

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

The Program Evaluation Analyst supports evidence-based decision-making for mental health and addiction infrastructure by conducting advanced data analytics, infrastructure demand forecasting, and program evaluation. The role focuses on assessing current and future infrastructure needs for mental health and addiction facilities and translating complex data into clear, actionable insights that inform needs identification reports, business cases, capital planning submissions, and investment decisions. This position applies quantitative and qualitative analytical methods, predictive modeling, and data visualization techniques to evaluate service demand, utilization trends, population growth, and program impacts. The Analyst prepares high-quality, evidence-based reports, dashboards, and briefing materials to support internal decision-makers, senior leadership, Treasury Board submissions, and Cabinet consideration. The role works closely with capital planning, policy, and program areas, and supports the development of business cases by providing analytical inputs related to infrastructure demand, capacity gaps, and forecasted needs. The Analyst develops prototype analytical tools and applications to test and

validate concepts, improves data workflows, and ensures analytical rigor and transparency.

Responsibilities

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

Infrastructure Demand Analysis and Program Evaluation

- Conduct infrastructure demand analysis and forecasting for mental health and addiction facilities using statistical and predictive modeling techniques.
- Analyze population, utilization, service capacity, and clinical data to identify gaps and emerging infrastructure needs.
- Provide inputs to identification reports that provide clear, defensible, and evidence-based recommendations.
- Apply evaluation frameworks and performance indicators to assess program outcomes and infrastructure effectiveness.
- Prepare analytical summaries, technical notes, and recommendations for senior decision-makers.

Data Analytics, Modelling, and Visualization

- Design, develop, and maintain analytical models using Python, SQL, and related tools to support forecasting, scenario analysis, and sensitivity testing.
- Create interactive dashboards and visualizations using Power BI to communicate findings and trends to technical and non-technical audiences.
- Integrate data from multiple internal and external sources, ensuring data quality, integrity, and reproducibility.
- Develop prototype analytical applications and tools to test, validate, and refine analytical approaches and assumptions.
- Document methodologies, assumptions, and limitations to support transparency and auditability.

Business Case and Decision Support

- Provide analytical inputs to business cases, capital submissions, and investment proposals, including demand projections and capacity analysis.
- Build and assess scenarios to inform funding, phasing, and prioritization decisions.
- Support the preparation of briefing materials, presentations, and responses to information requests related to infrastructure needs and program performance.
- Ensure analytical products align with Government of Alberta policies, standards, and decision-making frameworks.

Stakeholder Collaboration, Knowledge Sharing, and Documentation

- Work collaboratively with capital planning team members, program areas, policy units, and data partners to understand requirements and refine analytical approaches.
- Translate analytical findings into clear, plain-language insights for diverse audiences.
- Support continuous improvement of analytical tools, datasets, and evaluation practices within the branch.
- Maintain awareness of leading practices in program evaluation, health infrastructure analytics, and data visualization.

Problem Solving

Typical problems solved:

The Program Evaluation Analyst addresses complex and often ambiguous analytical problems related to infrastructure demand and service capacity for mental health and addiction facilities. Typical problems include identifying current and future infrastructure gaps where data sources are incomplete, inconsistent, or evolving; determining defensible assumptions for demand forecasting; and reconciling qualitative program information with quantitative data.

The role requires analyzing large and complex datasets to identify trends, risks, and opportunities, and translating those findings into evidence-based insights that inform needs identification reports and business case development. The Analyst must balance technical rigor with practical constraints such as policy direction, funding limitations, and timelines. Ensuring analytical integrity, accuracy, and transparency is critical, as errors or unsupported assumptions may lead to misinformed infrastructure investment decisions.

The Analyst is also required to design and test analytical models and prototype applications, refine methodologies, and adjust approaches in response to new data, shifting priorities, or stakeholder feedback.

Types of guidance available for problem solving:

Guidance is provided by the Manager and Director through strategic direction, prioritization of analytical work, and review of key deliverables. The Analyst works within established Government of Alberta legislation, policies, capital planning frameworks, and decision-making processes that set expectations for evidence standards, analysis, and reporting.

Objectives are defined in consultation with the Manager; however, the Analyst operates with a high degree of independence in determining analytical methods, data sources, modelling approaches, and visualization techniques. Matters involving significant methodological risk, political sensitivity, or major deviations from established assumptions are discussed with management. Creativity and professional judgment are exercised in selecting appropriate analytical techniques, developing scenarios, and validating results.

Direct or indirect impacts of decisions:

The work of the Program Evaluation Analyst has a direct impact on infrastructure planning, business case development, and investment decisions related to mental health and addiction facilities. Analytical outputs influence the identification and prioritization of infrastructure needs, scope and scale of proposed projects, and the justification for funding requests.

The role has an indirect impact on broader government decision-making by strengthening the evidence base used by senior leadership, Treasury Board, and Cabinet. High-quality analysis supports fiscal responsibility, long-term planning, and alignment with government priorities, while poor or incomplete analysis may result in under- or over-investment, service gaps, or misalignment between infrastructure supply and population need. The Analyst's work contributes to the overall credibility, defensibility, and accountability of ministry recommendations.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Manager - Provide recommendations and updates; plan and prioritize actions; raise awareness of emerging issues; and develop briefing notes for submission to the ADM, DM, and Minister.

Other department units - Provide advice on capital planning topics; collaborate on common initiatives;

integrate data; resolve issues related to accuracy, timelines, and data quality; and share information.

Other departments (e.g., Infrastructure, Treasury Board and Finance, health sector ministries) - Liaise and coordinate capital planning processes; share information; represent departmental perspectives and decisions; collaborate to resolve issues; and provide technical advice and responses to inquiries.

External

Recovery Alberta officials, clinicians, and other stakeholders and service providers responsible for operating facilities - Provide departmental leadership and coordination on information and recommendations related to capital projects and capital planning; monitor capital project grants; respond to inquiries; consolidate information for reporting purposes; and lead and/or participate in committees and working groups.

Professional consultants, planners, architects, engineers, and accountants in the healthcare industry - Engage in planning processes and administer contracts for professional services, as required.

Healthcare industry and academic organizations - Maintain awareness of leading practices.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field including engineering, computing science, data science, economics, etc.

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

- Minimum of 4 years of progressively responsible experience in data analytics, program evaluation, forecasting, or applied research, or an equivalent combination of education and experience.
- Experience supporting business cases to justify infrastructure project needs, needs assessments, or infrastructure planning is an asset.
- Experience in strategic capital planning, construction, and/or work with healthcare facilities would be considered an asset.
- Experience with health, social services, or public sector data environments is preferred.

Technical Competencies

- Advanced analytical skills, including predictive modeling, scenario analysis, and evaluation methods.
- Strong proficiency in Python (e.g., data analysis, modeling, and prototyping).
- Strong proficiency in SQL for data extraction and transformation.
- Advanced experience with Power BI for data visualization and dashboard development.
- Experience developing prototype analytical tools or applications to test and validate concepts.
- Knowledge of Government of Alberta decision making processes and evidence requirements is an asset.
- Excellent written and verbal communication skills, with the ability to translate complex analysis into clear insights.
- Strong data governance, documentation, and version control practices.
- Knowledge of capital planning business processes and related disciplines (e.g., architectural/

engineering and clinical service needs) to analyze information and provide advice and recommendations for excellence in the development of mental health and addiction infrastructure.

- Knowledge of project planning and management processes and techniques, including project scoping, risk analysis, and life cycle costing.
- Knowledge of Alberta Government and Infrastructure policies, regulations, processes, and standards related to health facilities infrastructure maintenance and capital programs.
- Understanding of unique programs and user requirements for mental health and addiction facilities.
- Advanced conceptual, analytical, and research skills.
- Strong consultation, interpersonal, and negotiation skills to manage complex and sensitive issues involving diverse stakeholders with potentially conflicting perspectives and requirements.
- Problem solving, conflict resolution, and decision making skills.
- Strong relationship building and influence skills to demonstrate the value of advice, guidance, and recommendations.
- Ability to assess multiple elements of needs assessments and/or capital submissions and exercise judgment on when additional subject matter expertise from internal or external stakeholders may be required.
- Excellent verbal and written communication skills.

Software and Tools

Python (with knowledge in advanced machine learning and data visualization packages/libraries), SQL, Power BI, GIS software (e.g., QGIS, ArcGIS), Microsoft Office (Excel, Word, PowerPoint), Visio, Smartsheet, etc.

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		
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 	<p>Takes a long-term, system-wide view of organizational objectives by assessing interdependencies across programs, policies, and infrastructure systems.</p> <p>Anticipates future demand and downstream impacts of decisions by analyzing trends, risks, and capacity pressures, while incorporating multiple stakeholder perspectives.</p>

			<p>Aligns analysis and recommendations with Alberta Public Service (APS) values, government priorities, and evidence-based decision-making principles.</p> <p>Works collaboratively with internal and external partners to support integrated planning, shared analysis, and sustainable, coordinated outcomes.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>In supporting capital planning for mental health and addiction services, the analyst maintains close working relationships with key stakeholders across the Ministry, Infrastructure, Recovery Alberta, and Treasury Board and Finance. They proactively identify and engage with stakeholders who have a direct interest in project scope, service delivery models, and funding decisions.</p> <p>The analyst regularly communicates with a broad range of internal and external partners, including program areas, clinicians, planners, and finance teams, to gather diverse perspectives and ensure alignment. Stakeholder input is actively incorporated into needs assessments and planning assumptions, balancing operational realities, policy priorities, and long-term system</p>

			<p>capacity.</p> <p>Through clear, tailored communication, such as briefing materials, data visualizations, and targeted discussions, the analyst influences decision-making by explaining complex analysis in an accessible way. This approach builds trust, supports informed dialogue, and helps align stakeholders around shared objectives and evidence-based recommendations.</p>
<p>Agility</p>	<p>○ ○ ● ○ ○</p>	<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 • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Monitors multiple concurrent projects and processes and is able to redirect focus across projects or toward emerging issues, as needed. Helps stakeholders understand the need for change and supports them in adapting to new processes, policies, or ways of working.</p>

<p>Creative Problem Solving</p>	<p>○ ● ○ ○ ○</p>	<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 and perspectives to make choices 	<p>Applies creative problem-solving approaches to mental health and addiction capital planning by asking targeted questions to clarify infrastructure demand drivers, service delivery challenges, and data limitations. Seeks continuous improvement by identifying new analytical methods and data sources to strengthen demand analysis, forecasting accuracy, and decision support.</p> <p>Explores alternative modelling approaches, tools, and work methods to test assumptions and understand what contributes to successful infrastructure planning outcomes. Draws on lessons learned from past capital initiatives and shares insights to improve future analyses. Integrates a broad range of quantitative data, qualitative inputs, and stakeholder perspectives to support well-informed, evidence-based infrastructure investment decisions.</p>
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Benchmarks

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

Capital Planning Analyst - Mental Health and Addiction
 Major Capital Strategic Analyst - Education and Childcare