministry to help coordinate the development of the environmental scan, annual report and associated performance measures.

Supports the ministry performance measure system through analysis of performance measurement methodologies, benchmarking, survey design, sampling and development of measurement instruments.

- Balances competing priorities and resolves performance measurement issues requiring complex analysis, expertise and tact.

- Drafts briefing materials for the Minister, Deputy Minister and government committees such as Cabinet Policy Committees, Committee of Supply and Public Accounts Committee.
- Manages multiple ongoing projects with firm deadlines in a dynamic environment.
- Works with ministry staff and staff from other ministries.
- Provides accurate research and analysis of information that is crucial to relevant decision making and planning activities, as decisions made may be based on the information presented by the position.
- Assists in the development of position papers, helps make recommendations to resolve issues and supports the development of policies.
- Functions with increased independence as experience is gained.

Types of guidance available for problem solving:

This position receives guidance and direction from the Manager of Environmental Scanning and Performance Measurement, and the Director of Planning and Performance Measurement. This position also receives support from colleagues within the Planning and Performance Measurement unit, and guidance about the standards from Treasury Board and Finance.

Direct or indirect impacts of decisions:

Achieves activities through others with a high impact on the organization (e.g., performance measures and the annual report are public documents that the Minister is required to defend in the legislature). Contributes to the development, design and coordination of accountability processes and documents to fulfill government and ministry requirements. Affects evidence-based decision-making for executive and senior leadership through the development of performance measures for program areas. Develops environmental scanning reports and presentations for executive leadership to make strategic planning decisions for the department.

Key Relationships

Major stakeholders and purpose of interactions:

- Program contacts from across Arts, Culture and Status of Women.
- Program contacts from across Tourism and Sport.
- Staff from Policy, Planning and Legislative Services Branch.
- Staff from other ministries and the GOA policy and planning community.
- Stakeholders include: Minister, Deputy Minister, Executive Committee, divisional representatives, Financial Services, Communications, ministry staff, Office of the Auditor General, Alberta Treasury Board and Finance, Executive Council, Standing Committee of the Legislature, Standing Committee on Public

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Related degree with coursework in research methods and statistics.

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	☐	☒	☐	☐	☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	This position requires an understanding of strategic goals of the department, and to align performance measures with those intended outcomes. Development of the performance measures enhances evidence-based decision-making for senior leadership.
Drive for Results	☐	☒	☐	☐	☐	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	This position is required to create project plans that involve various stakeholders, in order to meet the deadlines as set by public accountability standards and Treasury Board and Finance.
Build Collaborative Environments	☐	☒	☐	☐	☐	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	This position is required to build relationships with various program areas, and key contacts within the department. Open and impactful communication is required to build understanding among stakeholders and achieve consensus to develop planning and reporting materials.
Creative Problem Solving	☐	☒	☐	☐	☐	Focuses on continuous improvement and increasing breadth of	This position is required to understand the work of the department and