

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Within the department of Public Safety and Emergency Services (PSES) the Strategy, Support & Integrated Initiatives (SSII) division provides strategic and integrated support for PSES divisional services and ministerial priority initiatives. The Modernization, IMT, and Research branch (MIR) of SSII includes the provision of rigorous, high-quality data analysis, research, and evaluation services to support evidence-based decision making within the public safety system. Within MIR, the Business and Strategic Reporting unit (BSR) provides statistical presentation and analyses of Key Performance Indicators (KPIs) to guide decision-making, policy development and operations.

Reporting to the Manager, BSR the Senior Reporting Analyst is responsible for designing, developing, implementing and maintaining reporting products and solutions to meet divisional and departmental needs. The position requires experience in data analysis, statistics, data visualization and report writing. The incumbent is expected to be adept at quickly understanding organizational goals and linking them to data to produce analytical products that inform decision-making, policy and operations.

Performing this role requires a willingness to innovate and try new methods and tools. The ideal candidate will have a strong drive for innovation and analytics to solve problems using a data driven methodology. The incumbent is expected to be proficient in software related to data analysis (e.g. Excel, SAS, R, Python) and data visualization/reporting (e.g. PowerPoint, SAS Visual Analytics, Power BI, Tableau). In addition to the technical skills, the role requires excellent communication skills to engage stakeholders and identify reporting needs.

Responsibilities

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

1. Development of reporting products to support evidence-based decision-making, policy development, and operations within the public safety system.

- Products include interactive dashboards, reports, presentations/slide decks (e.g. PSES Key Performance Indicators dashboard, operational dashboards and forecasting models).
- Tasks include:
 - requirements gathering
 - data identification and collection
 - data cleaning, transformation, and analysis
 - product development (e.g. tables, graphs, slide decks, reports, online interactive dashboards) including technical and user documentation
 - system and user acceptance testing
 - training and implementation

2. Maintenance and enhancement of standardized reporting products.

- Perform scheduled updates to reporting products on a regular basis (e.g., daily, monthly, quarterly).
- Identify and engage program areas to resolve data issues related to indicator reporting.

- Identify and engage program areas to prepare for policy and legislative changes in terms of reporting.
- Engage with program areas to modify or enhance BI products to meet evolving needs.

3. Respond to incoming requests for information. Requests vary in complexity and scope, ranging from a same day response for readily available statistics to longer term inquiries involving requirements gathering and data analysis for more complex issues. This requires adaptability in maneuvering between competing priorities and timelines.

Problem Solving

Typical problems solved:

The position involves consultation with program areas to identify and develop performance metrics. Program areas reach out with requests to develop and monitor data trends related to divisional and departmental priorities. The position is responsible for obtaining, analyzing, interpreting, and disseminating information relating to key issues faced by the public safety system within Alberta. This information contributes to divisional and departmental reporting and evaluating the progress of various policies and programs. The position works to advance innovation in data collection and analysis within the ministry and aligns program areas to reach goals by creating digestible and user-friendly statistical information.

This position manages internal and external statistical information requests related to PSES operations and liaises with internal and external stakeholders while ensuring privacy legislation, relevant policy, and operational interests are strictly adhered to.

Types of guidance available for problem solving:

This position works with limited supervision, with most of the work being completed independently of instruction. The incumbent is expected to lead analytical projects in terms of requirements gathering, data collection and analysis, the development of reporting products and overall project management. The Manager is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary.

Direct or indirect impacts of decisions:

Work undertaken by the incumbent informs decisions that impact the overall operation of the entire public safety system, including decision-making, resource allocation, policy development and operations. Statistics inform the government and public on emerging trends and insights arising from this work impact the effective and efficient delivery of services to Albertans. The results of this work typically includes a high level of complexity and/or political sensitivity that may impact divisions or departments within the justice and public safety system.

Key Relationships

Major stakeholders and purpose of interactions:

The Senior Reporting Analyst has the responsibility for engaging key stakeholders to identify and operationalize information needs. The analyst has the responsibility of capturing and analyzing operational requirements and translating them into data sources and methodology for reporting on KPIs.

The process of KPI development involves close collaboration with subject matter experts, program managers, and partners to understand the data develop a valid and reliable methodology for reporting on key initiatives or monitoring operational needs.

The Senior Reporting Analyst is also essential in helping stakeholders identify implications of the information presented for decision making, policy and operational.

Key Relationships:

Deputy Minister and Assistant Deputy Ministered - Presentation and consultation regarding statistics related to key issues.

Executive Directors and Directors - Information sharing; idea generating; monitoring of issues; data-based recommendations on issues, activities and programs; operational reporting.

Managers - Information sharing; idea generating; collaborative analytical efforts; monitoring of issues; data-based recommendations on issues, activities and programs; operational reporting.

Other division and ministerial staff - Data provision and/or analysis for research, evaluation, and policy.

Municipal, Provincial and Federal government staff - Sharing of information; collaboration on projects and the development of key performance indicators across jurisdictions.

Academic Institutions and Not-For-Profits - Sharing of information; collaboration on projects.

Required Education, Experience and Technical Competencies

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

If other, specify:

Social Sciences, Statistics, Mathematics or related

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

University Degree in social sciences, mathematics, statistics, or a similar field of study focused on quantitative analysis. Master's degree preferred.

4-6 years of relevant quantitative and qualitative research and analytics.

Proficiency in statistical analysis, quantitative analytics, forecasting/predictive analytics and multivariate testing.

Proficiency in analytical software (e.g. R, SAS, Excel VBA and/or Python).

Proficiency working with complex data and multiple datasets.

Experience with data visualization and reporting tools such as Power BI or SAS Visual Analytics.

Strong written and oral communication abilities (e.g. report writing, public presentation skills) with ability to communicate effectively with clients in both a technical and non-technical environment.

Highly innovative and strategic thinker who knows what needs doing and gets it done.

Previous experience with criminal justice system, policing, corrections, and emergency services data is an asset.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes:	Analytical and problem solving skills, including ability to synthesize and

		<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>analyze information obtained from broad and varied sources and develop solutions and recommendations for consideration of decision-makers.</p> <p>The ability to come up with solutions to loosely defined business problems by leveraging solid statistical expertise.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Excellent communication and facilitation skills to lead discussions with stakeholders and partners.</p> <p>Conduct stakeholder engagement and employ sound judgment in determining how innovations will be deployed to produce business value.</p> <p>Advise on the choice and application of techniques, and can critique colleagues' findings to assure best practice.</p>
Creative Problem Solving	○ ○ ● ○ ○	<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>Design new and improve current products and processes through the application of emerging methods, processes, products and services.</p>
Agility	○ ○ ● ○ ○	<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 	<p>Stay up-to-date with ever-evolving statistical tools and techniques.</p> <p>Ability to manage and prioritize incoming tasks and pivot when required by emerging issues.</p>

