

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Analyst, Planning and Business

Requested Class

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

CJS, Business and Resolution Services

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Planning & Business

Supervisor's Current Class

Manager (Zone 1)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta Justice helps ensure that Albertans can live in safe and resilient communities while having access to a fair and innovative justice system. Its programs and services help ensure Albertans' security and access to justice through efficient functioning of courts, corrections, and law enforcement.

The Court and Justice Services (CJS) Division delivers court operations, administration, and resolution services to Albertans to support Alberta's courts. Engaging with diverse stakeholders, including an independent judiciary, who share a passion and responsibility for assuring Albertans receive effective and efficient resolution to their legal issues, the Division integrates talent and resources in pursuit of a fair, effective and accessible justice system. A key focus within the Division is ensuring the Ministry and Divisional planning and reporting accountabilities are met while enabling continuous improvement.

Reporting to the Manager, Planning and Business, the incumbent is responsible to:

- Coordinate preparation of business planning and reporting products for the Ministry and Division;
- Provide aligned support services for completion of planning and reporting activities; and
- Collaborate with staff from all branches in the Division, the Ministry's Planning and Reporting team, and partner ministries to ensure alignment across planning and reporting processes;
- Coordinate environmental scanning (e-scanning), research, analysis, and summarizing information for CJS;
- Support Access to Information (ATI) requests.

Responsibilities

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

Coordinates Planning and Reporting Activities

Reporting to the Manager, Planning and Business the Analyst is required to work with independence and with other teams, prioritize work to meet deadlines for planning / reporting projects.

- Assist with information gathering for strategic, operational, and business planning and reporting;
- Coordinate compilation of input for divisional planning and reporting documents, including Ministry business plan, Minister Activity Tracker, Ministry Tracking Calendar, Mandate Tracker, CJS Strategic Plan, CJS Operational Plan, Committee of Supply briefings, annual report; enterprise risk management documents, and Deputy Minister and Assistant Deputy Ministry performance agreements;
- Support a Ministry-wide approach and Division focus aligned with government frameworks and priorities;
- Ensure timely submission of planning and reporting deliverables to senior leadership and Ministry stakeholders;
- Support development and delivery of planning sessions;
- Update strategic planning tools, performance measures, and decision-supporting documents as needed;
- Assist with tracking initiatives' progress and preparing updates and quarterly reports, or other summaries;;
- Serve as a delegate for the Division on the Ministry's Business Planning Committee (BPC) as needed;
- Advise on continuous improvement for planning and reporting products;
- In the Manager's absence, support planning and reporting responsibilities in consultation with the Director, Court Policy and Planning;
- Apply a project management approach to guide systematic data collection, research, analysis, and foster quality planning and reporting.

Coordinates Environmental Scanning

- Maintain up-to-date repository of publications, associations, and emerging trends relevant to court administration, alternative dispute resolution, public administration, family justice, the justice system, and such;
- Coordinate environmental scanning activities in consultation with Ministry and Divisional representatives from program areas, and ministerial partners (as appropriate) to identify future opportunities and risks to the Ministry and Division;
- Support collaboration with internal and external stakeholders to gather accurate and relevant scan content;
- Monitor and analyze regional, national, and international developments to inform Divisional planning and policy direction and continuous improvement;
- Conduct analysis and summarize evidence-informed insights on emerging issues in court administration and justice services and offer related recommendations for the Division's planning and reporting;
- Assist with preparing and distributing regular environmental scan updates for branch leaders and Division staff;
- Apply various research techniques to support environmental scanning (e.g. literature reviews, cross-jurisdictional scans, scenario planning, and strategic analysis).;
- Periodically update publications, professional groups and trends that support evidence-informed decision making;
- Support the Manager's presentation of environmental scan findings as advice for executive leadership to inform policy and program direction or inform executive professional development.

Supports Access to Information (ATI) Requests

- Support the distribution and collection of pre-checks for records requests across the Division;
- Compile estimates for records search pre-checks;
- Work collaboratively with the Access to Information Office (ATIO) and the Legal and Legislative Initiatives' representative to further the process, and share records or related details;
- Organize, add meta-tags, and compress records as needed to prepare for records submission to LLI and ATIO representatives.

Relationship Building and Professionalism

- Cultivate and maintain positive and productive working relationships across the branch, Division, and Ministry;
- Engage with senior leadership and Division staff to inform them of planning or reporting activities;
- Strengthen information sharing between program areas, Divisions, and other Government of Alberta ministries;
- Manage conflict in a way that preserves positive working relationships and encourages consensus building;
- Ensure materials are complete, accurate, consistent with standards, and submitted on time;
- Demonstrate professional demeanor and political acumen for consulting with leaders on sensitive topics;

- Respond to ad hoc inquiries from all areas including senior executives;
- Assist with cover-off duties for the Manager as required.

The incumbent has no staff supervision responsibilities.

Problem Solving

Typical problems solved:

Problem Solving:

The incumbent will require an awareness of the broad objectives and priorities of the Ministry, Division and Courts to support a coordinated and consistent response through sourcing and analyzing relevant information.

When solving problems, the incumbent must use:

- Previous knowledge and experience;
- Past precedents and practices;
- Collaboration and guidance from their team members, Manager and Director, and network of contacts across the Division and Ministry.

The role reports to a Manager who can be called upon for assistance and escalations related to priorities, tasks, and coordination with professional teams. Management input can be sought to help with challenging situations, and to provide advice and support.

Having awareness of how Divisional and departmental planning processes are influenced by external factors operational factors as well as by the availability, expectations, and preferences of external stakeholders (e.g. the Courts) will guide planning and reporting priorities.

The business planning process is very time-dependent and requires a chain of events to happen within a specific timeline. Delay of any of these individual events may disrupt this timeline and negatively influence the preparation of the business plan or other planning documents. A key challenge is supporting input from a wide range of sources (internal and external).

Types of guidance available for problem solving:

The incumbent will receive guidance and support in navigating challenges and solving problems from the Manager of Planning and Business, Director of Court Policy and Planning, counterparts across the Division, and ADMO staff.

The incumbent will:

- Become familiar with the Business Plan, Ministry Annual Report and Performance Measurement standards and best practices coordinated by Treasury Board and Finance;
- Apply knowledge of business planning, strategic decision-making, government structures, legislation, operational planning, and decision-making processes.

Direct or indirect impacts of decisions:

The Analyst, Planning and Reporting is responsible for assisting with the coordination of planning and reporting activities and products that affect the entire Division on an ongoing basis. The incumbent plays an integral role in assisting the Manager with timely and accurate completion of planning and reporting documentation. For example, trends identified in the e-scan would be incorporated into the strategic and operational plans. Reporting mechanisms, such as the annual report, are a key accountability mechanism for the Division.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Business and Planning - Daily - Receives overall direction, project assignments; provides guidance and feedback; updates and briefings.
- Director, Court Policy and Planning - Weekly to Bi-Monthly - Updates on relevant changes or events at the Division and Ministry level.
- Subject matter experts across Divisions (Directors, Managers, professional staff) - Periodically as needed.
- Executive Directors, Senior Managers, and Managers, Court and Justice Services - As needed - Briefs on planning and reporting initiatives. Seeks updates and pertinent information from branches as required for Divisional or branch planning or reporting items.

- Executive Director, Business and Resolution Services - Monthly to Quarterly - Receives branch-wide updates and briefings.
- Assistant Deputy Minister's Office - Periodically as needed - Respond to queries related to planning and reporting; supports coordination for routing and ADM review/approval of planning and reporting items.
- Various staff across the Division /Ministry. -As required - collaborates with the Corporate Planning and Reporting team in SSII, or with other Divisions, and participates in cross-Ministry initiatives as needed.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration		

If other, specify:

Political science, business, social sciences, or other post-secondary education with 2+ years of experience.

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

The ideal candidate for Analyst, Planning and Business, possesses:

- Working knowledge of the Ministry's and Division's priorities.
- Knowledge of planning and reporting activities and standards, as well as research and analysis methods;
- Clear and concise writing and speaking skills;
- Strong ability using relevant computer applications to support planning and reporting activities and fulfill responsibilities (i.e. Microsoft OneDrive, Word, Outlook, Excel, SharePoint, PowerPoint, and such);
- Proven ability to manage multiple projects within short timelines and changing priorities;
- Ability to develop solid working relationships across the Division and Ministry;
- Self-directness with the ability to work independently and collaboratively for timely and quality outputs;
- Adaptability to adjust priorities to meet current needs.

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 	The position requires a strong understanding of how divisional initiatives fit into the broader context of departmental initiatives, ministry priorities, political context, and economic realities.
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 	The incumbent is responsible for delivering planning and reporting products under tight timelines and shifting priorities. The position requires the ability to anticipate potential challenges in workload,

		mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	as well as potential impacts of changes in course.
Develop Networks	○ ● ○ ○ ○	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	One of the key roles of this position is to lead the regular solicitation of input and feedback from all program areas across the division, as well as to work with counterparts across the department.
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	The position is responsible for ensuring the high quality of work that impacts the entire division, completed within prescribed timelines.
Creative Problem Solving	○ ● ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: • 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	The incumbent is responsible for providing input to several reporting and planning processes, as well as leading divisional strategic and operational planning. The incumbent is encouraged to identify continuous improvements to these processes and products, as well as to resolve challenges that arise in these processes.