

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Senior Policy Analyst – Assisted Living	Name
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Position Number	Reports to Position No., Class & Level Manager, Analytics Assisted Living	Division, Branch/Unit Strategic Services Division, Strategic Data Analytics and Business Services Branch, Data Development and Analytics Unit	Ministry Assisted Living & Social Services
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Present Class	Requested Class PS4
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Strategic Data, Analytics and Business Services (SDABS) branch of Assisted Living and Social Services is mandated to provide rigorous, high- quality information and analysis to executive and senior management, staff across multiple ministries, the federal government and the public to enable data-driven, evidence-informed strategic decision-making for the purposes of strategic planning, policy development, evaluation, continuous improvement, legislated reporting, service design and delivery, and financial and human resource allocation. The work of the branch significantly contributes to the Alberta Government's commitment to public accountability and transparency.

The position reports to the Manager, Analytics Assisted Living and supports the operations of the SDABS branch by assisting clients with their key statistical analytical needs, appropriate use of statistical information, developing SDABS policies and process and disseminating statistical information. The Data Analyst liaises with Ministry stakeholders to gather, exchange, and analyze statistical information relating to Ministry policy and program development and planning.

The incumbent employs his/her research skills to select the most appropriate methodologies, define the research problems, collect, and analyze data and prepare statistical reports and recommendations.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Provide comprehensive research and statistical analysis to support Ministry staff in evidence-informed decision-making related to program planning, policies and processes

- Research and analyze data pertaining to social issues obtained from multiple sources, including national statistical databases, legislation, journals and administrative sources.
- Work in partnership with department colleagues to ensure analysis captures knowledge of the program and business processes.
- Analyze, compare and synthesize data drawn from multiple sources including caseload information and socio-economic data.
- Analyzes and identifies potential policy implication of any statistics analysis and present recommendations to Ministry executives for considerations.
- Develop models used for caseload forecasting and program policy design, including models used to measure impact of program changes on client benefits.

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- Support the use of data required for analysis from the data warehouse by gaining an understanding of the data structures and tools to extract the data.
- Research and review existing literature on advanced statistical methods.
- Work with Business Analyst to review data structures, data limitations, metadata, and data usage considerations.

Prepare statistical reports and presentations to provide management and staff with information on trends and demographic characteristics of program caseloads to support policies and program development.

- Prepare monthly and quarterly reports on caseload trends and demographic characteristics.
- Prepare and deliver statistical presentations for executive, management and other stakeholders.
- Collaborate within the branch and with program areas to develop mutually agreed upon caseload data quality and reporting standards.
- Lead or contribute to the development of research reports and other types of reports on social issues, policies and programs.
- Consult with stakeholders to identify information gaps, areas of duplication and opportunities for efficiencies.
- Review branch reports and technical documentation to ensure accuracy and quality standards are met.

Consult with stakeholders to clarify research objectives and provide advice on appropriate statistical methods

- Facilitate meetings with stakeholders to ensure the research questions are well-defined.
- Collaborate with other branches, divisions, ministries and government in conducting statistical analysis to ensure consistency in the development or refinement of social programs and policies.
- Provide advice to various business areas on the appropriate statistical or research methodologies (e.g. survey methodology and questionnaire design) to ensure thorough analysis of issues.
- Research availability of appropriate data sources (both internal and external) and provide recommendations.
- Support the development of performance indicators for use in various accountability frameworks.
- Participate on teams and/or Ministry committees that promote collaboration and exchange of expertise to ensure consistency in policy and program development.

Support the Preparation of briefing notes and other documents to advise government and senior leadership.

- Provide information and analysis for briefing notes or other documents related to analysis of caseload or socio- economic data.
- Remains current and informed on Ministry's issues by providing inputs and recommendations relating to issues
- Coordinate and respond to external and internal information requests related to data and analysis.
- Disseminate analytical information to departmental staff to support informed planning and decision-making.
- Support the preparation of briefings notes on topics related to results of analysis and/or statistical methodology.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Data Analyst provides comprehensive services, including research, analysis and consultation to support informed

planning and development of policies and programs pertaining to the ministry's mandate. This position is a key resource for strategic information, obtained through analytical research that has the potential to affect the direction and operations of the Ministry.

This position collaborates with staff throughout the Ministry when identifying issues; clarifying impacts; and developing input and recommendations for the consideration of senior decision makers. There is an expectation that all information and associated analysis provided by the analyst is substantiated, comprehensive and reliable. This position demonstrates initiative and creativity when undertaking analysis that contributes to their policy development. The Data Analyst must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse viewpoints and develop valid recommendations for presentations to Ministry representatives.

This position works within the parameters of established legislation, policies, plans and guidelines with significant discretion in determining how responsibilities are performed. The Manager provides general guidance, reviewing work for quality of analysis and research provided; and level of professional judgment demonstrated. This position is delegated considerable independence to determine areas of focus, exercising judgment when researching, analyzing and summarizing information and presenting associated reports and proposals to Ministry decision-makers and prioritizing responsibilities to meet deadlines. Matters with potential for significant impact on the branch are referred to the Director, who is also available for guidance when dealing with particularly sensitive issues or situations. The Director also reviews major briefing and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Knowledge

- Graduate Degree in Economics, Econometrics, Statistics, or closely related field.
- Strong knowledge of techniques and of software programs for theoretical and applied econometric/statistical models.
- Experience utilizing large data sets (e.g. Statistics Canada data) and statistical programming software (e.g. SAS, R) is essential.
- Research methodologies, techniques and procedures, including the application of qualitative and quantitative research methods and data analysis.
- Familiarity with research theories and methods, including organizational evaluation, project management approaches, and information/data management and security.
- Working knowledge of government policy development processes.

Skills

- Ability to prioritize multiple requirements and define a detailed process to complete required tasks.
- Ability to work effectively with different functional areas (e.g., across division and the Government of Alberta).
- Excellent communication and writing skills (such as presentation skills, report writing, editing, and providing information to non-technical audience).
- Highly motivated, with a desire to work as a member of a team. Committed to excellence.
- Strong computer analysis skills: including leading knowledge of word processing (Microsoft Word) spreadsheet, database, graphic (Excel) and presentation program (PowerPoint), e-mail and Internet applications.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Briefs supervisor/management on any emerging issues, proposes possible solutions and works collaboratively to resolve the issues and implement enhancements.
- Works with senior level staff in other divisions, to present, consult and advise on social issues and forecasting methodology.
- Good working relationships are required with other divisions and stakeholders to acquire data and clarify details of statistical and analytical information when needed.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

None

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).