Reclassification

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Performance & Eval S pecialist

Agency (ministry)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

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:

The performance reporting responsibilities and legally binding reporting requirements continue to increase with each successive 5-year federal, provincial, and territorial (FPT) agricultural policy framework agreement (i.e. S ustainable CAP) that is negotiated between Canada and Alberta. This increases the leadership, oversight and coordination responsibilities of this position.

Activities added reflect the leadership the position provides to:

- represent and aid in the development of Alberta's position regarding data management, collection and use under future FPT policy framework agreements
- directly participate in the design and development of the FPT performance reporting strategy, the FPT evaluation strategy, the federal client impact survey and the reporting templates used across all Canadian jurisdictions to meet the policy framework agreement requirements.

- developing and implementing reliable and accurate data systems and evaluation metrics across all Sustainable CAP program areas.
- establishing performance measurement and evaluation linkages between the Strategic Initiative and Business Risk Management programs delivered under the umbrella of the Sustainable CAP framework agreement.
- the monitoring of performance data and reporting systems.
- providing quarterly reports to the Steering Committee, Executive Team and Minister.
- developing surveys and related materials in support of long term program assessment and maintenance of Sustainable CAP and ongoing engagement initiates.

Responsibilities Removed:

n/a

Job Purpose and Organizational Context

Why the job exists:

As part of the Canadian Agricultural Partnership (CAP) Secretariat Section, the Performance Measurement and Evaluation Specialist leads the development of plans, processes and data management systems to support the monitoring, evaluation and reporting of the department's progress towards the strategic priorities outlined in the Sustainable CAP framework agreement.

By working collaboratively with Sustainable CAP program teams, economic and competitiveness data analysis teams, Secretariat staff, and FPT partners, the position leverages the findings from the performance reporting and evaluation processes to encourage adaptive management and continuous improvement to better achieve identified outcomes. The incumbent will facilitate a culture of data management and reporting that ensures Sustainable CAP programs and services strengthen competitiveness, innovation and resiliency of the agriculture, agri-food and agri-based products sector in Alberta.

This position also has a leadership role in advocating for Alberta's interests and reporting processes at the federal, provincial and territorial (FPT) Financial and Performance Measurement Working Group and the Data Sub-Working Group. The position is also reasonable for the ongoing maintenance of relationships with other provinces and territories to ensure Alberta remains informed on emergent issues and opportunities as it relates to data management.

Performance measurement and evaluation is critical to understanding the impact of the governments' investment in the Sustainable CAP framework and future agriculture policy frameworks. Federal requirements to report on the outcomes achieved under Sustainable CAP are key to the department's ability to secure future federal funding commitments for Alberta's agriculture, agri-food and agri-processing industry.

Responsibilities

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

1) Programs and services are monitored, evaluated and reported on to senior and executive leadership.
   - Conduct jurisdictional and environment scans to anticipate and identify potential issues and opportunities.
   - Lead, consult and advise in the development and implementation of evaluation processes, frameworks, reporting, data systems and tools to assist the Sustainable CAP governance teams and Executive Team in evidence-informed decision-making.
   - Provide technical guidance and support to Sustainable CAP governance teams to develop strategic evaluation plans/outcome measurement frameworks and recommend the most effective strategies

to meet specific program and policy evaluation needs.

- Prepare reports, briefings, presentations and other written materials on the status of the programs and findings of evaluation projects.

- Monitor data and reporting systems.

- Facilitate working groups and stakeholder committees, as needed, comprised of representatives from the Sustainable CAP program areas, other branches, departments, organizations, agencies, and stakeholder groups.

2) Performance and evaluation plans are developed, implemented and acted on to support continuous improvement and adaptive management.

- Influence the design and development of the FPT Performance Reporting Strategy, FPT Evaluation Strategy, federal client impact survey and the performance reporting templates used across all Canadian jurisdictions to meet the intergovernmental agreement requirements.

- Lead the development of outcome based performance measures and evaluation plans for the Sustainable CAP programs and services at the provincial level.

- Review reports and prepare advice on changes to operational policies, procedures, best practices, strategies and programs in light of evaluation findings.

- Effectively package and communicate proposed opportunities for the modification or continuation of existing programs and services for decision-makers and stakeholders.

- Facilitate the design and implementation of action research projects and pilots to demonstrate the impact of proposed innovations and changes to systems, programs and services.

- Collaborate with program area staff to identify, assess, and prioritize programs and services that support the priorities of the agriculture policy framework and provide support to stakeholders.

3) Strategic alliances and networks are formed that enhance program and service delivery to stakeholders.

- Engage, educate and support program area staff at all levels in evaluation best practices, outcomes-focused planning and mentor others to become evaluation champions.

- Participate in FPT and provincial networks and alliances, where relevant, to enhance and support the strategic direction of the agriculture policy framework.

- Work with other Ministry staff, including staff from Agriculture Financial Services Corporation, to ensure alignment of the full suite of Sustainable CAP programs and services with current policy priorities. This includes establishing performance reporting and evaluation linkages between the Strategic Initiative and Business Risk Management programs.

4) Multi-disciplinary collaboration enhances the Ministry's capacity and effectiveness to deliver policies, programs and services that strengthen competitiveness, innovation and resiliency of the agriculture, agri-food and agri-based products sector in Alberta.

- Work with other FPT department of agriculture and GOA departments to ensure alignment of performance reporting and evaluation processes.

- Coordinate reporting to external and internal stakeholders.

- Conduct evaluation studies to assess the impact and effectiveness of current agriculture policy framework programs and services for alignment with both department and framework outcomes, policies and strategies.

- Provide input into measures for strategic initiatives, report on measures and communicate outcomes to key audiences including industry clients, Sustainable CAP governance teams and AGI's Executive Team.

- Act as a point of contact to provide guidance to program areas on matters relating to monitoring and evaluation.

- Support the consultation with industry clients, industry associations and key stakeholders to develop policies, programs and services that contribute to the outcomes of the agriculture policy framework.

5) Support to the Sustainable CAP Section and the implementation of the Sustainable CAP framework by:
- Responding to action requests and developing briefings.
- Participating in Section, Branch and Division meetings.
- Participating in Sustainable CAP governance (e.g. Program Committee), departmental and cross-ministry teams.
- Participating in FPT working groups and sub-working groups related to data management, performance reporting and evaluation activities.

Problem Solving

Typical problems solved:

The position is responsible for identifying and improving the approaches and systems used by the program areas to collect, analyze and report on performance related to strategic outcomes. This may involve participating in the grant management system funding opportunity design meetings lead by Financial Services Division to ensure the necessary performance data is captured in the system. In addition, the position applies systems design and change management principles to ensure the most effective and efficient approaches to data collection and management are implemented, while also driving colleagues to adopt new and innovative systems. Finally, the position must determine methods related to the Sustainable CAP performance measures that balance staff time, while ensuring the data collected meets the federal compliance audit requirements.

The position will deal with frequent information request from a variety of sources within the ministry. It falls to this individual to assess the ask, determine what data is available in support of the request, work with relevant AGI staff to meet or enhance the response and then identify the optimal means of packaging the information. Data comprehension is key to the communication of these results and will require the individual to be able to implement a variety of communications tools that will vary depending on audience.

Types of guidance available for problem solving:

The position works closely with the Director, Intergovernmental Agreements Manager, other members of the Secretariat and the programs areas to discuss to determine and implement solutions to these problems. The position also engages colleagues and managers from across the Ministry, along with colleagues in other FPT agriculture departments, other GOA departments and industry stakeholders, to gather insight and determine the best solutions to the identified problems.

Direct or indirect impacts of decisions:

Decisions made by this position impact the quality of data available to the Secretariat, Sustainable CAP governance teams (i.e. Program Committee and Steering Committee), Sustainable CAP program areas, the AGI Executive Team, and the ministry as a whole to support briefing materials, ad-hoc and annual reporting and evidence-based decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

1) Senior and Executive Management: provide recommendations for performance measurement, data collection and management, program evaluation and reporting on policy and program outcomes.

2) Manager and Secretariat staff: provide information, assistance and leadership in completing assigned responsibilities; provide ideas and input to enhance performance measurement, data collection and management, program evaluation and reporting on policy and program outcomes.

3) Sustainable CAP program areas: provide leadership, information and guidance to complete FPT performance reporting and evaluation activities.

4) Ministry partners (industry stakeholders, other branches/divisions with AGI, and other GOA Ministries): collaborate and share information; engage in performance reporting and evaluation process; report on

policy and program outcomes.

5) Federal, provincial and territorial partners: engage to understand desired outcomes and evaluation best practices; influence the design and development of national-level tools and processes, report on program outcomes.

Required Education, Experience and Technical Competencies

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

If other, specify:

or, other relevant degree

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

1) Educational Requirements:

- University Degree in a related field (e.g. business, economics, political science, statistics, public administration, science).
- At least 4 years of relevant professional experience in program planning, delivery, performance measurement, evaluation and/or reporting.

2) Knowledge and Skills:

- Knowledge and experience implementing evaluation and research methods, including survey design, applied statistics, and qualitative and quantitative data collection and analysis.
- Knowledge and experience with database design, administration and reporting, including experience with Microsoft Excel, SharePoint, Lists and Power BI.
- Knowledge and experience with project management, strategic planning, stakeholder engagement and policy development processes.
- Knowledge and experience with program planning, delivery, and evaluation principles and practices.
- Knowledge and experience with data visualization concepts and best practices

3) Assets:

- Knowledge of opportunities and challenges facing the agriculture, agri-food, and agri-based products sector.
- Experience with intergovernmental agreements or FPT policy frameworks (e.g. Sustainable CAP) and their performance and evaluation requirements.
- Experience developing communications materials for internal and external publication along with strong writing skills

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	- Considers current and future client needs, industry trends, policy, operational and strategic plans in proposing ideas. - Seeks input from diverse stakeholders to inform evaluation frameworks and processes. - Ability to analyze complex information and based on this analysis, recommend inputs to new policies, systems and processes.
Creative Problem Solving	○ ○ ○ ◉ ○	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	- Draws on own and others' experiences to identify viable courses of action when designing systems, conducting analyses and making recommendations. - Helps internal and external clients achieve quality results through systems design. - Regularly contributes insights and experiences to colleagues to help them achieve results. - Overcomes unexpected difficulties and challenges to meet outcomes and supporting innovation.

Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	- Strong project coordination skills, which include the ability to assess priorities, coordinate diverse projects and make optimal use of resources to achieve outcomes. - Excellent analytical skills, including the ability to summarize complex and disparate information in a clear and concise manner, while engaging others for insight and data. - Actively supports the collection and analysis of data to drive improvement and/or organizational change.
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	- Maintains collaborative relationships within the FPT governance teams/working groups, department, engaging subject matter experts as required. - Works effectively on projects with diverse colleagues within the section, the FPT governance teams/ working groups, and across the department. - Able to work on own and in a team, following through on team priorities and commitments and reporting back on progress and achievements.

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 goals • Makes decisions and takes action in uncertain situations and creates a backup plan	- Pursues opportunities to improve the quality of the plans, processes and data management systems to support the monitoring, evaluation and reporting of the department's progress towards the strategic priorities outlined in the Sustainable CAP framework agreement. - Effectively communicates and advises internal and external stakeholders of the performance measurement and evaluation plans, processes and data management systems. - Uses sound reasoning and decision-making to ensure that the Ministry's direction and positions are reflected the FPT performance reporting, evaluation and data management discussions. - Remains calm and composed in stressful and/or time sensitive situations. - Proactively reaches out to immediate supervisor or Director for advice and support to appropriately assess, prioritize and meet changing expectations or anticipated obstacles.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

- 024PS60, Senior Planning Officer, Advanced Education
- 024PS69, 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