

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

facilitate the collection and analysis of data. The Manager also liaises with safety system partners and stakeholders (Safety Codes Council, ASCA, municipalities, etc.) to enhance their understanding of and compliance with reporting requirements. Internally, the Manager provides guidance and leadership to program areas to facilitate data extraction and analysis, which forms the evidentiary foundation of policy and program development. This position also has a role in seeking opportunities to enhance integration of information reporting and supporting the development of related information tools (opinion surveys, forecasts, modeling) to meet evolving information needs. The work of this position enables the department to collect, report, and fulfill accountability and quality assurance requirements for the public safety system in Alberta, as well as to shape the strategic information and policy and program development approaches of the division.

The position is responsible for the management of divisional financial resources, budget processes and financial monitoring, centralized procurement, and contract and grant management services for the division.

This position supervises unit staff in data analytics and business services, and contractors who engage in related work as required. The Manager liaises with key municipal contacts including fire chiefs and safety codes officers to foster communication about information requirements, data analysis, and management, and coordinates the provision of IT support for ministry information systems to ensure data, analytics, and reporting needs are met. The Manager also provides leadership on financial issues for the Division, particularly in financial information systems and analysis.

## Responsibilities

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

1 Development of the division data strategies to facilitate system coordination and data analysis to better meet short- and long-term policy and program development.

- Develop the division's Data Strategy, part of the quality assurance framework, that reflects divisional and/or departmental perspective in collaboration with other branches and the SCC.
- Participate in the design, evaluation and integration of effective information systems and services that are used by the division and the public safety system, that support quality assurance and policy/program development.
- Ensure integration of systems that form part of the division's overall data strategy.
- Ensure on an on-going basis that the division's systems capture the strategic analytical needs of the various key stakeholders and remain broad enough to allow information sharing and integration with other systems, through collaboration with Service Alberta IT representatives, contracted service providers and business area representatives.
- Communicate the data strategy to internal and external stakeholders, responding to queries as needed and guiding their implementation.
- Evaluate and adjust the strategy over time to maintain alignment to ministry priorities.

2. Managing divisional financial resources to support the strategic direction of the division, ministry and GOA.

- Developing budgets and forecasts to identify risks and develop strategies for the allocation of resources to programs and initiatives.
- Managing contract and grant activities for the division.
- Managing an internal audit process to ensure accountability and integrity of the divisional financial administration.
- Acting as a divisional resource for financial matters to ensure accountability and reporting compliance.
- Playing a key role in financial information analysis.

3. Analysis and operational supports are provided to multiple users to enable their engagement with multiple data systems and applications that support the public safety sector information needs.

- Manage the provision of a suite of supports to public safety sector users of cross-ministry systems (e.g. Fire Electronic Reporting System (FERS), eSite (owned by the Safety Codes Council), New Home Buyer Protection System (NHBPS)) in alignment with the division data strategy.
- Manage operational supports to public safety sector partners to facilitate and enhance their use of strategic information analysis provided by the division.

- Liaise with public safety sector users to maintain awareness of their reporting and information needs, to adjust supports as needed over time, and to sustain compliance to data reporting requirements.

4. Regular collection of information from multiple public safety systems is coordinated and verified to establish a core set of information analysis for code development, strategic policy, and program development and reporting.

- Ensure prescribed collection efforts are undertaken by the public safety sector, are submitted within established timelines and are accurate according to parameters provided.
- Ensure data submissions are scrutinized for integrity and completion on behalf of the division; participate in the resolution of more complex issues and client interactions.
- Oversee the verification of data submissions and communicate variances to the public safety sector and the Residential Protection Program (RPP) area.
- Work with public safety system partners to remedy inconsistencies or issues of non-compliance to reporting requirements (which could lead to the development of specific support tools).

5. Statistical reporting for the public safety sector is available through oversight of data analysis and reporting.

- Manage the response to an array of data and analysis requests and ensure that responses and reports meet the required need.
- Provide other branches, divisions and other departments and agencies with appropriate statistical information and research.
- Lead proactive independent analysis of data to identify anomalies, inform policy development, and highlight information gaps in the system.
- Manage ongoing analysis of statistics to inform briefings and strategies and respond to a variety of ad hoc reporting requests/requirements (e.g., provide expert guidance to staff in program areas dedicated to data analysis to generate appropriate information).
- Provide education, interpretation and information to other departments, divisions and branches and the public safety sector with respect to data analysis and branch-generated reports.

6. Strategic policy, programs, and code development are shaped by the intelligence generated via multiple data sets collected from across the public safety system.

- Develop and recommend strategies for improving outcomes in the public safety sector (e.g., new data requirements or distilling new intelligence from existing data, closing data gaps).
- Summarize, prepare and initiate sector-comparison reporting and research
- Monitor quality assurance on an ongoing basis to ensure division and ministry priorities for public safety are achieved (e.g. illustrate how data produces intelligence that is used to improve public safety).
- Provide advice and recommendations to division senior leaders to inform the decisions regarding policy and programs to enhance Alberta's public safety system.
- Make recommendations regarding data at a high level to inform compliance strategy (e.g., to ensure data integrity enhances quality assurance and compliance to program requirements; support audits and quality assurance reviews).

7. Divisional IT services are coordinated including programs, hardware and software.

- Serve as a liaison for IT between the Division and the Economy and Growth IT sector.
- Monitor sector IT service provision to the division and work with all parties to resolve issues as they arise.
- Provide advice to divisional executive on financial reporting systems.

8. The Executive Director, WCP Branch, and the ADM of TCS are supported in achieving the mandate and goals of the unit and branch.

- Manage special projects to improve reporting efficiencies between systems so that public safety partners are enabled to provide data as needed.

- Manage the activities of direct reports and contract staff.
- Seek opportunities and provide recommendations to enhance information and interactions with systems based on usage, observations, liaising with clients, etc.
- Participate in branch planning and reporting.
- Support interprovincial and pan-Canadian data developments and strategies.
- Represent the branch, division, and/or department on a variety of committees and working groups.
- Provide support for semi-annual meetings with internal and external stakeholders (e.g. ASCA, SCC, RPPAG, BILD Alberta, Warranty Providers, TBF).

## Problem Solving

Typical problems solved:

One of the key challenges for this position is understanding the complexities of the safety codes sector, the different needs of partners/stakeholders to effectively use the system, assessing the different types of information needed, and performing proactive analysis on short timelines. The WCP Branch relies on a collaborative team-based approach to fully utilize the Branch expertise and assist/support where needed.

Another challenge is to be able to interpret queries and confirm information desired so that the appropriate approach can be used. There are multiple ways in which analysis could occur requiring the Manager to know what the client is looking for. Through inquiry and professional judgment, the Manager must be able to transform the data into information by choosing the appropriate analysis approach and method. Creative solutions may be required, and at times the information requested is produced via unique processes.

Types of guidance available for problem solving:

The Manager is challenged to maintain a broad, big picture of the system, identify information gaps and future opportunities, and yet still focus on specific analysis requests across programs or data specific collection challenges. A balance between strategic policy and analysis skills are required by the Manager to provide expert guidance and support. The success of this position depends on the incumbent's ability to build and maintain a strong sense of collaboration and to develop professional relationships with many different stakeholder groups. Each of these relationships are unique and the issues across business units vary in terms of complexity and the type of solution that is best suited to the situation; this requires the incumbent to adapt approaches and strategies to find the best solution relative to the outcomes hoped to be achieved.

Direct or indirect impacts of decisions:

Data Analytics is envisioned as a one-stop shop for all provider data and allows MA to link data from disparate critical systems, saving time in collection and reporting of data and increasing the reliability of the data that is available for use by the Ministry, the providers and possibly at a national level. The Manager plays a key role in making the systems work by helping providers load, transform, and extract data, and by ensuring information feeds into the system appropriately. In particular, the Manager is appointed as the Administrator for fire reporting (for the province). If the providers are not able to submit their data due to process, understanding, or technical challenges, the ministry's ability to determine quality and determine accountability is jeopardized. Other areas such as SCC, ASCA, and RPP might also be impacted by missing or incorrect data, which has a direct impact on the public safety system. Delays in providing information could also impact long-term strategies that are based on research and analysis.

The position ensures timely advice is provided to the divisional management team in the establishment of budgets and budget forecasts and to support the allocation of resources to programs and initiatives for approved strategies. The position also has the responsibility to ensure divisional procurement complies with best practices and adheres to trade agreements and Treasury Board regulations, and to manage contracts and grants in accordance with government and ministry policies.

The Manager has authority to make decisions regarding the information, data and analytics needs of the division (e.g. methodologies for data analysis, standardization of reporting, determining which types of support tools are most valuable to produce for information system users). The Manager is also responsible for the management of direct reports. When participating on working groups and committees, the Manager has authority to represent the branch, division, or department in accordance with existing policies, priorities and guidelines.

## Key Relationships

Major stakeholders and purpose of interactions:

Other division branches - Collaborate on quality assurance reporting, division data strategy, code development, and ad hoc data requests; provide data and information to the Department's Business Plan, Annual Report, information bulletins, and other reports as needed.

Other ministries - Respond to data requests; participate on working groups and committees.

Corporate and sector services - Request information; address queries related to management of contracted and department staff; liaise to address division IT issues; liaise on HR issues when supervising staff; work with sector IT to enhance information systems and link other ministry systems as needed.

Branch and division staff - Information sharing and collaboration across projects.

Branch and divisional management and executive - Provide standard and ad hoc reports and briefings; respond to queries providing expertise as needed.

Partners / Stakeholders (e.g. SCC, ASCA) - Provide leadership, facilitation and subject matter expertise to enhance data collection and reporting.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Related degree plus a minimum of four years of related experience or equivalent combination of.

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

- Strategic policy analysis knowledge and skills to facilitate using data, information and analytics to support multiple needs.
- Data and information management knowledge and skills to understand how the systems work and are interconnected to provide operations and strategic support for multiple users.
- Project management and coordination techniques and tools.
- Knowledge of Ministry and Government policies and standards relating to information technology systems/data.
- General awareness of financial, procurement, contract and grant policies, regulations, automated systems (e.g. IMAGIS) and accountabilities within the Ministry and Government.
- Knowledge of relevant Acts and documents (i.e. *Freedom of Information and Protection of Privacy Act*, *Financial Administration Act*, MA Business Plan, MA/GOA ITM frameworks and strategies).
- Thorough knowledge of the data collection systems used by the division for different elements of the public safety system.
- Knowledge of public safety reporting, activities and potential indicators and associated systems used to collect the data.
- Stakeholder relations and management skills.
- Excellent analytical, problem solving, conceptualization, and synthesis skills.
- Strong written and oral communication skills to work with different groups and provide consultation and advice (ability to translate data, research and information into knowledge in non-technical language).
- Strong consultation and interpersonal skills.
- Ability to delegate tasks (e.g., data analysis requests, financial reporting).
- Human resource management skills and knowledge of HR management processes, policies and legislation applicable

to the GOA and Department.

- Ability to work quickly and accurately under tight timelines.
- Demonstrated comfort with ambiguity in a policy environment, and ability to make recommendations (where appropriate) based on best available information and including risk assessment.

### 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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Must be aware of the broad states of the safety codes system, including how and when to access specific enforcement options.</p> <p>Must be aware of the public policy direction of systems with the safety codes system (i.e., OHS, health).</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Ensures staff resources are properly assigned to manage multiple simultaneous evaluation activities which could include various stages of design, implementation, and improvement.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> </ul>	<p>Works directly with divisional program staff to identify, understand, and address data and reporting needs, as well, as strategic and operational financial supports.</p>

		<ul style="list-style-type: none"> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>Develops and maintains relationships external SMEs and ministry business units and resources for additional expert input, access to information, and business processes.</p>

**Benchmarks**

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

M410-19 Manager, Research and Evaluation, Human Services  
M410-11 Manager, Technical Services & Application Support, Service Alberta  
Manager, Post-Secondary Accountability Outcomes Reporting

**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	ADM Signature
_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature