

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Supporting the Director of Public Engagement and Research, the Assistant Director has a deep understanding of quantitative and qualitative methods, as well as expert knowledge in advanced analytical and statistical techniques, which is essential in order to provide strategic advice on research design and generate insight on public opinion and behaviours to support evidence-based decision making.

This position is also responsible for providing day to day services for all Ministries in design, programming and analysis of public opinion research in adherence with GOA operational research policy. This includes managing up to four research staff.

As a manager in a high-paced environment, a considerable amount of flexibility is required to meet tight deadlines. This includes having technical and analytical skills to be hands-on with project delivery when required (e.g., programming surveys, checking and analyzing data), and the ability to conduct in-depth data analysis for individual research and public engagement projects.

Responsibilities

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

Conducts professional public opinion research on behalf of government

- Designs public opinion research projects
- Uses in-house research tools and contracted services to conduct all aspects of public opinion research projects, including evaluation, interpretation of results and reporting
- Attends research events such as focus groups
- Interprets findings and provides advice on policy development and messaging
- Oversees staff in conducting e-scans and analysis of secondary research to inform department priorities

Supports the Director of Public Engagement and Research in managing research projects

- Supports the Director of Public Engagement and Research to ensure vendors are effectively matched to the required skills, outcomes and timelines of the project, and support in relationship management with contracted service providers
- Supports the Director of Research to develop templates and frameworks as needed
- Oversees the use of in-house research tools by ministry clients
- Ensures data integrity through rigorous checks of all project deliverables, ensuring CPE standards are upheld

Ensures accountability for corporate research services

- Ensures procurement processes comply with government requirements and standards; leads procurement activities and manages branch research contracts.
- Identifies research tools to be support government wide research, including survey platforms and data analytics software.
- Ensures compliance with ATIP and government and professional research standards
- Ensures tracking and reporting on all research activities

Supports research capacity development in government

- Provides day to day research services including survey design, programming, data analysis and research procurement
- Supports knowledge translation through the development of research products and presentations for relevant GOA staff
- Supports in-house survey and other research tool training
- Appropriate use of AI tools such as Co-Pilot where appropriate.

Supervises research staff

- Outlines and ensures expected standards and results
- Provides feedback on ideas and performance
- Provides opportunities for staff development and team-building related to research
- Increase staff capacity in all research survey and data analytics tools such as Power BI, SPSS, and nVivo

Maintains best practices and continuous improvements

- Continuously scans research environment for changes in best practises and research innovation
- Develops networks with staff across the GOA undertaking qualitative and quantitative research
- Proposes and implements improvements to the research program
- Shares knowledge of new research and analysis tools and makes recommendations to other departments (e.g., Service Alberta and Red Tape Reduction; Technology and Innovation)
- Evaluates existing suite of research tools being used by government to ensure meet needs and are cost effective

Problem Solving

Typical problems solved:

The position acts with considerable independence, handles complex issues and decisions, and exercises judgement in planning resource requirements, coordinating assignments, and tendering and managing RFPs and contracts to meet project and time commitments.

The position provides expert advice to senior management on issue and trend analysis, and provides recommendations, so requires a high degree of political acumen. The position also requires good judgment, negotiation skills, tact and diplomacy. A solid understanding of government direction and communications approaches is required.

Types of guidance available for problem solving:

The Assistant Director, Research provides expert-level leadership to the Director, Public Engagement and Research and liaises with communications branches and ministries to provide research support and direction. The position requires relationship building skills, the vision to recognize the implications of ministry research on government's broader agenda, outcomes and political acumen.

Direct or indirect impacts of decisions:

The Assistant Director, Research 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. This position supports the development of information and analysis that guide government decision making at the highest levels. It also plays a key role in whether Albertans feel their voices are heard by government.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Council: Understand government policy and direction.

Ministry executive teams and communications branches: Provide advice and support on public opinion research.

Alberta public, stakeholder groups, other levels of government: Remain aware of issues and perspectives, manage awareness of similar activities to coordinate or combine projects to maximize efficiencies.

Research contractors: Remain aware of available services and expertise.

Communications and Public Engagement professional associations: Remain current on trends developments and best practices.

Required Education, Experience and Technical Competencies

Education Level

Master's Degree

Focus/Major

Arts

2nd Major/Minor if applicable

Science

Designation

If other, specify:

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

Minimum 5 years related work experience in applied research and/or public sector, including involvement with public opinion research, program evaluation, quantitative and qualitative research methodology, survey design and theory, data collection and statistical analysis, and project management.

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"/>	<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>The Assistant Director anticipates research needs, to recommend proactive approaches and develop appropriate strategies to address issues.</p> <p>The Assistant Director recommends diverse research strategies and methodologies that ensures senior officials have accurate data to inform a range of high priority key government decisions.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> Uses variety of resources to monitor own performance standards Acknowledges even indirect responsibility Commits to what is good for Albertans even if not immediately accepted Reaches goals consistent with APS direction 	<p>The Assistant Director supports a high volume of complex, time sensitive research projects at a time while also supporting overall research vision and capacity for the government as a whole.</p> <p>The Assistant Director supports delivery of research data and overall briefings in a very timely manner for all government priorities.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <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 	<p>The Assistant Director is responsible to support the design of systems and processes for the long-term tracking of trends related to the opinions of the public.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of others 	<p>The Assistant Director must be able to design and initiate research in a timely matter to address emerging issues and quickly changing landscape and priorities of public opinion that impact government decisions and reputation.</p>

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| | <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | |
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Benchmarks

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

Assistant Director, Premier's Correspondence Unit
 Assistant Director, Public Engagement

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

 Employee Signature

 Supervisor / Manager Name

 Date yyyy-mm-dd

 Supervisor / Manager Signature

 Director / Executive Director Name

 Date yyyy-mm-dd

 Director / Executive Director Signature

 ADM Name

 Date yyyy-mm-dd

 ADM Signature

 DM Name

 Date yyyy-mm-dd

 DM Signature