

Working Title ACPS Business Strategist (Business Intelligence and Evaluation)	Name
---	------

Position Number 50023586	Reports to Position No., Class & Level 500027249/SM2	Division, Branch/Unit Alberta Crown Prosecution Service Operations and Strategic Support Office Strategy and Innovation Unit	Ministry Alberta Justice
-----------------------------	--	---	-----------------------------

Present Classification Program Services 4	Requested Classification
--	--------------------------

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 [Section 2.3](#)).

The Alberta Crown Prosecution Service (ACPS) is responsible for the conduct of prosecutions brought forward pursuant to the *Criminal Code*, *Youth Criminal Justice Act*, and provincial statute offences. The ACPS strives for just and timely outcomes for accused persons, victims and the general public. Residing within the Ministry of Justice, the ACPS promotes safe communities by vigorously prosecuting cases involving serious and violent crime and works with individuals and organizations in the community to identify and implement improved and alternative approaches to the administration of criminal justice. In addition, the ACPS develops criminal law policy for the ACPS and supports criminal law consultation with other levels of government.

The ACPS Business Strategist (Business Intelligence and Evaluation) resides within the Operations and Strategic Support Office (OSSO) of ACPS. OSSO coordinates and collaborates across the division, the ministry, and beyond to ensure prosecutors always have their best day in court, and that the prosecution service as a whole is strategically positioned to provide just and timely outcomes to Albertans through fair, fearless, and independent prosecutions.

Reporting to the Director of Support Services within OSSO, this position provides expertise in research services, specialized operational analysis, and program evaluation related activities to the criminal justice system. This crucial position also provides advice, leadership, coordination, development, facilitation, and knowledge/skill transfer to internal and external teams, individuals, ministries, organizations, and institutions involved with the ACPS research issues, operational initiatives, and legislation impact analysis. These initiatives may occur within the ministry, across the GOA, and external to government. In addition to the ACPS, the Business Strategist collaborates with, and provides in-depth knowledge, expert advice, and specialized services to ACPS staff and other divisions as needed. The Business Strategist also collaborates as needed with law enforcement agencies, the federal Department of Justice, and other public and private institutions and organizations, including the Canadian Centre for Justice Statistics (CCJS). This position contributes to cross-ministry project teams and external committees. The incumbent leads major research, evaluation, and planning projects to accomplish expected outcomes.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Participate in projects and committees that promote collaboration and cooperation both within and outside the ministry.

- Represents the division and ministry on interdepartmental, cross-ministry, and external committees and working groups.
- Participates in events that promote cooperation and collaboration and the exchange of information and expertise amongst internal and external government partners.
- Leads divisional and cross-ministry project teams by: establishing project scope and parameters; developing Project Charters, establishing and maintaining project goals, budgets and work schedules; reporting on status and developing and implementing communication and change management strategies for small and large projects.
- Writes or coordinates compilation and delivery of final product.
- Evaluates project results; develops and presents recommendations for next steps.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Perform research and analysis to identify, review, and make informed policy recommendations for ministry and cross-ministry initiatives.

- Develops logic models, research methodology, proposals, and research plans to determine suitability of data as it applies to divisional priorities.
- Design and develop research methodologies, apply knowledge of ethical considerations and requirements, and collect and strategically analyze data for research projects.
- Lead or contribute to the implementation, analysis, and reporting on research projects and program evaluations on prosecutorial and court issues such as: workload, trial delay, early case resolution, family violence, and the *Youth Criminal Justice Act*.
- Develop survey instruments for various criminal justice business purposes; collect and analyze survey data and results. Evaluate findings and author reports that include conclusions and proposed recommendations.
- Conduct in-depth statistical analysis and qualitative analysis.
- Create research reports containing textual and graphical information in the form of technical reports, summary reports, briefing notes, presentations, etc.
- Disseminate findings to internal and external stakeholders, systems partners, and the public. This may involve presentations of information/findings to executive and senior management, the judiciary, prosecution staff, contracted agencies, law enforcement agencies, and members of the public with the aid of summary reports, tables, and graphics.
- Critically analyze information received from external sources, including in-depth studies completed by various consultants.
- Work collaboratively with other divisions on research projects and/or provides expert advice, as required.
- Consult with systems partners to obtain relevant information for analysis.
- Assist and/or oversee evaluation processes in consultation with colleagues in the branch, division, and ministry.

Develop analytical scenario models for analyzing changing policies, guidelines, and legislation; identifying impact on both systems partners and the criminal justice system as a whole.

- Use fundamental and/or applied research techniques to collect and analyze data from a variety of sources (Justice Online Information Network (JOIN), Crown Workload Report, Statistics Canada, survey data, systems partner data, and interview data) in innovative ways using extensive statistical skills and Microsoft products to suit information requests and research project requirements.
- Lead or contribute to the design, construction, and maintenance of software, data systems and tools (e.g. Cognos Business Intelligence Reports/JIMS, SharePoint, Opinio, MS Excel, and SAS/SPSS). Provide expertise when information to advance an initiative needs to be coordinated or facilitated.
- Participate in committees and communities of practice and develop business rules/methodologies for analytics, and performance measurement.
- Create material that responds appropriately to business needs; ensure accurate translation of technical documentation into common business language.

Develop and complete research projects, position papers and reports to internal and external stakeholders and systems partners to ensure a collaborative, balanced, adaptable, approach to the criminal justice system.

- Use a variety of research tools, academic databases, the Internet and statistical information, draft comprehensive letters, briefing notes, and memos within the time frame provided by the Minister or Deputy Minister's offices. This work requires meeting tight deadlines and working under pressure.
- Undertake project management responsibilities to coordinate, design, gather data, and analyze information upon which to base reports for management decision-making purposes.
- Design and administer research including in-depth statistical and qualitative analysis.
- Write research reports containing textual and graphical information in the form of technical reports, summary reports, briefing notes, presentations, etc.
- Disseminate findings to internal and external stakeholders, and the public. This may involve presentations of information and other survey findings to senior management, multidisciplinary teams, the judiciary, prosecution staff, law enforcement agencies, contracted agencies, and members of the public with the aid of summary reports, tables, and graphics.

Ensure an effective and efficient prosecution service through the creation, monitoring, and reporting of meaningful performance expectations.

- Lead division and projects in creation of new performance measures and annual reporting.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Lead the process for the collection of performance measures from relevant data sources, such as JOIN; Statistics Canada; Crown Workload Report; and the Prosecutor Information System Manager (PRISM).
- Complete and coordinate advanced research, tables and charts for the Prosecution Service Executive Leadership (PSEL) team, project committees, and focus groups as necessary. Present information in a logical way that can be understood by the intended audience.
- Monitor and resolve issues related to performance.
- Prepare operational and performance reports for senior and executive management, including reporting required by legislation.

Represent the ACPS Research Unit, branch, division, or ministry on research related committees. Act in consultative capacity coordinating with ministry partners and external stakeholders.

- Liaise with federal, provincial, and private sector counterparts on research issues and mediate between the provincial systems personnel and federal researchers to define data elements for special studies.
- Facilitate meetings, web/teleconferences, and consultations for stakeholders to discuss issues and concerns with regard to research (national and local).
- Review information requests in consultation with requesting parties from all levels of government and private sector to determine operational need and/or feasibility.
- Coordinate and review internal and external research applications; consult with applicant(s) to determine appropriate methodology and feasibility; consult with appropriate divisions and management, as required, to recommend and obtain approval.
- Represent the ACPS and participate in information management-related committees to assist with the development and enhancement of ministry information systems.
- Participate in national consultation with the CCJS and other jurisdictions to examine issues relating to criminal justice statistics.
- Represent the ministry on cross governmental initiatives.
- Prepare and/or deliver conference presentations.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

The position's impact is province-wide and is directly connected to obtaining, analyzing, interpreting, and disseminating information relating to prosecution services within Alberta, and in evaluating progress of various policy and programs.

This position works with limited supervision, with the majority of work being completed independently of instruction by combining expert knowledge of applied research with a comprehensive understanding of interdependent relationships to operational and strategic planning.

Due to the broad range of information management technology systems and subject areas, this position works to advance innovation and evidence-based decision making within the ministry and aligns teams to reach goals and broad outcomes.

This position provides expert advice, analysis and interpretation of data for internal and external statistical information requests related to criminal justice prosecutions and liaises with stakeholders while ensuring privacy legislation, relevant policy, and operational interests are strictly adhered to.

Typically, the drafting of research reports involves coordinating work with a number of disparate stakeholders with diverse needs that must be acknowledged, understood, and addressed. Developing recommendations or negotiating alternate courses of action that balance the needs of a responsive justice system with the limited resources of the ministry means the incumbent must possess a high degree of analytical, interpretative, evaluative, and creative thinking to address each project from an open and broad perspective.

Work undertaken by the incumbent addresses issues that impact the overall operation of the criminal justice system, including the allocation of finite resources in the prosecution service. Recommendations arising from this work impact the effective and efficient delivery of services to Albertans.

This position develops and delivers findings on high-profile initiatives or cases that can have significant provincial operational impact. Work and findings are used as an important tool to inform decision making by the ministry executive management and divisional senior management.

Recommendations made, or information shared publicly, typically include a high level of complexity and/or political sensitivity that may impact the prosecution service, the division, or the ministry.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

Recognition, understanding, and analysis of crime trends, criminogenic factors, and crime prevention measures help the incumbent to provide effective services and access to justice to all Albertans.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Highly developed conceptual, analytical, problem solving, and decision-making skills. Ability to translate operational needs into meaningful and appropriate research queries including the design and manipulation of large and complex databases.
- Accomplished in strategically managing complex issues and simultaneously work on a wide variety of projects by assimilating and assess situations, re-prioritizing based on urgency and mobilizing resources to find innovative solutions.
- Establish research and analytics strategies with multiple internal and external partners for the ACPS excellence in prosecutions as well as for a variety of criminal justice initiatives.
- Ability to establish a trusting and dependable working relationships with senior management and leadership team, prosecutors, experts, academics, and peers within and outside the division;
- Ability to advance ACPS goals through research, to utilize research and evidence to influence frontline delivery, policy and strategy.
- In-depth knowledge of research and evaluation methodology, including evaluability assessment, formative/summative/developmental evaluation techniques, evaluation planning, evaluation framework and program logic model development.
- In-depth knowledge of best practices in performance measurement, e.g. outcomes measurement, service delivery metrics and analytics, engagement (engaging, consulting and motivating various specialists to contribute to results-based management and measurement initiatives) to design, implement, and improve the division's performance measures and reporting approaches.
- Extensive knowledge of social research design and methodology, including qualitative and quantitative data collection and analysis techniques, statistics, and database development and management.
- Experience in project management theories, principles and practices (program planning, development, implementation and assessment).
- Excellent written, verbal and interpersonal communication skills. This includes the ability to clearly communicate research in a wide range of formats, including to public and non-specialist audiences.
- Demonstrates a high degree of motivation and ability to work independently to identify issues and generates new ideas, initiatives, approaches to enhance excellence in the ACPS based on solid analytical skills.
- Capable of working in a team environment to ensure division, ministry, and government goals and objectives are met. This is supported by strong interpersonal and communication skills.
- Ability to review written reports for accuracy.
- Attention to detail and ability to work under the pressure of short time frames is essential.

CONTACTS: The main contacts of this position and the purpose of those contacts.

CONTACT	FREQUENCY	PURPOSE
ADM	As required	Recommendation on research direction; information sharing
Chief Prosecutors, Executive Directors and Directors	Frequent	Information sharing; idea generating; collaborative research; monitoring of issues; provide recommendations on research activities.
Managers	Frequent	Information sharing; idea generating; collaborative research; monitoring of issues; provide recommendations on research activities.
Other division staff	Daily	Information sharing; provide support for resolution of issues; collaborative research
Other ministry staff	Frequent	Sharing of information; relationship building; collaborative research
Municipal, provincial and federal government staff	Frequent	Sharing of information; collaboration on projects
Public	Rare	Research information; sharing of information.
Academic institutions	Rare	Research application process; information sharing; collaborative research

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

- The position does not have a formal supervisor component.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM
