

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Data Coordinator

Requested 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

Job Purpose and Organizational Context

Why the job exists:

This position in the Statistics and Data Development Section (SADD) manages, collects, updates and provides timely agricultural and economic data and information for staff within the Trade, Economics and Data Analytics Branch (TEDA), the ministry of Agriculture and Irrigation (AGI) and appropriate external clients.

The position is responsible for data capture and database management for the Section to ensure availability for a variety of purposes including data-driven analysis, industry monitoring, policy and program development, informed decision-making, etc. The main database houses over 800 historic time series and the position ensures data is captured, recorded, reviewed and validated through a variety of methods and often in a tight time frame. This position requires the ability to do basic statistical analysis and research.

Additionally, the position leads and is responsible for the development and delivery of the Weekly Crop and Livestock Market Reviews that are posted on Open Government, as well as production of additional summary tables and reports for internal and external use.

The position also provides support to other Sections, Branch and ministry initiatives, as appropriate.

Responsibilities

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

1. Accurate data entry and capture and database management for the Section to ensure availability for staff

analysis, modeling, reports, etc.

Activities:

- Enters, captures, records, reviews and validates designated agricultural and economic data series (e.g. prices, marketings, etc.), through a variety of methods for inclusion in databases that are used for market and industry monitoring, policy and program development, reports, etc.
- Ensures data series are current, accurate, reliable and timely, following established methodologies. Quality control is maintained through accuracy checks and series documentation. Methodologies are researched, reviewed and updated, as needed.
- Maintains data files, databases, contact records, methodology notes and supporting documentation to ensure data users understand source limitations, confidentiality requirements, and update cycles.
- Manages access and use of statistical databases (e.g. AGDATA).
- Engages with data providers in a professional manner for validation and information collection purposes.
- Collaborates with subject matter experts to research, review and identify potential new or replacement agricultural data series and information with appropriate documentation.
- Applies basic statistical analysis and research to meet client needs.
- Provides input to program improvement strategies (e.g. collection and automation, organization and presentation).

2. Dissemination of data products and services.

Activities:

- Consolidation and development of the Weekly Crop and Livestock Market Review publications for posting on Open Government every Friday.
- Development of relevant reports that are used primarily by subject matter experts for timely commodity market and economic analysis, trend identification, forecasting, program and policy evaluation, etc.
- Provision of appropriate data tables and reports to identified clients.

3. Records management activities related to Section and Branch data collection and surveys.

Activities:

- Organizes electronic and hard copy records according to Government of Alberta records management requirements and following guidelines under *Protection of Privacy Act (POPA)* and the *Statistics Act of Canada*.
- Ensures records are archived or disposed of in accordance with Government of Alberta policies and requirements.
- Handles confidential, sensitive, unpublished or provider-supplied information appropriately and in accordance with relevant legislation, policies and procedures.
- Maintain data files and databases and document procedures to ensure compliance by data users to the confidentiality provisions required under *POPA* and the *Statistics Act of Canada*.
- Supports consistent file management and records practices within shared drives and other approved repositories.

4. Provide support to other Section and Branch surveys, data development initiatives and other duties as assigned.

Activities:

- Provides basic data collection, research, information, and other services to appropriate Section and Branch surveys, as needed.
- With subject matter experts, assist with preparation of publications, dashboards and other outputs, following established methodologies and processes and updating as necessary.
- Contribute data and information to support Section/Branch/Department projects/initiatives.
- Attend training courses, workshops and seminars for continued professional development.
- Other duties, as assigned.

Problem Solving

Typical problems solved:

Attention to detail, sound judgement and initiative for being proactive are key assets for solving problems in this position.

Keeping databases current and maintaining quality is a complex job as it involves contact with many sources to obtain data. This requires strong interpersonal skills in developing and maintaining such contacts. The position works with a high degree of independence in the collection, entry and verification of the data. Regarding data validation, it is imperative that the incumbent has significant attention to detail and is aware of the data trend within the series. This

ensures they are able to find possible errors, including with source data.

If a data source is no longer available, the incumbent has to be able to work with subject area experts to identify a reliable alternate source. This requires the use of basic research and statistical skills and sound judgement. When there are data anomalies the incumbent will report these their supervisor and receive guidance.

The incumbent is required to be proactive as data is constantly retrieved from different data sources and time intervals. In some cases, data may no longer be available depending on source and requires to be captured at particular points in time. This requires a great deal of multi-tasking.

The work of collecting and maintaining the data for the database is highly detailed, requires exceptional precision and can impact the ministry and its client base. The database is a key source of information and is essential for statisticians, analysts, economists, etc., within the Branch, the ministry and clients. They utilize the information for identifying market trends, commodity market analysis, program and policy evaluation, data requests, etc.

Types of guidance available for problem solving:

The position receives guidance from the Director, Senior Statistician and other staff within the Section/Branch as needed.

Direct or indirect impacts of decisions:

The products and expertise of the Section are used by any client with an interest in the agri-food industry in Alberta, including the Minister, MLA's, Executive Team, AGI staff, other provincial departments, industry, agricultural producers, federal government, etc.

The incumbent must regularly respond to inquiries related to data requests. This requires good judgement regarding the sensitivity of data and information requested. The position supports a wide range of projects within the Ministry with evidence-based data and information that inform program and policy development, actionable insights, decision-making, etc.

Missing data would have a negative impact on our time series which ministry staff rely on. Inaccurate data and information could result in the misrepresentation of facts and could lead to inappropriate decision-making by clients, both internal and external to the Ministry. More importantly, this could erode the Ministry's credibility and its relationship with stakeholders, including producers, industry and the general public.

Key Relationships

Major stakeholders and purpose of interactions:

The main contacts of the position are:

- Trade, Economics and Data Analytics Branch (TEDA) - Position interaction is continuous with TEDA staff in the collection and provision of data and information, addressing data gaps, etc. The position routinely works with staff from the Section and other key staff within the Branch that require data for analysis to deliver results.
- Communications and Public Engagement - Ensure that Section publications are meeting the GoA identity standards for templates, presentations, etc.
- Statistics Canada/Agriculture and Agri-food Canada - Regular interactions regarding data collection/delivery and ensure access to up-to-date price and marketing data, etc.
- Other clients/stakeholders - Regular engagement with data providers within the agri-food industry regarding price and marketing data.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

If other, specify:

agricultural management/business; business administration; business intelligence and data management;

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

Knowledge:

- Minimum of a two-year diploma in a related field.
- General knowledge of *Protection of Privacy Act* (POPA) - Appropriate and confidential handling and storage of

sensitive data and information under the Act is crucial.

- General knowledge of the *Statistics Act* of Canada is an asset - Appropriate and confidential handling and storage of sensitive data and information under the act is crucial; knowledge of data sharing agreements and licenses.
- Application of basic statistical and research methodologies and analysis.
- Knowledge of agricultural and/or economic data.
- Assets include experience with database monitoring, management and automation; knowledge of agricultural and economic data; familiarity with government structure and processes, etc.

Skills:

- Interpersonal skills for effective communication and problem-solving with internal/external stakeholders.
- Identifying effective means of data capture.
- Proficient at working with numbers and understanding trends.
- Effective written and verbal skills.
- Strong project management and organizational skills.
- Familiarity with various computer software (such as M365) for spreadsheet and database management, data visualizations, design and report generation. Familiarity of R, Python, Power BI, Adobe Pro, etc., would be a significant asset.
- Strong networking skills.

Abilities:

- Attention to detail, ensuring accuracy and handling repetitive tasks are critical for this role.
- Demonstrated ability to work both independently, making decisions within established guidelines, and collaboratively within a team environment for problem-solving and implementation.
- Ability to effectively determine priorities and deal with multiple projects/requests/tasks simultaneously and meet deadlines.
- Ability to handle confidential and highly sensitive data and information.
- Ability to adapt to change and maintain flexibility in a dynamic work environment.
- Ability to access and manipulate statistical databases.
- Ability to learn new software and tools (e.g. AI).
- Comfortable delivering Section products with a set and rigid schedule.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Position has the ability to work with internal and external clients to fill data gaps; attention to detail; applies basic statistical and research methodologies/analysis; identifies process improvements to ensure timely and accurate data capture and validation.</p>
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience 	<p>Routinely is able to produce deliverables under specific timelines; source and compile information; focuses on</p>

		<ul style="list-style-type: none"> • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	key priorities; collaborates effectively with key stakeholders.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Adopts to new technologies, applications and software; responds to changing business needs; ability to multi-task and be resilient; delivery results in a time sensitive manner.
Develop Self and Others	○ ● ○ ○ ○	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	Incumbent regularly seeks opportunities to improve knowledge and abilities through formal and informal training opportunities;

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.

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