

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name

Corporate Data, Analytics & Evaluation Advisor

Current Class

Program Services 4

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

FCS, SPI/ Corporate Data, Analytics & Evaluation

Supervisor's Position ID

Supervisor's Position Name

Manager, CDAE

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-19

Responsibilities Added:

Data governance framework ownership, external data acquisition, analytics platform oversight (Fabric/Snowflake/Azure), data pipeline management, advanced analytical modeling, Python/SQL transformation, workflow automation, FOIP/privacy compliance advisory, and cross-ministry data/technology committee representation

Responsibilities Removed:

Coaching and supervising team members, change management support for new programs and initiatives.

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade, and Immigration (JETI) focuses on growing and diversifying Alberta's economy, attracting and developing a skilled workforce, and ensuring safe, fair, and healthy workplaces. The ministry's responsibilities include supporting Alberta's entrepreneurs and employers, promoting trade and investment, and assisting with workforce development.

The Strategic Performance and Innovation (SPI) Branch was established as part of the Finance and Corporate Services division to strengthen corporate performance, efficiency, innovation, and accountability by integrating data, technology, service design, and change management expertise to enable evidence-based decision-making and continuous improvement across the department.

Reporting to the Manager, Corporate Performance, Data, Analytics and Evaluation, both incumbents work with minimal supervision as senior specialists across the unit's full evidence mandate. The Manager relies on the accuracy, judgment, and initiative of these positions to incorporate program performance trends, strategic plan linkages, ministry priorities, and multi-stakeholder interests into the unit's analytical and governance work.

One incumbent specializes in data governance, analytics infrastructure, and advanced analytics; the other in program evaluation, applied research, and statistical analysis. Together they provide the unit with comprehensive coverage from data acquisition and governance through analysis and modeling to evaluation and evidence communication. Each maintains sufficient working knowledge of the complementary domain to provide temporary coverage, contribute meaningfully to cross-functional work, and develop competency over time.

Responsibilities are tagged to indicate the expected distribution.

Responsibilities

Tags: [Primary] = deep expertise, day-one accountability. [Supporting] = working knowledge, cross-coverage, developmental growth. [Shared] = both incumbents accountable equally.

1. Program Evaluation and Applied Research [Primary] -- *Evaluation & Research Advisor is primary; Data & Analytics Advisor holds supporting knowledge*

- Direct the design, implementation, and management of complex longer-term program evaluations -- including formative, summative, and impact assessments -- where the most appropriate evaluation design and the ultimate findings are not known in advance; select, adapt, and modify evaluation methodologies to fit novel program contexts rather than applying standard templates.
- Develop and modify quantitative and qualitative research methodologies -- including survey research, administrative data analysis, case studies, interviews, and focus groups -- to assess program effectiveness, efficiency, and alignment with intended outcomes; address prospective 'what if' questions about program design and impact; where appropriate, leverage AI-assisted text analytics to support synthesis of large volumes of qualitative evidence.
- Design and iteratively refine data collection instruments -- including surveys, interview guides, and administrative data frameworks -- and manage their implementation using digital collection and workflow automation tools, adjusting approach based on emerging data quality and coverage findings.
- Select and apply advanced statistical analysis techniques -- including inferential analysis, regression modeling, and multivariate methods -- using SAS or equivalent platforms; modify analytical approach where standard techniques are insufficient to answer the specific program performance or policy questions being addressed.
- Manage evaluation projects end-to-end, coordinating and providing technical direction to third-party evaluation consultants; represent the unit on cross-ministry evaluation and research committees and working groups as required.

2. Data Governance, Quality and Acquisition [Primary] -- *Data & Analytics Advisor is primary; Evaluation & Research Advisor holds supporting knowledge*

- Develop, implement, and continuously improve the corporate data governance framework -- including policies, metadata standards, data quality rules, and stewardship protocols -- anticipating longer-term data quality and

governance risks before they affect the department's ability to report credibly on performance; modify existing frameworks where ministry data practices, new data sources, or evolving accountability requirements create gaps.

- Champion the longer-term strategic identification, acquisition, and integration of external data sources -- including economic indicators, labour market data, and open government datasets -- into the department's central data environment; advise on prospective 'what if' questions about data availability, quality, and integration risk before new analytical or reporting commitments are made.
- Advise and negotiate with program areas on data collection design, administrative data standards, and data sharing agreements; gain consensus across branches with competing priorities to ensure data acquired at the program level consistently meets corporate quality and governance requirements.
- Conduct complex, longer-term data quality reviews and audits across multiple program areas, develop and recommend the best course of remediation from among several options, and present findings in accessible terms that influence program area understanding and drive lasting improvement.
- Ensure data management practices align with FOIP requirements, privacy legislation, and information management and security policies; advise on the governance implications of novel data types, new platform capabilities, or emerging data sharing arrangements.

3. Performance Measurement and Reporting [Shared]

- Drive the collection, compilation, analysis, and dissemination of statistical data to support corporate performance reporting, accountability obligations, and policy development; address longer-term performance trends and prospective questions about program trajectory and strategic alignment.
- Develop, modify, and continuously improve logic models, performance measurement frameworks, and key performance indicators in collaboration with program areas; adapt measurement approaches as programs evolve, ministry priorities shift, or central agency expectations change.
- Build and maintain performance dashboards and reporting tools in Power BI -- including logic-model-aligned KPI views, executive scorecards, and cross-cutting intelligence products -- using AI-assisted features to generate narrative summaries and enable self-service analytics across program areas.
- Champion the development of advanced analytical models that integrate program performance data with economic and labour market datasets; address 'what if' questions about future program performance, resource allocation scenarios, and policy trade-offs using econometric, predictive, and scenario modeling techniques.
- Analyze and interpret complex longer-term performance trends; identify patterns and anomalies that may affect ministry strategic objectives; produce statistical reports and visualizations for diverse audiences including senior leadership, external stakeholders, and TBF and OAG.
- Produce executive-ready reporting outputs and use M365 collaboration tools to manage, version-control, and publish evaluation artefacts and performance reporting products; review analytical work at the unit, branch, and division level to ensure outputs reflect sound methodology and well-governed data.

4. Data Infrastructure and Analytics Platform [Primary] -- Data & Analytics Advisor is primary; Evaluation & Research Advisor holds supporting knowledge

- Provide longer-term advisory oversight for the design and evolution of the department's centralized data infrastructure using Microsoft Fabric, Snowflake, and Azure data services within M365, ensuring the platform architecture anticipates future analytical and governance needs and remains aligned with corporate technology strategy; identify and recommend solutions to emerging platform risks before they affect reporting or accountability capacity.
- Advise on and oversee data pipeline and integration processes connecting Dynamics 365, external datasets, and other corporate data sources; evaluate multiple integration options and advance the best recommendation with supporting technical and governance rationale; coordinate IT partners on implementation, ensuring pipelines are auditable and governance-aligned.
- Select, adapt, and apply data transformation and preparation capabilities within the analytics platform -- including Python or SQL scripting where standard tools are insufficient -- to ensure clean, standardized, reusable datasets that underpin all performance reporting and evaluation products.

- Identify and develop the business case for workflow automation opportunities across data collection, transformation, and reporting processes; present options, implications, and recommended approach to the Manager for decision.
- Represent the unit on cross-ministry data and technology committees and working groups as required; negotiate and build consensus across ministry and GoA stakeholders on data standards, integration approaches, and platform governance arrangements.

5. Technical Advice, Capacity Building and Influence [Shared]

- Provide expert senior-level technical advice and methodological guidance to Ministry branches and agencies in the incumbent's area of primary expertise; the Manager and program areas rely on the incumbent's recommendations to determine the most appropriate analytical, governance, or evaluation approach for complex and longer-term challenges where there is no obvious answer.
- Exercise high-level interpersonal skills to build consensus, negotiate, and influence adoption of evidence-based practices, data governance standards, and rigorous evaluation approaches across branches and agencies with varying priorities, technical capacities, and levels of engagement; work effectively with non-technical stakeholders to ensure a common understanding of complex findings and their implications.
- Champion change management strategies for adoption of governance frameworks, analytics platforms, and evaluation practices; develop training programs and engagement approaches tailored to the varying data maturity and capacity of different program areas and agencies; sustain momentum over longer-term adoption horizons.
- Develop tools, guidelines, and training materials on evaluation methods, statistical techniques, data governance standards, and analytical platforms; deliver workshops and coaching sessions that build lasting evaluation and data literacy across the department.
- Review and advise on the methodological soundness and governance implications of performance metrics, evaluation plans, and data standards associated with new or redesigned programs; present the recommended approach from among multiple options with clear supporting rationale.

6. Accountability, Cross-Ministry Liaison and Briefings [Shared]

- Liaise with the Office of the Auditor General (OAG) and Treasury Board and Finance (TBF), maintaining a current and forward-looking understanding of their evaluation, performance measurement, and data management requirements; represent the ministry's analytical and governance positions and negotiate approaches that meet both accountability obligations and practical ministry constraints.
- Support program areas in responding to audit inquiries and developing evidence-based action plans; draw on evaluation findings, performance data, and data quality assessments to substantiate responses; the Manager relies on the quality of these inputs to manage the ministry's accountability relationships with oversight bodies.
- Represent the unit on cross-ministry projects, committees, and working groups related to evaluation, data governance, analytics, and performance reporting; build consensus across stakeholders with different agendas and technical backgrounds; take responsibility for the ministry's position on assigned files.
- Coordinate with Agency Governance staff to support public agencies in developing evaluation plans, performance measures, and data governance standards; negotiate and influence agency adoption of approaches consistent with ministry standards and central agency expectations.
- Prepare and review accurate, timely, evidence-based inputs to action requests, Cabinet packages, and briefing materials with minimal supervision; having considered multiple framing and content options, advance the best approach with supporting rationale; the Manager relies on the judgment of these positions on appropriate level of detail and framing for senior audiences.

Three of six responsibility areas in this position description are held equally by both incumbents from day one: Section 3 (Performance Measurement & Reporting), Section 5 (Technical Advice, Capacity Building & Influence), and Section 6 (Accountability, Cross-Ministry Liaison & Briefings). The remaining three areas -- Sections 1, 2, and 4 -- are primary to one incumbent with the other expected to develop working familiarity over a 12 -24-month period.

Problem Solving

Typical problems solved:

Both incumbents work at the senior end of the PS4 range, exercising a high degree of independent professional judgment across complex, longer-term problems where the outcome is not always known. The work regularly involves 'what if' questions -- prospective analysis of program performance trajectories, data quality risks, evaluation design trade-offs, and governance scenarios -- that require the Advisor to think ahead of the current state and develop innovative and creative approaches where no standard solution exists. Modifying existing methodologies, adapting standard frameworks, and developing novel approaches to fit the specific constraints and priorities of different program areas is a regular and expected part of the work, not an exception. Branches and agencies vary considerably in their evaluation experience, data maturity, and technical capacity, requiring both incumbents to exercise high-level interpersonal skills to translate complex analytical or governance concepts into terms that build genuine understanding and commitment rather than compliance.

Types of guidance available for problem solving:

Both incumbents work with minimal supervision. The Manager relies on the accuracy and judgment of these positions rather than reviewing the technical approach of each recommendation. Guidance is available through program trends, strategic plan linkages, ministry position, and stakeholder interests, which together frame the context within which the Advisor assesses options. Before advancing a recommendation, the Advisor will have considered multiple options, assessed their implications in light of this context, and put forward the best solution with clear supporting rationale. Gaining consensus, negotiating, and influencing adoption among stakeholders who do not share the same technical framework is a regular requirement of both roles.

Direct or indirect impacts of decisions:

The Manager relies on the accuracy and judgment of these positions to ensure that evidence products, governance frameworks, and analytical outputs are technically defensible, strategically sound, and fit for the accountability purposes of the ministry. Work that is methodologically unsound, statistically weak, or grounded in poorly governed data could compromise the Ministry's ability to report credibly on performance and present significant accountability and reputational risks. Given the specialized nature of these roles and the Ministry's reliance on them, both incumbents are expected to proactively identify and resolve complex problems, exercise sound judgment on sensitive files, and bring well-considered recommendations forward in a timely way.

Key Relationships

Major stakeholders and purpose of interactions:

Both incumbents serve as senior specialists and trusted advisors to the Manager and to program areas across the department. Working relationships span Ministry branches, program delivery teams, and associated agencies at all levels of seniority, as well as information technology partners, GoA cross-ministry working groups, and external oversight bodies.

Each incumbent represents the unit on relevant cross-ministry committees and projects in their area of primary expertise. The incumbent engages with TBF and OAG as required, coordinates with the Chief Operating Officer and Ministry staff responsible for agencies, and works with third-party evaluation consultants and IT platform partners as needed. Both incumbents work closely with each other to ensure the unit's evidence and data services are well-coordinated and mutually reinforcing.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Other		

If other, specify:

Business, Economics, Computer Science, or related, depending on specific job being applied for.

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

Each incumbent is required to hold a university degree in a relevant field plus a minimum of 4 years of progressively responsible related experience, with a Master's degree strongly preferred. Equivalency: a diploma in a related field plus 6 years of progressively responsible experience may be considered.

Academic backgrounds differ by specialization: the Data & Analytics Advisor specialization draws from data science,

information management, computer science, statistics, or quantitative economics; the Evaluation & Research Advisor specialization draws from measurement and evaluation, statistics, social sciences, economics, or public policy. Full technical competency profiles for each specialization, including required platform, tool, and methodological requirements, are set out in the respective job advertisements. Candidates are encouraged to apply to the advertisement that best matches their primary expertise.

All incumbents are required to demonstrate proficiency in their primary specialization, working knowledge of performance measurement frameworks and KPI development, demonstrated ability in Power BI for reporting and visualization, familiarity with the department's M365 environment, and the ability to engage effectively with OAG and TBF requirements. Full technical competency profiles for each specialization are set out in the respective job advertisements.

Across both roles, the following are required: the ability to work with minimal supervision and exercise sound independent judgment on complex, longer-term problems; high-level interpersonal skills to gain consensus, negotiate, and influence adoption of technical practices with non-technical stakeholders; strong written communication skills to produce decision-ready evidence products for senior audiences; and the capacity to manage multiple complex workstreams simultaneously.

Experience in a Government of Alberta or public sector environment and a working knowledge of government accountability frameworks are assets.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Incumbents must anticipate how a gap in data quality, a shift in platform capability, or a change in central agency expectations will ripple across program areas and reporting obligations -- and act before those gaps affect the ministry's ability to report credibly on performance. This requires sustained collaboration with branches, agencies, IT partners, and cross-ministry working groups to build integrated evidence capacity over the longer term.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data 	Evaluation design problems, data quality gaps, and governance challenges rarely fit a standard template. Incumbents assess the specific constraints of each program area and develop tailored approaches -- modifying evaluation frameworks, adapting governance standards, or building econometric models to address prospective 'what if' questions about program performance.

		and perspectives to make choices	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Incumbents work across branches, agencies, IT partners, and cross-ministry groups that vary significantly in data maturity and technical capacity. Building genuine consensus -- rather than compliance -- on governance standards and analytical practices requires high-level facilitation and the ability to translate complex technical concepts for non-technical audiences.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	The Manager and ministry leadership rely on both incumbents to deliver technically defensible evaluations, governance frameworks, and performance reports with minimal supervision. Methodologically weak or poorly governed outputs present direct accountability and reputational risk to the ministry -- both incumbents are expected to proactively identify problems and advance well-considered recommendations within required timeframes.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Ministry priorities, platform capabilities, and central agency expectations shift regularly. Incumbents adapt evaluation designs, governance frameworks, and analytical approaches accordingly -- proactively improving data and reporting processes as new tools become available -- while maintaining quality and meeting accountability deadlines with minimal supervision.