

Ministry

Health

Describe: Basic Job Details

Position Name (30 characters)

Analytics Project Manager

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

Strategic Policy and Performance

Supervisor's Position Name (30 characters)

Manager, Analytics Operations

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Analytics Project Manager (PM) leads complex, multi-disciplinary projects that modernize the Health Analytics Branch's data platforms, analytical products, and service delivery models. Whether supporting the migration of on premise workloads to a cloud environment, implementation of advanced visualization tools, launch of province-wide data-sharing solutions, or redesign of operational analytics workflows, the PM ensures initiatives are delivered on time, on budget, and in-alignment with ministry strategy and governance standards. Operating within the Analytics Operations & Advancements unit, the PM coordinates cross-functional teams comprised of data scientists, epidemiologists, branch specific resources, privacy specialists, and external vendors, to realize the branch's vision of timely, trusted analytics that improve health outcomes for Albertans.

Responsibilities

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

The PM is accountable for end-to-end delivery of assigned projects, from business case development through transition to operations. Success is gauged by schedule adherence, budget stewardship, stakeholder satisfaction, and measurable value delivered. In addition to core delivery responsibilities, the role includes developing and managing critical documentation to support operational continuity and project success.

Comprehensive Project Planning & Initiation:

- Define scope, objectives, milestones, and success metrics in collaboration with sponsors and subject matter experts.
- Prepare project charters, work breakdown structures, and resource plans that reflect technical, regulatory, and operational realities.
- Lead procurement planning and vendor selection in accordance with GoA procurement directives.
- Develop and maintain a range of documentation, including Standard Operating Procedures (SOPs), project documentation, business and technical requirements, Privacy Impact Assessments (PIAs), Data Sharing Agreements (DSAs), formal agreements, and ad-hoc deliverables as needed.

Integrated Execution & Control

- Employ iterative project management methodologies (e.g., Agile/iterative, Scrum, hybrid, waterfall) to deliver incremental value while managing dependencies.
- Track progress against schedule and budget; produce status reports and dashboards for executive consumption.
- Facilitate daily stand-ups, sprint reviews, and retrospectives to maintain momentum and remove impediments.
- Support operational workflows in cross-functional initiatives (e.g., cloud migrations), leading the branch's needs and ensuring alignment with partner teams.

Stakeholder Engagement & Communication

- Develop and execute communication plans that keep diverse audiences informed—from executive sponsors to front-line analysts.
- Manage expectations through transparent reporting of risks, issues, and change requests.
- Foster a collaborative environment that promotes shared ownership of outcomes.

Risk, Issue & Quality Management

- Identify, analyze, and mitigate project risks, ensuring alignment with privacy, security, and OCAP requirements.
- Implement quality assurance frameworks to validate deliverables against acceptance criteria.
- Escalate critical issues promptly and coordinate resolution strategies with governance bodies.

Financial & Resource Stewardship

- Develop and manage project budgets, securing approvals and monitoring expenditures.
- Optimise allocation of human, technical, and financial resources to maximize return on investment.
- Conduct cost-benefit analyses to inform decision-making and justify scope adjustments.

Transition, Closure & Continuous Improvement

- Oversee knowledge transfer, operational hand-off, and post-implementation support arrangements.
- Lead lessons learned sessions to capture insights and embed best practices into the branch's project delivery framework.
- Contribute to the evolution of HAB's project management playbook and mentoring of emerging project leads.

Problem Solving

Typical problems solved:

The PM navigates highly matrixed environments, balancing constraints, user expectations, and regulatory requirements. Projects often involve emerging technologies, tight fiscal timelines, and diverse stakeholder interests.

Typical Problems Solved:

- Coordinating cloud migration schedules and stakeholder communications to ensure smooth transitions while technical teams handle data-integrity safeguards.
- Facilitating scope negotiations and project adjustments when last-minute legislative or privacy mandates impact delivery timelines.

- Mediating resource allocation across concurrent branch initiatives competing for limited technical and analytical expertise.
- Supporting analytics projects by coordinating timelines, managing dependencies, and helping translate technical requirements into actionable plans for non-technical stakeholders.
- Navigating delays or inconsistencies in data availability that impact analytics deliverables, and working with stakeholders to prioritize remediation.
- Addressing team dynamics and performance challenges that could impact project timelines or deliverable quality, while escalating technical concerns to the appropriate SMEs.

Types of guidance available for problem solving:

- The majority of the guidance will come from the supervisor and/or leadership within the Branch.
- Technical guidance will be provided by appropriate senior analysts.
- Guidance, advice and/or recommendations will also come from Data Access and Information Privacy, Information Technology and Operations, and product vendors.
- The incumbent will become familiarized with branch operations through relevant Standard Operating Procedures, training materials, guidance documents, and metadata.
- Ministry Privacy, Security, and Enterprise Architecture specialists for regulatory interpretation and technical feasibility.

Direct or indirect impacts of decisions:

Colleagues on the team will be directly impacted by the project outcomes that the incumbent will support. They will benefit from compiled documentation that support cross-team standards, and from the guidance received to support continuous improvement of processes in the branch. The person in this position will have excellent organizational skills that can be applied to technical projects, providing clear guidance on complex initiatives that benefit members across the branch.

The scope of work will also impact other branches since the projects involved require specializations on several teams. Ultimately this work will improve organization of projects and provide operational support to better deliver data products within the organization, to close stakeholders, and to the public.

Key Relationships

Major stakeholders and purpose of interactions:

- Data Scientists & Analysts - Collaborate to gather business requirements, validate deliverables, and ensure analytical workflows are uninterrupted during system or process transitions.
- Epidemiologists & Senior Researchers - Coordinate with subject matter experts to align data-quality standards and methodologies with project objectives.
- IT Service Management & Enterprise Architecture - Partner to support infrastructure changes and ecosystem alignment, ensuring the branch's operational requirements are represented in the planning and delivery of technical solutions.
- Privacy & Security Teams - Engage to uphold compliance with the Health Information Act (HIA) and related legislation, and to support risk assessments and privacy impact reviews.
- External Vendors & Consultants - Oversee contractual relationships and performance commitments, ensuring third-party deliverables align with project goals and branch needs.
- Executive Leadership (ADM, EDs, Directors) - Secure strategic direction, approvals, and executive sponsorship to enable successful delivery and sustained impact.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Science	Engineering	Project Mgmt

If other, specify:

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

Education - Bachelor's degree in Computer Science, Information Systems, Engineering, or related discipline. Project Management Professional (PMP) certification is required; Agile/Scrum certification (e.g., CSM, PMI/ACP) is considered an asset.

Experience - Minimum five years managing medium to large scale IT or data-analytics projects in complex, multi-stakeholder environments; demonstrated track record of delivering projects within scope, schedule, and budget constraints.

Technical Competencies - Proficiency with project management tools, working knowledge of cloud platforms, data pipeline architectures, and DevOps practices; strong budgeting, risk management, and vendor management skills; advanced communication and negotiation abilities.

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		
Build Collaborative Environments	☐	☐	☐	☒	☐	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	• Involves stakeholders and shares resources to co-create implementation plans spanning data scientists, epidemiologists, IT service teams, and regional health authorities. • Positively resolves conflict through coaching and facilitated discussions, guiding teams toward mutually beneficial solutions. • Uses enthusiasm to motivate and guide diverse contributors during intense delivery sprints, celebrating milestones to sustain momentum. • Acknowledges and integrates diverse perspectives including Indigenous partners and external vendors to ensure solutions meet varied operational needs.
Agility	☐	☐	☐	☒	☐	Proactively incorporates change into processes:	Proactively incorporates change into processes:

		• Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	• Creates opportunities for improvement by continuously embedding lessons learned into active sprints, refining workflows in real time. • Readily adapts integrated project schedules and resource allocations when ministry priorities shift, clearly communicating impacts and backup plans to all stakeholders. • Remains objective during high pressure deployment periods, coaching team members to manage stress, stay focused on goals, and sustain momentum. • Proactively explains how analytics-platform changes alter roles and responsibilities, integrating these adjustments into existing operational practices and training plans.
Develop Networks	○ ○ ○ ● ○	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	• Creates impactful relationships with senior sponsors across Alberta Health, agencies, and other ministries, ensuring timely decisions and barrier removal. • Ensures the needs of varied groups, IT operations, Data scientists, and epidemiologists, are represented by convening stakeholder councils and structured feedback loops. • Goes beyond standard engagement by tailoring project dashboards, office hour clinics, and hands on support sessions to each stakeholder's operational context. • Facilitates inclusive forums where every voice is heard, documents

			insights, and integrates them into scope refinements and solution designs.
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes: • 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	• Aligns project portfolios with ministry wide digital health strategy, anticipating how broader trends (e.g., AI, open data) will influence scope and resource needs. • Proactively addresses behaviours and legacy processes that could impede progress, securing leadership support for necessary changes. • Balances fiscal accountability with long-term value for Albertans, making informed trade-offs when constraints arise. • Embeds performance dashboards that connect project metrics to broader organisational goals.
Systems Thinking	○ ○ ○ ● ○	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	• Plans for how emerging initiatives such will shape analytics demand, adjusting project sequencing to stay ahead of trends. • Integrates privacy, political, and funding risks into decision-making, preparing scenario analyses that enable leadership to choose balanced, forward-looking actions. • Aligns project road-maps with the branch's long term vision for a unified, cloud-based analytics ecosystem, ensuring every milestone advances organizational goals and value for Albertans. • Identifies entrenched behaviours (e.g., reliance on manual spreadsheets) that challenge progress

			and initiates targeted interventions, coaching, quick wins, to shift mindsets and accelerate adoption.
--	--	--	--