

## Update

Ministry

Communications and Public Engagement

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Research Data Coordinator

Current Class

Program Services 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Insights / Research

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2024-05-06

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

#### Job Purpose and Organizational Context

Why the job exists:

The Research Data Coordinator supports all quantitative and qualitative research undertaken across government as part of the central public engagement and public opinion research unit with Communications and Public Engagement (CPE).

Reporting to the Assistant Director (AD) of Research in the Public Engagement Branch, the Research Data

Coordinator has a deep understanding of data and information analysis, pertaining to quantitative and qualitative methods that support evidence-based decision making.

The role supports information sharing and research development within the department, the Government of Alberta (GoA) (e.g., Office of Statistics and Information), and with other departments and external stakeholders (e.g., research vendors). The research data coordinator supports the process of analyzing and sharing data, fostering an environment of research rigor while building analytical capacity government-wide.

## **Responsibilities**

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

### **Supports the Assistant Director of Research in carrying out public opinion research on behalf of government by:**

- Supports reporting on publicly available research data.
- Develop and maintain knowledge of best practices in public opinion research.
- Supports the development of research program design, implementation and data evaluation.
- Supports government wide understanding and adherence to GOA research operational policy.
- Contributes to public opinion research survey design and programming.
- Develops the capacity to support research strategies that reflect the context and priorities of governments.

### **Provides rigorous statistical analysis of public opinion research data:**

- Applies research rigor and uses appropriate tools to clean and confirm survey data integrity.
- Supports the extrapolation of data insights for leadership.
- Identifies knowledge gaps in the research and/or data including caveats around methodology and statistical reliability.
- Checks vendor data deliverables for accuracy and quality (including appropriate application of weighting and other data manipulations).
- Supports the development of research reports and presentations in Word and PowerPoint to help summarize research findings.
- Coordinates stages of research vendor recruitment under guidance of the Assistant Director.
- Contributes technical input on responses to Statements of Work and develops and indepth understanding of public opinion research standard.

### **Supports Public Engagement survey development and analysis:**

- Supports the review of public engagement surveys, and develops knowledge of survey design including although not limited to effective/consistent use of scales and other question types, in alignment with GOA standards.
- Helps to programs surveys using GOA enterprise platforms (e.g., Opinio, EHQ).
- Supports analysis of surveys results, as needed, with a focus on creating self-serve data products for ministry clients.
- Exercises and develops research expertise in support of the GOA digital engagement platform.

### **Establishes and contributes directly to analytical networks across GOA, supporting enhancement of public opinion research capacity in government:**

- Develops a library of techniques in measuring and analyzing public opinion.
- Works with the Assistant Director, Research to support development and implementation of detailed research standards.
- Supports the development of question banks, and ensuring consistent tracking of trends over time.
- Collaborates with and contributes to research and analytics networks across the GOA.

### **Other duties as required.**

## Problem Solving

Typical problems solved:

The collection and interpretation of quantitative, qualitative, and mixed methods data that support evidence-based decision making requires expertise in research methodologies and analytical approaches. To do this, the Research Data Coordinator is required to apply a research lens to ensure data accuracy alongside the ability to develop insights from the data with the guidance of the Assistant Director.

Types of guidance available for problem solving:

The Research Data Coordinator reports to the Assistant Director, Research, within the Public Engagement and Research Branch of the Insights and Coordination Division of CPE. This position requires relationship building skills, the ability to understand implications of ministry research on government clients and stakeholders.

Direct or indirect impacts of decisions:

This position supports the Alberta government and its ministries to carry out effective and efficient research that informs government planning, policy and initiatives. Internal and external audiences are affected.

## Key Relationships

Major stakeholders and purpose of interactions:

The Research Data Coordinator interacts with many levels within the Government of Alberta (GOA), Communications and Public Engagement (CPE) program area staff, and stakeholders to support research design and analysis.

Stakeholders and clients include the Premier's Communications Office, ministry communications branches and users, external vendors and contractors, TBF Procurement, GOA Standards groups, and the public.

This position reports to the Assistant Director, Research, currently housed within the Public Engagement and Research Branch of the Insights and Coordination Division of CPE.

## Required Education, Experience and Technical Competencies

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

If other, specify:

An Undergraduate degree in a discipline related to research, political science, or public policy.

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

1. Two (2) years of progressively related experience, including involvement with:
  - Program evaluation and research methodology, including qualitative, quantitative, and mixed methods research project design and execution.
  - Survey design and theory.
  - Data collection and survey/questionnaire programs.
  - Software for statistical analysis (e.g., SAS, SPSS).
  - Unstructured data analysis (e.g., Text Analytics).
2. Experience with public opinion research will be considered a strong asset.
3. Experience working in municipal, provincial, and/or federal government will also be considered an asset.
4. Excellent interpersonal and communication skills to clarify and address goals, objectives, data collection and analysis requirements effectively with staff/clients with varying degrees of technical expertise and in preparing reports related to project initiatives.
5. Organizational and multi-tasking skills to co-ordinate multiple projects with tight deadlines and timelines.
6. Research skills to review and evaluate related research trends and technologies to help set direction and guide business practices.
7. Training support (oral and written) skills to provide documentation, presentations for both online,

group and personal training initiatives.  
8. A high degree of political acumen.

## 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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>Engages perspective to seek root causes</li> <li>Finds ways to improve complex systems</li> <li>Employs resources from other areas to solve problems</li> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Ability to gather information from varied sources, analyze and interpret information to formulate reports and make decisions related to case planning.
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> <li>Uses common sense and past experience to approach ambiguous problems</li> <li>Prevents emotions from affecting others negatively</li> <li>Looks for information on changes</li> <li>Open to new ideas and helping co-workers</li> </ul>	Ability to prioritize competing workload pressures in an effective manner and contribute to the organizational goals.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> <li>Takes holistic long-term view of challenges and opportunities</li> <li>Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>Works towards actions and plans aligned with APS values</li> <li>Works with others to identify areas for collaboration</li> </ul>	Strong commitment to operating within a team environment and the ability to motivate and inspire others to achieve common goals.

Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Builds trust to fairly represent every party: <ul style="list-style-type: none"> <li>• Uses network to identify opportunities</li> <li>• Establishes credibility and common purpose with a range of people</li> <li>• Actively represents needs and varying groups</li> <li>• Creates strategic impression by inspiring and connecting with values and beliefs</li> </ul>	Strong track record in establishing and maintaining effective working relationships with internal and external stakeholders.
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## Benchmarks

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

Benchmark Evaluation - 023PS68

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Director / Executive Director Signature