

## New

Ministry

Justice

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Sr. IMT Governance Analyst

Requested Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Court and Justice Services, Court Tech Services

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr Strategic Planning and Gov

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Court Technology Services organization delivers technology solutions to Alberta Courts and facilitates the Court's approach to IMT governance, decision-making and service delivery. This broad lens facilitates enhanced collaboration and day-to-day support to ensure effective and efficient IMT service delivery across the Alberta Courts to provide better services to the Alberta Courts, Judiciary, Ministry of Justice stakeholders and Albertans.

Reporting to the Manager of Strategic Planning and Governance, the Senior IMT Governance Analyst is critical to facilitating the integration of service delivery of the IMT functions across this portfolio, especially as the organization and technology evolves.

A critical responsibility of the Senior IMT Governance Analyst is to coordinate with various stakeholders across the Alberta Courts, Ministry of Justice and other stakeholders to understand the IMT strategy, governance, and service landscape and to develop IMT strategic planning and governance instruments and processes that will enhance services delivery.

This position is an expert in anticipating, identifying and responding to diverse and complex IMT service needs and issues across the Alberta Courts, Judiciary, and Ministry of Justice, while also aligning with other areas of the Court Tech Services Branch.

## Responsibilities

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

### **1. Governance design, planning and Implementation**

- Collaborate with the Strategic Planning and Governance Team, as well as with others in the division and across the Alberta Courts (Judiciary) and Ministry of Justice to identify and analyze potential IMT governance framework at various levels;
- Research, analyze and develop Governance best practices, standards and guidelines that align with the business of the Court Technology Services branch;
- Develop and maintain a repository of policies, standards, reports and guidelines to establish a foundation of effective and efficient processes to support IMT governance;
- Develop and implement performance metrics and reporting mechanisms to monitor compliance with and effectiveness of IMT Governance policies, standards and guidelines.

### **2. Governance Secretariat**

- Manage and coordinate the IMT governance/portfolio management tool (e.g., SharePoint) that ensures information pertaining to IMT governance decision making and IMT portfolio management is managed in a coordinated and secure manner (e.g., business concept papers, business cases, quality assurance approvals, IMT governance documentation, recommendations, evaluation workbooks, decision logs, action logs, portfolio health report); and
- Prepare and coordinate materials for decision making at our IMT governance meetings (e.g., agenda, agenda item material, action log, decision log, meeting notes, recommendations). This will require significant consultation with IMT leadership as our IMT governors are not only responsible for project decision making, but also items like services and policy development, for example.

### **3. IMT Policy, Standards and Best Practices Development**

- Conduct quality, cost/benefit analyses, options and communication/implementation plans;
- Develop/implement policy instruments including common standards for IMT service delivery;
- Prepare written documentation relating to governance and policy instruments, summarizing complex information in an easily digestible way for a range of stakeholders;
- Proactively assess existing and emerging IMT governance trends;
- Develop and execute an IMT Strategy road-map for navigating policies and best practices in governance; and
- Coordinate ongoing review and revision of existing IMT governance standards and guidelines to ensure relevancy, effectiveness, responsiveness, etc.

### **4. Support the Manager of Strategic Planning and Governance, in accomplishing the mandate of the team**

- Develop strategic options, briefing papers, recommendations, issues, proposals, background materials, and action request responses as required;
- Manage and report on projects as required from initiation to close, while adhering to ministry project management practices;
- Deliver quality services that ensure the integrity of the division is maintained, while meeting the needs of diverse stakeholders; and

- Facilitate the training, communication and awareness of programs and frameworks for IMT Governance.

## Problem Solving

Typical problems solved:

The politically sensitive environment this position operates in requires an organization-wide focus, particularly in supporting the leadership of the Strategy and Governance Unit.

The results of this position are both internally and externally focused. The position is responsible to ensure competing ministry business IMT needs are facilitated through the IMT governance process for allocation of resources, all of which affect the entire ministry, the Alberta Courts, the judiciary and external stakeholders.

The IMT environment is constantly changing and often detailed instructions on how to respond are not widely available. It will be the position's responsibility to determine new ways on how to organize the contents of plans, reports and presentations while incorporating executive team wants and needs into the various planning and reporting activities.

This position will be required to develop IMT portfolio management, governance and/or strategic planning. An example would be the development of a framework illustrating the Governance layer at the strategic and tactical level.

Types of guidance available for problem solving:

The Analyst functions independently and is expected to be a demonstrated life-long-learner and can independently research and work through problems within their network.

Additionally, the Analyst can seek guidance from:

- Internal GoA policies, guidelines, and procedures;
- Other IMT Strategic Planning and Governance team members;
- Strategic Planning and Governance Manager, other managers, or senior managers within the branch, division, department and across the GoA;
- Subject matter experts within the branch and across the ministry;
- Director, Strategy, Governance and Enablement; and
- Executive Director, Court Technology Services.

Direct or indirect impacts of decisions:

Judicial independence is protected by separate IT services, networks and hardware.

Effective working relations and partnerships with various internal and external stakeholders to integrate and deliver strategic and governance services across the organization.

Excellent policies and procedures and practices will result in increased confidence through evidence based, data driven policy and program decisions.

The Analyst must demonstrate excellent judgment and diplomacy given the nature of the work. In addition, the Analyst must understand and remain attentive to the complex relationships that must be fostered between the Unit, Alberta Courts, the Ministry of Justice and industry.

The risks this position will be required to manage could cause reputation harm to the Unit, the Alberta Courts or the Ministry of Justice. These issues must be managed quickly and effectively.

## Key Relationships

Major stakeholders and purpose of interactions:

### Strategy and Governance Team (daily)

- Support the development, implementation and communication of IMT strategic plan and roadmap
- Discuss project activities and issues;
- Provide guidance and advice on particular policy instruments/standards; and

- Provide team with status updates.

#### Manager, Strategic Planning & Governance (daily/weekly)

- Receive direction;
- Give advice;
- Strategize and develop strategic solutions; and
- Status reporting - two way exchange.

#### Director, IMT Strategy, Governance & Enablement (as needed)

- Give and receive updates on on-going initiatives; and
- Responsible to provide presentations, briefing notes and decision requests.

#### Executive Director, Court Technology Services (as needed)

- Receive updates on on-going initiatives; and
- Responsible to provide presentations, as needed.

#### Teams across Alberta Courts, Ministry of Justice

- Collaborate on initiatives understanding the impacts of IMT services
- Ensure service delivery is optimized

### Required Education, Experience and Technical Competencies

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

If other, specify:

A university degree in business, computer science, public administration, law or a related field.

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

#### Education and Experience

- Ability to manage projects relating to the development of strategic plans and governance standards;
- Ability to work independently as well as contribute within a team environment;
- Experience giving/receiving advice, including deep understanding of the importance of defining the problem, developing solutions, and analyzing options and solutions so robust decision-making can occur;
- Strong ability to organize information and write for a range of levels of government and external stakeholders;
- Extensive experience preparing comprehensive documents, technical and status reports, briefings, etc.;
- Experience developing and maintaining contacts and ability to collaborate strategically with a wide variety of stakeholders and balance the needs and interests of these diverse groups; and
- Problem identification, problem solving and decision making.

#### Assets:

Experience in strategic planning

Experience in Governance

**Equivalency:** Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience. Examples of equivalencies include: a related master's degree from a recognized post-secondary institution and a minimum of three years related experience.

### 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	○ ● ○ ○ ○	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>The Analyst is responsible for assessing and incorporating needs of the Alberta Courts and the GoA as well as best practices from around the world to facilitate development of policy instruments and standards.</p> <p>The Analyst needs to consider and understand the impacts and potential outcomes of strategic plans and standards in relation to each other as well as technology services provided by the Court Technology Services.</p>
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>The Analyst is responsible for developing IMT governance framework, working with the Alberta Courts and the GoA with different IMT service/user needs and requirements.</p> <p>This position is often faced with unique circumstances that requires developing appropriate options and solutions will involve resolving challenges across multiple departments and various program areas within each.</p>
Build Collaborative Environments	○ ● ○ ○ ○	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>The Analyst will develop/ implement governance and for the Alberta Courts and Court and Justice Services, which will require working collaboratively with other Analysts in the unit, division, department, across GoA and with external stakeholders, often on cross-functional teams, to ensure effective development of</p>

			data access processes, standards and governance.
Develop Networks	○ ● ○ ○ ○	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>The Analyst needs to build and manage a well-rounded network to build standardized processes around IMT services across the multiple departments.</p> <p>The role will sometimes need to bring together the right experts to develop options, inform decisions and/or solve problems.</p>
Develop Self and Others	○ ● ○ ○ ○	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	<p>The Analyst is responsible for participating in a diverse team and will need to leverage the strengths of their colleagues to meet the nuanced mandate of the unit.</p>

### Benchmarks

List 1-2 potential comparable Government of Alberta: