

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Funding Analyst

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Strategic Policy and Performance, HSV/HEF

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Health Funding

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Health Economics and Funding Unit provides leadership in the application of economics to the development of health strategies, policies and programs to promote economic efficiency and effectiveness of the health system; and to enhance the system's ability to forecast fiscal resource requirements and to assess fiscal sustainability.

The Health Funding team maintains multiple key health economic and financial datasets: 1) Financial Information Reporting Management System (FIRMS) for publicly funded continuing care and home & community care operators, 2) Management Information System (MIS) 3) Provincial case costing dataset, 4) National Health Expenditures (NHEX). The Senior Funding Analyst plays a critical role in leveraging these datasets to create metrics and forecasting to promote economic efficiency and sustainability across health programs including acute care, continuing care, primary care and mental health and addiction.

The Senior Funding Analyst is responsible for:

- Participating in the development and review of project frameworks and methodological approaches to answering health system funding and costing questions,
- Tracking, analyzing and assessing emerging trends in health care funding and expenditures, including macro-economic and socio-economic factors, and changes in government, ministry and public health agency business activities,

- Provide leadership support in the development national case costing benchmarks and reporting to support senior management decision making.
- Developing information products,
- Presenting the results in a manner that is understandable and meaningful to internal and external health system stakeholders and the public.

The projects are a mix of responding to queries and proactively addressing opportunities as they emerge.

Through lessons learned via evaluating previous project work and consultation with fellow experts, and consideration of the broader needs of the ministry regarding health economic data, the Senior Funding Analyst develops recommendations to improve processes related to financial and economic data collection, analysis and use.

Responsibilities

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

1. Under the direction of the Manager (Health Funding), the Senior Funding Analyst leads the maintenance of the department's patient-specific case costing framework and datasets, including Alberta's submission to CIHI's Canadian Patient Cost Database (CPCD).
 - a) Advise external hospital operators (Alberta Health Services and other health agencies) on the conceptual framework of the submission and the required submission content and format. Work with the team's other analysts to retrieve, clean, and submit case costing data for Alberta hospitals for submission to CIHI.
 - b) Determines internal business needs for patient-specific case costing and develops and maintains an internal dataset in Alberta Health's Business Intelligence Environment (BIE).
 - c) Acts as a key contact on the department's portfolio of projects that relate to patient-specific case costing and provides analysis and recommendations on using case costing data in funding framework development in different sectors, in benchmarking against other jurisdictions, and in the department's contracting and procurement activities.
 - d) Synthesizes statistical, economic, and public health/epidemiological analytical principles in the refinement and development of innovative approaches to costing of different acute and other health services.
2. Work with the Manager and Funding Team analysts to develop maintenance and data collection plans for three key financial datasets: MIS, NHEX, and FIRMS datasets.
 - a) Liaise with Alberta Health Services (AHS) and Alberta's provincial health agencies to ensure completeness and accuracy of submitted MIS financial and statistical data and address data quality issues (e.g. flag anomalies, missing data, discrepancies).
 - b) Formulate workplan and timelines to ensure that MIS submissions comply with Canadian Institute for Health Information (CIHI) Canadian MIS Database (CMDDB) Standards and work with other analysts to prepare data quality check dashboard and prepare data submission files for CIHI submission.
 - c) Work with the other funding team members on FIRMS annual and quarterly reporting requirements, reviewing the FIRMS data collection template as needed and contributing and holding discussions internal and external Continuing Care stakeholders to understand reporting requirements.
3. Lead background research and provide input into analytical methodology, indicators, and statistical applications in order to measure, track and report on public health care costs and funding at the national, provincial, and program/sector levels, leveraging the branch's financial and economic datasets to provide business intelligence.
 - a) Maintain forecasts on total provincial government health expenditures under various scenarios using CIHI and Statistics Canada data to inform decision making and policy directions.
 - b) Lead analysis and maintenance of analytical files in SAS, Excel etc. on key CIHI financial indicators such as Cost of a Standard Hospital Stay (CSHS), cost per procedure, cost per day, cost of service related to specific diagnoses and case mix groups.
 - c) Using a collaborative approach with department program areas and quality coordination areas as well as provincial health agency stakeholders, this role is the integration point for sourcing data and advising on statistical and econometric methods to analyse aggregate and sector- or program-level costs.
 - d) Demonstrate foresight in initiating economic and financial analysis (e.g. cost benchmarking, cost minimization and cost effectiveness, etc.) in response to macro-economic and ministry activities and program

changes.

4. Supports design and development of funding methodologies to increase health system efficiency, effectiveness, and quality.

a) Gathers information and conducts jurisdictional scans in order to identify best practices and demonstrate expertise in the implementation, models and designs of health care funding models such as activity-based and capitation funding.

b) Synthesizes policy requirements from colleagues and stakeholders in acute care, continuing care and primary care, and other sectors and drafts recommendations on the best methodological approaches to refine or implement funding models that best supports policy objectives.

c) Researches, creates, and implements indicators and metrics for health system performance related to cost efficiency/effectiveness/minimization and uses these to advise on health system funding.

d) Maintains information on Health budget estimates and processes and explain to branch members the relationship between provincial health care revenues and costs.

5. Provide support to the Ministry on various requests/initiatives related to health funding/costing, creating interactive tools, data pulls and custom solutions as needed.

a) Applies expertise in modelling, forecasting, data analysis, financial analysis, and policy analysis to develop workplans for information products (such as briefing notes) at an appropriate detailed level to answer stakeholder questions.

b) Translates complex analysis into visual or narrative results that are easy to understand for analysts and executive audiences.

c) Creates interactive tools and other custom solutions (e.g. spreadsheets) as needed for the information products using a variety of software such as SAS, Excel, SQL, PowerBI, etc.

d) Utilizing expertise in data manipulation and analysis to access large volumes of complex data in Alberta Health data warehouses.

e) Exercises creative independence in organization and visualization of data through dashboards and other tools to translate complex statistical and analytical results into easy to understand visual results.

f) Ensures successful transfer of knowledge for project handoffs and trains stakeholders on how to use custom tools.

Problem Solving

Typical problems solved:

Responding to costing and funding requests:

Analysis of funding methods, health costs at the system, requires systems thinking skills to understand the request or research question. There may be lack of availability of already-developed appropriate indicators to measure a specific concept. The Senior Funding Analyst must be able to consider requests within the larger context of an integrated health sector, and use their knowledge to formulate a response for stakeholders, utilizing data at the appropriate level of aggregation. The incumbent must also overcome any technical challenges in visualizing or displaying the data in a user-friendly format.

Quantitative data use and management:

This position must exercise strategic problem solving skills to address any issues that arise in data collection, extraction and reporting processes. There may be gaps, data integrity issues, data quality issues in available or extracted data and the incumbent is required to understand the issue and also propose technical solutions such as manipulating the existing data or seeking alternative data sources. When working with large datasets or databases, the incumbent must regularly provide solutions with available corporate software (e.g. Excel, SAS Enterprise Guide, SAS Viya or any other software available) to organize this data and ensure appropriate data is available for reporting. This includes data quality approaches to address data collection/entry errors, formatting errors in MIS, case costing, and FIRMS.

Stakeholder relations:

This position uses strategic awareness to understand the needs and preferences of various audiences.

This position is a key contact on the economic and financial data holdings of the branch and department, and must be able to communicate short and long-range goals for the development of data. The position represents the interests of the branch and department to gather appropriate primary data for these datasets

while balancing the with various needs of the data producers/program areas who may have technical limitations in data gathering or special interests for data use/collection. The position also liases with external stakeholders such as CIHI, representing Alberta's position and interests and while mitigating risks to data integrity and availability.

Types of guidance available for problem solving:

While the incumbent operates independently within the framework of projects and requests, they will receive ongoing direction from the Manager as well as guidance and assistance for more complex issues. The incumbent provides options for resolution to aid problem solving. The Manager is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary.

The Senior Funding Analyst works within policies and guidelines for economic and financial reporting set by Cabinet Committees and Cabinet, Alberta Treasury Board and Finance, Alberta Health, the Office of the Auditor General, the Minister and the Deputy Minister. Key legislations and policies that guide the work of the Senior Funding Analyst include the Financial Administration Act, Government Organization Act, Public Service Act, Freedom of Information and Protection of Privacy Act, Health Information Act, Alberta Health Care Act, various Ministry acts and regulations, as well as policies, guidelines, and procedures established by cabinet, the Minister and Deputy Minister.

This position is trained in economics, finance, and/or business administration with a focus on quantitative analysis and modeling with econometric/statistical software applications.

Direct or indirect impacts of decisions:

The work of the Senior Funding Analyst impacts the availability of evidence and recommendations to shape how Alberta's health system, or parts thereof, operates. Results produced by the unit are considered by ministry executive and government leaders to inform their decision-making and directions for the health system.

The Senior Funding Analyst role works closely to provide the latest and most in depth data to the Unit's Economics team, who applies economic methods to evaluate health programs and policies for Senior Management Team.

The Senior Funding Analyst's ability to effectively explore different approaches in data management and develop the department's financial and economic databases are directly linked to the ability to quantify impacts of environmental and department-level policy decisions on health sector spending and improvements in the health care system.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Health Funding; Purpose: To collaborate on an ongoing basis regarding funding and costing requests from department and external stakeholders, and process planning and approaches to ensure timely and quality data submissions for the Canadian Patient Cost Database, Canadian MIS Database, National Health Expenditures, FIRMS.

The position takes initiative on draft preliminary drafts of reports for Manager approval on trends in health case costs and system-level expenditures, emerging system wide funding, budgeting and finance issues, and the analysis of health economic indicators for evidence-based decision making.

- Director/Executive Director; Purpose: To provide updates on: emerging issues and development of economic and financial datasets, availability of data and calculated indicators on continuing care, acute care, primary care and other sectors, communicate approaches to answering health funding requests, present results of analysis in a concise manner.

- Analysts in other business units; Purpose: To liase with and seek information about requirements about costing requests, gaining information about the business needs of different business units and how their work is related to divisional/Ministry priority initiatives.

- Analysts in other ministries or organizations (e.g. Provincial Health Agencies, Health Analytics branch, Alberta Treasury Board and Finance, Office of Statistics and Information, Health Quality Council of Alberta); Purpose: To consult and determine data availability, conduct data retrieval, and collaborate on ways to analyst costing and other health system data.
- Pan-Canadian health organizations (e.g. Canadian Institute of Health Information); Purpose: Play a coordination role in discussions (including online meetings) to understand the latest data standards for national datasets, and appropriate ways to analyse and use nationally standardized data.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business/Finance, Mathematics/Statistics, Computer Science, Epidemiology or closely related field

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

Skills:

- Experienced in practical application of statistics/finance/economics concepts and tools to business and policy concerns.
- Problem solving, critical thinking and judgement: must be able to analyze complex issues and balance both context and requirements of requests.
- Creative thinking and the ability to link data analysis to complex health care issues/questions.
- Strategic thinking - assessing the longer term value or impact of techniques used to produce information products.
- Demonstrated skills with stakeholder negotiation, specifically with balancing stakeholder reporting needs with technical ability to capture and analyse data.
- Working knowledge of the Microsoft Office suite: Word, Excel, Powerpoint, Access.
- Experience working with large data sets and programming software (SAS, Access, SQL, and/or Oracle).
- Working knowledge of SAS Enterprise Guide and Visual Analytics.
- Solid communication skills: written and verbal.
- Solid project management experience and understanding.

Knowledge:

- Knowledge of availability and uses of financial, administrative and population health reports and databases to conduct complex data retrievals and analyses to meet internal and external requestors' information and knowledge needs. Ability to identify limitations of existing databases.
- Knowledge of qualitative and quantitative research design and methodology, data collection and analysis techniques.
- Knowledge of basic statistical methods (e.g. correlation, regression), different types of economic or econometric analysis (e.g. cost benefit analysis, forecasting, margin analysis).
- Knowledge of data cleaning techniques (such as removing duplicates, flagging missing data). Ability to append/merge datasets and link very large databases.
- Knowledge of database management: creating, reading, updating and extracting data from databases.
- Knowledge of data quality assurance processes.
- Understands analysis tools and visualization tools in the context of Ministry policy analysis and development.

Abilities:

- Mental agility to manage multiple projects concurrently.
- Ability to apply business knowledge when validating data or recommending a solution.
- Ability to be flexible and work in a busy environment; ability to prioritize workload and identify options implementing contingency plans when there are competing priorities.
- Ability to work independently with minimal or no supervision, or as part of a team.
- Ability to set and meet deadlines.
- Ability to maintain confidentiality and personal privacy when dealing with sensitive issues.

Education:

- Undergraduate in Economics, Computer Science, Mathematics/Statistics, Business/Finance or closely related field. Graduate degree preferred.

Work Experience:

Minimum of 4 years of progressively responsible experience with economic analysis and or data management using computerized applications to independently gather, compile, and analyze data including preparation of narrative or statistical reports.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> 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 	Sometimes when a request comes it may not be entirely clear. The expectation is the individual facilitates discussions with leadership and management to ask the right questions. The individual also independently seek out the best data sources to answer the question.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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 	To be in this position/role the individual would have had prior work experience therefore the expectation is they can think beyond just the task at hand and be able to consider how their work impacts other projects and stakeholders. The individual should be able to anticipate reporting needs and changes in data standards in response to program changes or economic developments.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <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 	There are instances where the turnaround time for a request is very short therefore the individual needs to be able to adjust accordingly. The individual should be able adapt to new direction and approaches quickly.

		others <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	The Health Economics and Funding Unit provides a lot of economic analysis that can inform policy and budget decisions therefore it is critical that the individual in this role has a drive to produce quality results. In some cases, the databases overseen by the individual is the key source of economic information for the entire ministry.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • 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 	There are many projects that require multiple team members to complete. Therefore it is important for the individual to be open to learning new things from others and be willing to help others when needed. The position is responsible for independently managing projects and tasks with other team analysts to meet targets set by the Manager.

Benchmarks

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

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.