

Working Title Senior Analyst	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Workforce Strategies, Employer and Program Supports, Agreements and Analytics Unit	Ministry Jobs Economy, Trade and Immigration
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Present Classification

Dept ID	Program Code	Project Code (if applicable)
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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 Employer and Program Services Branch within Alberta Jobs Economy, Trade and Immigration provides supports and services to the Workforce Strategies division and external stakeholders, leading many initiatives that enable the successful delivery of the divisional mandate. The branch has three key program areas: Industry and Investment Supports Unit, the Regional Employer Services unit and the Labour Market Agreements and Analytics unit.

The Senior Analyst position is located within the Agreements and Analytics (AA) unit of the Employer and Program Services Branch and reports to the Director. The AA unit is responsible for the reporting, analysis and distribution of labour market agreement information to be used internally and with the federal government on the evaluation, outcomes and performance measurement of employment and training programs, services and initiatives.

The Senior Analyst works within a team environment and is responsible for continuously reviewing how federal program funds are being coded, allocated, spent and reported on to ensure that the GOA is meeting its obligations under the labour market agreements. This role involves relationship building with program areas to build trust and establish the workforce agreements team as a resource for advice and support. The Senior Analyst participates in large-scale strategic cross-ministry working groups and is responsible for the preparation of position papers, reports and briefings for internal and external use.

The Senior Analyst works closely with stakeholders throughout the Ministry and with partners in other ministries, particularly Assisted Living and Social Services, Indigenous Relations and Advanced Education and with federal and provincial/territorial staff. The Senior Analyst investigates ways to develop methodologically sound approaches for monitoring and reporting the effective use of federal program funds provided under the Labour Market Transfer Agreements (LMTA), the Government Organization Act, and the Income and Employment Supports Act (IESA). The Senior Analyst also serves as a comprehensive resource for the Employer and Program Services Branch by supporting the development and implementation of initiatives that are aligned with Ministry priorities. By identifying issue connectivity, analyzing relevant

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information and understanding Ministry priorities, programs and business unit priorities, the Senior Analyst is responsible for facilitating the development of reporting frameworks and plans that support departmental, cross-ministry and GOA-wide priorities as well as providing supports and linkages to the work of other units in the Employer and Program Services Branch. Within this, a focus of these positions is the Targeting, Referral and Feedback (TRF) program, implemented as a requirement of the LMTA. This position co-leads the province wide delivery of the TRF program and undertakes a variety of data management and analytical responsibilities.

The position provides secretariat support to key senior labour market committees, including those led by the Director, Executive Director (ED), and Assistant Deputy Minister (ADM). This includes coordinating meetings, preparing briefing materials, tracking action items, and ensuring effective communication across stakeholders. The role is essential in supporting strategic labour market planning and policy alignment at the senior leadership level.

Developing and maintaining internal and external relationships will be a key responsibility of this position to address stakeholder needs and requirements while maintaining the Ministry's strategic priorities.

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](#)).

This position works primarily in the Labour Market Agreements and Analytics Unit. However, the Senior Analyst must be capable of performing work and serving as a resource for other work units of the Employer and Program Services Branch.

Labour Market Transfer Agreements (LMTA)

One of the position's principle duties are to review how federal program funds allocated and spent to ensure that the GOA is meeting its obligations under the labour market agreements. There is a need for staff awareness and training as to what can be coded and claimed against our agreements and what is not appropriate and why. This role will involve relationship building with program areas to build trust and establish our agreements team as a resource for advice and support.

The position assists with meeting the annual and ongoing deliverables required under the agreements. These may include, but are not limited to:

- Developing annual plans as to how the funding will be reviewed and information gathered that will prepare us for the annual reporting to the Federal government
- Developing quarterly and annual reports as to how the money is being invested and raising issues as appropriate
- Providing input into the Employment Insurance Monitoring and Assessment Report
- Supporting Labour Finance (and Finance in partner ministries) to ensure an audited financial statement is prepared for each agreement
- Contribute subject matter expertise to the Labour Market Management Committee meetings and providing input as requested
- Co-lead and manage provincial delivery of the TRF program

Monitor how program areas are spending provincial labour market programs, Labour Market Development Agreement and Workforce Development Agreement budgets to:

- Ensure spending aligns with the intent of the agreements

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- Support substantive accountability and GOA repositioning to respond to local labour market needs
- Capture lessons learned
- Build capacity in program areas and in monitoring functions in general within Labour policy
- Ensure informed decision-making.

Support staff who are responsible for investing Labour Market Transfer Agreement (LMTA) funds:

- Helping define delivery options.
- Identify training needs related to understanding how the agreements relate to program policy, delivery and evaluation.
- Develop presentations about the Workforce Development Agreement (WDA) and the Labour Market Development Agreement (LMDA) to share internally and with partner ministries for the purpose of informing Labour staff and our partners about Alberta's accountability to the federal government for how labour market transfers are spent.
- Monitor other jurisdictions to learn how they are using WDA and LMDA agreements.

Act as a resource as to how other jurisdictions are using LMDA/WDA funds in innovative and effective ways:

- Support the process to apply for a Test of Similarity and program criteria and reporting to determine if new programming is eligible to be funded under LMDA. Act as an advocate when there are examples in any jurisdiction that supports our proposed approach.
- Review projects funded across Canada through multiple streams such as Research and Innovation, Job Creation Partnership and Labour Market Partnership streams to inform program development in Alberta.

Income and Employment Supports Act (IESA) – related administration to support service delivery to eligible clients, including:

- Ministerial Orders
- Briefings –to support the Statutory Director for IESA
- Policy Development
- Program Support

Secretariat support

- Provide secretariat support to senior labour market committees, including those involving the Director, Executive Director (ED), and Assistant Deputy Minister (ADM).
- Coordinate committee meetings, prepare agendas, and distribute briefing materials.
- Record and track action items, decisions, and follow-ups to ensure timely execution.
- Facilitate communication and collaboration among internal and external stakeholders.
- Support strategic planning and policy development through accurate documentation and committee coordination.

Communications

- Develop and deliver presentations and briefings as required.
- Provide appropriate information to internal/external stakeholders in a timely manner.
- Compile documentation and summarize information on Branch projects on an ongoing basis.
- Monitor and share project progress through effective communication with internal/external stakeholders.
- Ensure appropriate levels of management are alerted about issues that arise pertaining to agreements and the related legislation.
- Develop briefing notes, reports and other correspondence for ministerial action requests, as assigned.

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- Develop and maintain communication mechanisms, such as SharePoint sites, that increase networking and connectivity between internal/external stakeholders.
- Represent the Ministry in interprovincial and Federal/Provincial + Territorial calls and meetings.
- Coordinate meetings and events for initiatives, as required.
- Communicate clearly, transparently and concisely, translating technical information into comprehensible forms that suit the needs of the audience.
- Identify and transmits the level of information required to permit timely, accurate decision-making.
- Maintain objectivity when monitoring and reviewing funding arrangements.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.

The breadth of this role is considerable, as the Senior Analyst must have knowledge of many business areas across the department, cross-ministry, and inter-governmental business to provide advice and support for workforce agreements reporting and effectiveness. In addition, the Senior Analyst must have a good understanding of cross ministry, inter-governmental and stakeholder relations.

The Senior Analyst is involved in a variety of functions across the Branch and is expected to work with a broad range of Ministry representatives in order to determine how to best address their requirements. Influence is exercised through working collaboratively with diverse teams and work groups.

The position is responsible for presenting and communicating key improvement findings to support evidenced based decision making throughout the Ministry and with Ministry stakeholders. This position is fundamental to improving outcomes for Albertans by ensuring that quality assurance, continuous improvement, evaluation and knowledge management, become a part of the way we do business.

The Senior Analyst plays a key role in linking monitoring with effective change management processes. Through improved support to labour market agreement program areas, the work of the Senior Analyst has a significant service delivery benefit for Albertans being served by the delivery areas and support agencies.

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.

1) Qualifications:

- University degree in social sciences, business administration, public administration or related post-secondary education.

2) Knowledge of:

- The Labour Market Development Agreement, Workforce Development Agreement, *Government Organization Act*, *Privacy legislation*, *Income and Employment Supports Act (IESA)*, *Employment Insurance Act*
- Government of Alberta processes and cross Ministry initiatives.
- Relevant legislation and regulations, policies, business plans and strategic initiatives of the department.
- Data management and analytics, ability to use database software.

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- Briefings, research, change management, systems thinking, evaluation and knowledge dissemination processes.
- Local, provincial and Canadian labour markets
- Knowledge of the data collection systems and reporting to the federal government

3) Skills:

Drive for Results:

- Strong project coordination skills, including ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes.
- Effectively manages projects, including coordinating team activities.
- Sets goals and tracks progress to ensure that project objectives are achieved within the established time frames.
- Foresees potential obstacles and develops and acts on contingency plans when appropriate.
- Time management and organizational skills.
- Manages own time and individual work activities, securing all available resources to accomplish multiples objectives in an effective, efficient manner.
- Sets challenging goals and tracks progress of undertakings to ensure all necessary resources are in place to achieve desired results in a timely manner.
- Excellent written communication skills, including ability to design and develop a variety of information materials for diverse audiences and stakeholders, and ability to present information and ideas in a clear and concise manner.
- Excellent oral communication skills, including ability to conduct consultations/presentations and communicate effectively with individuals at different levels of government.
- Advanced computer skills and experience with Microsoft Office software.

Creative Problem Solving:

- Strong cognitive capacity to address complex issues.
- Views programs and policies from diverse perspectives and when necessary, proposes innovative ways of addressing problems.
- Strong problem solving and critical thinking skills. Strong strategic orientation, including ability to conceptualize and support a common vision/direction and values. Identify and define issues and problems clearly, consider broader impacts and develop integrated, effective, innovative and feasible solutions.
- Analyzes monitoring results, extracts key elements, and formulates appropriate action plans.
- Proposes recommendations and results-based options that are feasible and useful to management, appropriately weighing the implications on programs and policies.

Build Collaborative Environments and Develop Networks:

- Strong interpersonal and facilitation skills, including ability to build capacity and develop and maintain effective working relationships with a diverse group of stakeholders, both internal and external to the Ministry.
- Understands the complexities of internal and external organizational relationships, procedures, and relationships with key stakeholders.
- Builds and effectively uses informal and formal networks to better achieve objectives.
- Aligns work with Labour and GoA-wide priorities and creates opportunities to further integrate results-based management.

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Develop Self and Others:

- Seeks out novel opportunities for learning and professional development.
- Ability to work effectively, both independently and as a part of an interdisciplinary team.
- Works efficiently in both independent and group settings, often juggling multiple tasks or projects simultaneously.
- Ability to motivate and influence others to achieve results.
- Promotes creativity, innovation, and openness to new ideas.
- Ability to exercise tact and diplomacy in a politically sensitive environment.
- Models commitment to ongoing professional development.
- Seeks input, shares own expertise and consults openly, capitalizing on the diversity of experience, knowledge, expertise and backgrounds of others.

Systems Thinking and Agility:

- Demonstrates sound understanding of the role of monitoring, reporting and effectiveness in Labour and the GoA. Aligns work activities with the mandate of the organization and with relevant labour market agreement terms.
- Ability to conduct research. Excellent quantitative, qualitative, evaluation and analysis skills.
- Anticipates day to day problems related to reporting effectiveness activities, and proposes viable solutions.
- Explores and develops new ways of helping to enhance program and policy effectiveness and meeting client needs, despite working under tight deadlines or shortages in resources.
- Ability to anticipate, prepare and adapt to new priorities in a fast-paced environment. Adjusts project activities to reflect new organizational directions.
- Keeps abreast of, and shares with team members and clients, changes in policies related to workforce agreements.
- Ability to quickly comprehend the objectives of new programs, policies and initiatives to which they are exposed and the context in which they operate.
- Generates alternative ways of improving or meeting expected program or policy results.
- Well-developed leadership and collaboration skills to bring about policy and program recommendations involving multiple departments and stakeholders.

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

- Executive Director, Employer and Program Services
- Director, Labour Market Agreements and Analytics
- On a daily basis, this position will also interact with other Labour Market Agreement and Analytics Unit members as well as team members in the Program Analytics Unit.
- The position is a key contact with stakeholders and liaises with staff within Labour, Ministry partners at all levels (including: Directors, Managers and staff) as well as external community stakeholders in addition to the federal, provincial and territorial staff.

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

No direct supervision of staff but the position will provide leadership to projects, initiatives and committees where required.

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.

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