

New

Ministry

Justice and Solicitor General

Describe: Basic Job Details

Position

Position ID

50007064

Position Name (30 characters)

Director

Requested Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA14

Cost Centre

10000000620802

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Emily Beilman

Organizational Structure

Division, Branch/Unit

SSII, MIR, Reporting, Research and Evaluation



Current organizational chart attached?

Supervisor's Position ID

50007082

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta Justice supports the government's priority of investing in families and communities. The ministry helps to ensure Albertans can live in safe and resilient communities while having access to a fair and innovative justice system. Within the ministry, the Modernization, IMT and Research (MIR) Branch partners with stakeholder to translate broad ministry priorities into meaningful plans and strategies which are supported by innovative, evidence-based and forward-thinking approaches.

The Director, Reporting, Research and Evaluation, reports to the Executive Director, MIR The MIR Branch is mandated to provide rigorous, high quality data, research, evaluation and analytics to executive and senior management, program delivery, staff across multiple ministries, the federal government, police agencies and the public to enable data-driven, evidence-informed strategic decision-making for the purposes of strategic planning, policy development, evaluation, continuous improvement, forecasting, legislated reporting, service design and delivery, as well as financial and human resource allocation. The work of the branch significantly contributes to the Alberta Government's commitment to public accountability and transparency.

he position oversees department-wide research and evaluation projects, provides expertise and strategic advice to Executive Team, governance and steering committees and leads or represents the department on cross-ministry research initiatives. This position develops strategic and tactical plans for reporting and

oversees development and maintenance of dashboards, metadata, and data/information systems. The director also ensures the efficiency, effectiveness and integrity of justice and solicitor general data for release to internal and external clients.

The position directs the work of professional staff and, as needed, contractors to meet department research, evaluation, data and reporting requirements.

Through the provision of relevant, high-quality information and analysis, the position impacts the effectiveness of decision-making and overall organizational performance.

Responsibilities

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

Oversee the department's research strategy and agenda:

- develop and execute a comprehensive research agenda aligned with organizational goals.
- identify research priorities, methodologies and data collection techniques for various projects and initiatives.
- provide strategic direction and technical advice on the design and implementation of research studies, surveys and data collection methods that provide actionable insights and contribute to evidence-based decision-making.
- lead and manage research projects from inception to completion, including research design, data collection, analysis and reporting.
- conduct literature reviews, cross-jurisdictional scans
- establish policies and procedures for evaluating external research applications
- collaborate with data analysts and statisticians to interpret findings and present actionable recommendations.
- liaise and collaborate with academic institutions and researchers to further address gaps in research of interest to the Ministry.
- Communicate research findings in a clear and compelling manner to diverse audiences, both verbally and through written reports

Oversee the evaluation efforts of the Department:

- develop and implement comprehensive evaluation frameworks to assess the effectiveness, impact and outcomes of programs, projects and initiatives.
- monitor and analyze key performance indicators (KPIs) to measure program success and identify areas for improvement.
- provide recommendations for program enhancements based on evaluation results.
- identify opportunities where business areas may benefit from the early development of outcome frameworks to enhance future evaluations

Acquire, deliver and maintain high quality Court and Justice data with supporting metadata that meets applicable data standards, guidelines and business rules:

- work in collaboration with Justice data partners to provide metadata governance services and to enable effective discovery, understanding and use of Court and Justice data/information.
- provide ongoing/updated data dictionary support to ensure consistency and meaningfulness of JSG data for all users.
- approve, oversee and ensure the integrity of data for routine release activities for internal and external clients
- establish effective business relationship with leadership across the ministry to facilitate a win-win approach to maintaining and improving current operations and strategies for effective use of Court and Justice data/information products and services.
- establish service levels to ensure regular reporting, ongoing evaluation and continuous improvement to meet current and future demand.

Ensure highly accurate and reliable statistical data and information related to Alberta Courts and Justice are maintained and made available to clients and stakeholders:

- maintain strict policies and actions regarding statistical methodology, accuracy, confidentiality, documentation and database management, including satisfying the provisions of FOIP and the Statistics Act of Canada.
- provide appropriate data and methodology support to Ministry Business Plan/Goal teams in the development of measures and indicators.
- Support the work of FPT working groups with appropriate data and methodology and represent Justice on committees and at meetings as necessary.

Directing processes and methods to transform and integrate data from department information systems to the Enterprise Data Warehouse (EDW) for reporting and analysis:

- Overseeing the development of opportunity papers, business cases and project charters to access capital dollars for large-scale business intelligence projects.
- Ensuring business value in the development and maintenance of the EDW, data dashboards and other information products
- identify opportunities where new business areas and data can be added to the EDW.

Develop, strengthen and maintain stakeholder relationships:

- represent the Ministry on cross-ministry and cross-government research and evaluation initiatives,
- Represent Alberta Justice at the Liaison Officer Committee as part of the NJSI at Statistics Canada and support the work of FPT working groups.
- collaborate with internal and external stakeholders to gather insights, share findings, and ensure research aligns with organizational goals.

Lead the advancement of the department's reporting, research and evaluation strategy by:

- Fostering a positive workplace environment and creating a culture of mutual trust and respect.
- Supervising and providing coaching and mentorship to a team of professional staff.
- Identifying, planning and integrating a large number of complex projects that impact multiple programs, prioritizing and assigning work and resolving competing priorities.
- Reviewing the work of staff with a view to ensuring the quality and alignment of analysis to the government's strategic priorities and overseeing implementation of department-wide projects.
- Inspiring staff to provide excellent customer service and have an understanding of department goals, objectives, requirements and changes in direction through open lines of communication.
- Overseeing the full human resources cycle within the unit, such as recruitment, performance evaluation, development and succession planning.
- Creating a workplace environment that inspires innovative approaches to creatively solve problems, obtain relevant information, prepare materials to respond to inquiries, and to support understanding of complex issues arising from internal and external stakeholders.
- Oversee the budget for the unit, including managing contracts and forecasting activities.
- Acting for the Executive Director, as required, during periods of absence.

Problem Solving

Typical problems solved:

The challenges faced by the role require superior analysis, reasoning, evaluation, judgment and problem-solving skills. Significant interpretive, evaluative and developmental thinking is required, along with the ability to understand complex relationships and facilitate decision-making processes involving stakeholders and senior decision-makers.

Challenges of this position include:

- the development of strategies and plans with no standard procedures or guidelines, based on approaches recommended by industry leaders, direction from Executive Team, the unique business culture and the current state of resources, skills, infrastructure and processes.
- Solving problems relating to funding, human resources or time constraints in the delivery of evaluation and research services.
- Solving problems related to missing, poor or incomplete data, often requiring the use of alternative data source as proxies or the development of models to predict outcomes.
- Identifying the best methodological approach to the collection and analysis of data that is relevant

accurate and understandable.

- Operating in an environment where short timelines are often imposed by elected government officials to address policy questions or recent trends in caseloads.

In addition, this position faces the challenge of balancing and aligning multiple ministry objectives and directions with those of the Government.

Types of guidance available for problem solving:

Situations faced are unstructured and approaches to solving problems are not determined. The role is expected to remain focused at the strategic level when leading and/or providing advice on the development and implementation of data/reporting strategies, initiatives, frameworks and leading practice at business, technical and operational levels.

The position requires an understanding of problem-solving tools and techniques, including risk-based decision making processes, consultation, collaboration and consensus-seeking processes. Solving problems requires a strategic approach and needs to draw on a wide network of contacts and subject matter experts. The position also needs a strong understanding of stakeholder interests as well as the perspective of the ministry.

Direct or indirect impacts of decisions:

The position is accountable for the generation of new information, data and research, the progress toward the provision of information and analysis, as well as the evaluation of programs that are critical for effective policy advice for the Minister and Executive Team, such as changes to programs or policies, justice system usage, budget allocation and resource allocation. Senior Executive leaders, elected officials, and at times the public, academics and media, will rely on information and recommendations generated under this position's guidance. If not done with an eye to detail, rigour, technical precision and ethics, the ministry risks using unreliable information, making ill-informed decisions, misrepresenting justice trends or investments, and potentially harming justice system participants (offenders, victims, legal community, police).

The position ensures data/reporting, research and evaluation efforts are undertaken collaboratively, meet business requirements and are effectively disseminated and used for decision-making. The role is also the cross-ministry contact for any GOA reporting, research and evaluation projects, and therefore must provide accurate and timely support to partner ministries, with particular attention to the unique data security, privacy and information sharing rules that pertain to courts and youth data.

Key Relationships

Major stakeholders and purpose of interactions:

Deputy Minister/Executive Team

- as needed, to present strategic and implementation plans, to report on status of projects, provide briefing notes, speaking notes, reports and analysis.

Assistant Deputy Minister

- as needed, to receive direction on strategies and plans; to provide results of analysis and updates on analytics initiatives; provide consultation, advice and recommendations; respond to concerns and inquiries.

Executive Director, Business Intelligence

- daily, to receive direction on strategies and plans; to receive input on performance and advice on human resource issues; to provide advice on analytics solutions, to provide updates on status of projects, risk mitigation or unresolved issues.

Professional staff and contractors

- Daily, to provide leadership, direction, expertise and advice; receive updates and problem-solve;

enhance understanding of strategic initiatives and business opportunities; support development of skills and capacity; provide oversight of day-to-day activities and issues management.

Colleagues in divisions

- Daily, to exchange information, receive/provide guidance/direction, and collaborate on strategic and tactical solutions; present strategy, explain importance and benefits.

Colleagues in other government departments and external stakeholders

- As needed, to exchange information; to provide/receive direction/guidance; share leading practices, lessons learned, issues and challenges, solutions and related opportunities.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Other	Arts	

If other, specify:

Social Sciences, Criminology, Sociology or related discipline

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

- Experience in leading management and professional staff on cross-functional teams to achieve deliverables on department-wide initiatives.
- Experience in leadership role(s) with proven success in managing complex issues, leading staff to achieve results and applying an integrated approach to service delivery.
- Experience presenting strategies and plans, and providing advice, options papers, briefing notes and status reports to Executive Team on department-wide initiatives.
- Demonstrated ability to develop and maintain collaborative working relationships within the organization, across government and with stakeholders, including the ability to balance the needs and interests of these diverse groups and facilitate the delivery of coordinate data analytics and business intelligence.
- strong expertise in research design, data collection, qualitative and quantitative research
- Knowledge of data warehouse, business intelligence design, development and deployment.
- Knowledge and understanding of the variety of data warehouses residing in JSG, such as JOIN and ORCA, as well as other available data sources, such as through CCJCSS.
- Knowledge of the IT sector business practices, including ability to vision, plan and implement efficiently and effectively.
- proven experience in leading research and evaluation initiatives, preferably in a non-profit or government setting.
- demonstrated leadership and team management skills, with the ability to foster a collaborative and inclusive work environment.
- excellent communication skills, including the ability to present complex information to both technical and non-technical audiences.
- strategic thinking, problem-solving and results-oriented mindset.
- Strong project management skills with the ability to prioritize and manage multiple tasks concurrently.
- familiarity with ethical considerations and guidelines to research and data collection
- Ability to analyze, evaluate, identify problem areas and create innovative solutions to address issues identified.
- Excellent project planning and management skills to ensure appropriate governance and reporting mechanisms are in place to plan, coordinate and execute for successful outcomes.
- Knowledge of project management processes, methodologies, principles and techniques.
- Knowledge of the department programs and services to ensure program policy and practice is taken into consideration for reporting.
- Demonstrated ability in leading large and complex initiatives and projects.
- Knowledge of privacy legislation to ensure measures are in place for privacy and security of data for reporting and analytics.
- Knowledge of human resources, financial management and contract policies and practices.

Education

- A graduate degree in the social sciences or a related field, involving quantitative and qualitative research

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 	<ul style="list-style-type: none"> - Knowledge of data warehouse, business intelligence design, development and deployment. - Knowledge and understanding of the variety of data warehouses residing in Justice such as JOIN and CASES, as well as other available data sources, such as through CCJCSS. - Knowledge of the IT sector business practices, including ability to vision, plan and implement efficiently and effectively.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<ul style="list-style-type: none"> -Lead and coordinate multiple complex projects with competing and strict deadlines. -Work in a dynamic environment with shifting priorities. -Proactively anticipate and plan for program area requirements.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly 	<ul style="list-style-type: none"> -Strong project coordination and management skills, including ability to assess priorities, coordinate diverse projects and make optimal use of resources to achieve outcomes. -Forecast potential challenges within

		<ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	<p>planning and implementation and communicate and negotiates in advance.</p> <p>-Apply strong time management skills.</p> <p>-Function independently as well as lead and contribute effectively in a team environment.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>-Develop and maintain collaborative working relationships with ministry staff, stakeholders and consultants.</p> <p>-Identifies individuals that have significant potential for contribution throughout phases of a project and reaches out for support as needed and in a timely manner.</p> <p>-Brings the right people together to inform evaluation planning and contextual interpretation of results.</p>

Benchmarks

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

M420-12 - Unit Leader, Statistics and Data Development

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

Elizabeth Macve

ADM Name

2025-07-10

Date yyyy-mm-dd

Elizabeth.Macve

ADM Signature

Digitally signed by Elizabeth.Macve
Date: 2025.07.10 20:20:00 -06'00'

DM Name

Date yyyy-mm-dd

DM Signature