New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID	Position Name (30 characters)
	Sr. Analyst, Legacy & Arch.

Requested Class

Program Services 4

Job Focus	Supervisory Level
Corporate Services	00 - No Supervision

Agency (ministry) code	Cost Centre	Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SSII, Modernization, IMT & Research

☑ Current organizational chart attached?

Supervisor's Position ID	Supervisor's Position Name (30 characters)	Supervisor's Current Class
	Mgr, Legacy & Architecture	Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

In alignment with the commitment to delivering exceptional services to Albertans and in collaboration with key stakeholders, Alberta Justice (JUS) provides programs and services that ensure access to justice and support the needs of Albertans involved in the justice system. Within the ministry, the Modernization, IMT and Research (MIR) Branch within the Strategy, Support and Integrated Initiatives (SSII) Division partners with stakeholders to translate broad ministry priorities into meaningful plans and initiatives that are supported by high-quality evidence and forward-thinking approaches. In partnership with the ministry of Technology and Innovation (T&I), the department is modernizing the way we deliver services to simplify and enhance programs for Albertans interacting with the justice system by providing an improved user experience for our clients, reducing administrative burden on staff, and enabling sustainability of programs.

Branch Vision: To strengthen the Justice system by leading strategic and innovative modernization through effective partnerships and knowledge generation to deliver impactful change.

Branch Mission: We cultivate a collaborative and service-oriented culture through strong relationships that inspire innovation. We address the needs of business by utilizing user-centered design and data-driven insights to deliver impactful results for Albertans, our ministry, and the Courts.

Under the Modernization, IMT and Research (MIR) branch, the Modernization & IMT unit encompasses a range of services such as building and updating the ministry's strategic IMT plan, best practices and approaches for JUS

system design and development, and digital roadmap. Those are to ensure effective planning and prioritizing of information technology projects in support of the business plan and other departmental objectives, stakeholder engagement and alignment on key legacy application modernization and service transformation initiatives, proposing good practices and technology choices in system design and development work, standardization of terminologies and processes, and establishing reusable patterns and solutions.

Reporting to the Manager, Legacy and Architecture, the Senior Analyst, Legacy and Architecture plays a key role in supporting ministry IT projects and initiatives. This includes identifying emerging issues, assessing and developing strategies for legacy system replacement initiatives, and ensuring stakeholder engagement and alignment. The role involves gathering and analyzing both functional and non-functional requirements, conducting business case development, options analysis, feasibility studies, jurisdictional scans, proposing and or reviewing end to end system design initiatives.

Additionally, the Senior Analyst maintains an inventory of tools, components, internal and external dependencies within the JUS application ecosystem. They contribute to strengthening the security posture of JUS systems, establishing and supporting a prioritization framework for modernization at both the application and portfolio levels, and documenting system gaps along with recommendations for risk mitigation.

Responsibilities

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

1. Support ministry IMT projects and legacy modernization initiatives through business-driven technology analysis and architecture design

- Support the architecture and design of end-to-end legacy system modernization in alignment with business needs and government mandates, ensuring adherence to best-practice design principles such as loose coupling, separation of concerns, secure by design, and modular, service-oriented, optimal architectural patterns.

- Assess and document current state system architectures, data integrations, workflows, identifying business, compliance and technical constraints, legacy system dependencies and opportunities for introduction of modern, service-oriented solutions.

- Collaborate with the product delivery teams to develop legacy system replacement strategies, product roadmaps and implementation plans in alignment with business cases and solution architecture decisions. The activities are guided by iterative design processes, system integration requirements, and service level agreements.

- Support the process definition for data integrity, quality, confidentiality, and enforcement of security requirements. The scope includes the design and review of the data architecture, entity relationships, and data layer integration approaches across on-premises and cloud environments.

- Analyze business needs, capture workflows, identify risks and key drivers, drive business problem and solution alignment, design and develop solutions that simplify, automate, and improve operations.

- Propose and promote design, development, and quality assurance best practices. Foster shared understanding of business concepts, ensure human-centric, responsive, and accessible designs. Align solutions with legacy modernization objectives.

2. Provide a comprehensive assessment, analysis and recommendations related to the JUS IMT application portfolio and technology landscape.

- Gather and maintain the inventory of the portfolio of JUS IT applications and their dependencies. Propose and document integration interface specifications. Propose and catalogue reusable solutions, shared services, and access control mechanisms.

- Provide a comprehensive assessment, analysis, and recommendations related to the JUS IT application portfolio and technology landscape.

- Assess (at a high level) application performance based on system monitoring information, reports from security and compliance groups, and trends related to end-to-end system load and performance. Review application life-

cycle status to identify risks. Assess dependencies and technical debt that can affect the modernization efforts.

- Analyze cross system and third-party dependencies to support proactive risk mitigation and decision-making.

- Continuously evaluate the JUS IT portfolio to ensure systems remain aligned with business objectives, compliance requirements and innovation goals.

- Support the prioritization of modernization efforts by communicating insights and analysis in appropriate formats with leadership teams.

3. Support governance, risk, and compliance activities of IT systems

- Facilitate IMT governance, compliance, and risk management including Security Threat and Risk Assessment (STRA) and Privacy Impact Assessments (PIA); support the successful transitioning of legacy systems, development of legacy system decommissioning plans, business continuity plans, and approaches to enable continuous improvement.

- Collaborate with business stakeholders and system partners to ensure adherence to accessibility, security and privacy policies and regulations.

- Ensure that solution designs, data integrations and legacy decommissioning plans comply with security, privacy, data governance and system performance requirements while aligning with business objectives and technical best practices.

- Identify and document risks associated with JUS legacy systems, solution architecture choices and decisions related to modernization efforts, ensuring these risks are factored into and mitigated through business and technology decisions.

4. Collaborate with project and product management teams throughout the entire lifecycle, from initiation through delivery and iterative enhancements

- Collaborate with product teams and project coordinators to develop a comprehensive understanding of the IT projects portfolio, including business requirements, priorities, key enablers, and blockers.

- Engage with end users to identify pain points, needs and aspirations related to Justice IT systems. Communicate insights to stakeholders, validate findings, and collaboratively refine user needs to inform system architecture.

- Facilitate consultations with implementation partners, business subject matter experts and internal and external stakeholders to drive consensus and secure buy-in for legacy system modernization efforts.

- Synthesize insights from various product delivery retrospectives, compile lessons learned and share best practices across JUS initiatives to facilitate continuous improvement in service delivery.

- Propose and promote standardization, collaboration, appropriate branching and deployment strategies, and a robust build pipeline.

5. Support product delivery and transition management to help business teams successfully adopt new digital solutions and re-engineered processes.

- Assist in the timely execution of approved future state implementation strategies.

- Collaborate with IT delivery teams, service designers, operational leads and change management teams to identify and implement change management activities, ensuring users are well prepared and supported to adopt modernized systems and improved processes.

6. Coordinate and conduct activities that support Ministry, Division and Branch initiatives, ensuring

alignment with core business goals and objectives.

- Participate in divisional/ministry activities related to modernization initiatives, as required. Requires (can be acquired on the job) an in-depth knowledge of the ministry and division structures and reporting relationships to support effective stakeholder engagement and delivery of system maintenance, enhancement, modernization, and/or transformation initiatives.

- Support the development of business plans to ensure alignment of business direction with emergent IT architecture and/or process re-engineering efforts.

- Participate in different initiatives to create awareness and change readiness in digital services and solutions to ministry and system partners, senior leaders and other internal and external stakeholders through design demonstrations, webinars, and presentations.

- Communicate work progress, provide status reporting, and escalate risks and issues to Manager as required.

Problem Solving

Typical problems solved:

- The Senior Analyst, Legacy and Architecture operates within a dynamic and complex environment that involves collaboration with internal stakeholders across the branch, division, and system partners, as well as external partners such as contracted service providers, other ministries, municipal and federal organizations, and citizens. This role requires a balance of advanced problem-solving skills in technology architecture and strong people engagement capabilities to drive alignment and successful outcomes.

- Influencing the design and development of innovative and scalable digital solutions that align with government mandates, compliance requirements, business constraints, and best practices for handling sensitive data related to Court operations and the Judiciary. Ensuring solutions adhere to restricted public sector cloud hosting and storage policies and deliver measurable ROI.

- Assessing system inefficiencies, identifying opportunities for optimization, and providing evidence-driven recommendations to enhance digital platforms and programs within the Ministry.

- Evaluating the success of digital products and projects by measuring their impact and value. Clearly communicating findings and insights to project teams, senior leadership, and other decision makers to inform continuous improvement and future investments.

- Effectively navigating the complexities of system design, development, and troubleshooting for legacy systems modernization while coordinating parallel initiatives of vulnerability patching, building shared services, and bug fixing.

- Collaborating with diverse teams inside and outside the ministry, maintaining an ability to switch from a strategic big picture perspective to execution details. Providing support for seamless transitions from legacy systems to modern platforms while ensuring business continuity.

- Working closely with the unit's strategy and governance stream to co-create and maintain a comprehensive modernization roadmap.

- This position requires the ability to foster collaboration among diverse stakeholder groups, influence decisions leveraging technical and business expertise, align technology solutions with business objectives and maintain momentum on modernization initiatives while navigating competing priorities and resource constraints.

Types of guidance available for problem solving:

- Unit managers and Director act as a resource and support in problem solving; analysts are available to support each other in areas of individual expertise and experience.

- Resolution of issues will also be guided by legislation, departmental policies and procedures, department business plans and strategies and outcomes of government reviews.

- Expertise and coordination may be available from the leadership and program teams in T&I or within ministry divisions.

- This position acts as a key support to the branch's leadership team and contributes significantly to the development and continual enhancement of Justice applications and IT systems, programs and services and the achievement of strategic and business plan goals.

- This position's actions provide important support to the functions of the Ministry in establishing legacy system replacement and decommissioning strategies, standards, guidelines, policies, procedures, action plans, and roadmaps.

- Position recommends approaches to achieve effective solutions that support the department's digital roadmap, business plan and objectives, provides guidance to contractors, partners, and JUS management on relevant use of technology.

- This position must be willing/ able to deal with all levels of internal and external resources involved in or affected by the delivery of information technology solutions in support of the department's programs. This requires knowledge of system architecture and technology trends, communication and negotiation skills, strong problem-solving skills, and the ability to recommend effective use of technology.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders

- Manager and Director - Frequent and ongoing - Provide updates and recommendations; receive guidance on directions and priorities; identify opportunities and recommend solutions.

- Other members of the branch and division leadership team - meetings and informal ongoing contact to ensure alignment and coordination on both broad and specific issues within the branch and division as needed.

- Cross-divisional teams - Frequent contact in meetings and informally as needed to ensure coordination and collaboration to achieve intended IMT goals and outcomes as set by business plan and digital roadmap and ensure successful delivery of initiatives.

- T&I and Service Alberta - Frequent and ongoing - To ensure coordination, prioritization, and holistic consideration of various JUS initiatives affecting stakeholders and system partners. Development of modernization plans and roadmaps will be undertaken in consultation with T&I, in alignment with GoA's IMT policies, digital plan, cloud and data strategy.

- Other ministries - Frequent and ongoing - to ensure coordination and integration of initiatives affecting shared stakeholders, sharing of data to inform strategic development.

External Stakeholders

- Other levels of government - contact as required to obtain data, share and gather relevant information, learn about best practices, coordinate implementation of initiatives, and provide direction.

- Province-wide stakeholder organizations including the legal community - contact as required to obtain data and share and gather information.

- Albertans that interact with JUS programs and services - obtain feedback and data.

- Consultants and contractors that support this position or are provided by IT service delivery.

Required Education, Experience and Technical Competencies

Education Level	Foc us/Majo r	2nd Major/Minor i f applicable	D esig ati on
Bachelor's Degree (4 year)	Other		

Software Engineering or Computer Science or equivalent.

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

Education:

A bachelor's degree in software engineering or computer science or a related field is desirable. At least 4 years of related experience in IT/systems design and development or an equivalent combination of education and experience. Equivalencies may be considered based on related education or experience:
- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

Skills and Experience:

- Analysis and research, critical thinking, and strong problem-solving skills. As an example - ability to analyze, design and present proposals and findings about complex end-to-end software systems (includes legacy systems), identify options and risks, support building of business cases, plans and reports; and propose innovative solutions to mitigate risks effectively. (Required)
- Experience with application, data, and integration architectures and ongoing enhancement. (Required)
- Knowledge in information technology and systems. Knowledge of all phases of the software development lifecycle, design and integration patterns. (Required)
- Experience with migration planning (system and data), and system replacement strategies and implementation.
- Organizational skills to effectively support the delivery of projects by managing schedules, costs, and resources, prioritizing tasks, maintaining appropriate documentation, and tracking and reporting progress.
- Some experience in supporting complex projects with diverse stakeholders, and experience of working under one or a mix of methodologies (agile, waterfall, etc.). Desire to build influencing skills to promote innovation and build consensus.
- A growth mindset to embrace ongoing learning to stay current in changing policy, regulations, and technology landscapes to effectively support system design, development, migration, and replacement initiatives towards satisfying business objectives.

Knowledge:

The Senior Analyst, Legacy and Architecture should possess or be willing to acquire knowledge in:

- Discovering, refining, prioritizing and scoping business requirements. Analyzing requirements and proposing designs for desirable future state of various JUS systems. Should be comfortable with architectural review with wider groups (internal and external), options analysis and proof of concept support.
- Various design and integration patterns with the lenses of security, maintainability, interoperability, availability, performance, and human-centered design.
- Reverse engineering, identity and access management approaches and protocols; distributed, resilient, and highly-available end-to-end systems (front-end, API, data) design and development in secure hybrid cloud environments.
- Implications of various policies, regulations, information management and change management methodologies.
- Data classifications on design and implementation choices, data security, best-practice approaches to data migration.
- System development life-cycle using agile methodologies, information technology best practices, approaches to legacy system modernization, automated testing, and test coverage.
- Facilitating stakeholder workshops.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • 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	Performs need assessments, constraints, and options analysis to support solutions design, review, and delivery. This requires a holistic view of the Justice application ecosystem and effects of system dependencies. Participates in legacy Systems decommissioning planning. Able to spot lack of alignment, gaps, non-compliance and provide an iterative pathway from current state to future desirable state without business disruptions. Ongoing coordination and collaboration with business and delivery partners is required to support various system improvement activities.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • 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	Activities to support system maintenance and troubleshooting require collaboration with platform, application development team, and business to determine root causes. System enhancements and modernization work requires the position to explore options with business partners to improve systems to better meet business goals, proposing appropriate patterns to solve the problem. Initiating and leading service/change requests requires ongoing engagement with internal and external teams to scope requirements and to identify/recommend solutions. Sustainable legacy system modernization needs good

		problem solving skills in terms of identifying domains, systems and subsystems for better manageability of the work, prioritization and appropriate deployment strategies to reduce risk, appropriate test coverage planning, setting up the definition of successful delivery, reusing and composing solutions to satisfy newer needs, analyzing system monitoring data to plan for increased load, effective action plan for running old and new systems in parallel until new systems are ready.	
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • 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	To support operational as well as the modernisation initiatives, the position must engage business partners to think broadly about impact of system changes. Brings differing perspectives together, encourages debate for clarity and alignment. Promotes collaboration and positive relationships (even in challenging circumstance) within and across groups and builds commitment to reach desired results.
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • 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	Policies, priorities, technology, funding allocations change. Amid uncertainty and rapidly changing landscapes a person in this role must pivot and or adapt gracefully and minimize risks amid uncertainty. The position must collaborate with others and or acquire in-depth/expert knowledge of assigned systems to

goals
• Makes decisions and takes action in uncertain situations and creates a backup plan

make faster analysis and decisions with confidence.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Senior Systems Analyst/Database Administrator - Justice and Solicitor General
Senior Business Intelligence Analyst - Education
Business Analyst - Information Technology System Management - Service Alberta

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	
DM Name	Date yyyy-mm-dd	DM Signature