



IDENTIFICATION

Department		Position Title	
Education, Culture and Employment		Planning and Reporting Specialist	
Position Number	Community	Division/Region	
71-14429	Yellowknife	Planning, Research and Evaluation/HQ	

PURPOSE OF THE POSITION

The Planning and Reporting Specialist provides leadership across government in planning, executing and reporting on projects related to work the Department of Education, Culture and Employment is involved in. This includes ongoing mentorship and support to stakeholders in the Department and across the Northwest Territories and ongoing support with the planning, development, implementation and oversight of Education, Culture and Employment strategic initiatives including business planning.

SCOPE

The Planning and Reporting Specialist reports directly to the Manager of Strategic Planning and Reporting and is responsible for providing planning and reporting services, as well as increasing the capacity for Planning and Reporting across Department led activities through an ongoing program of training and support. The Planning and Reporting Specialist will work closely with the Senior Evaluation and Performance Analyst, Senior Research Analyst and other members of the Research and Evaluation Unit and counterparts from across the Department and the Government of the Northwest Territories.

RESPONSIBILITIES

1. Strategic and Program Planning

- Work closely with program area leads to coordinate and implement program and departmental strategic, business, work plan, and transitional planning processes as they relate to the department's mandate.
- Leads the development of program and branch strategic plans within the Department's mandate areas.

- Leads the development of monitoring and evaluation plans within the Department's mandate areas.
- Oversees the implementation of strategic plans and Monitoring and Evaluation plans, and works collaboratively with program areas to ensure compliance to the reporting requirements.
- Develops training materials and delivers training to build strategic planning and Monitoring Evaluation capacity within the Department and with external partners.
- Leads the development of presentation material related to planning and Monitoring and Evaluation activities for internal and external stakeholders.
- Supports Planning, Research and Evaluation's role in data management, contributes tools for increasing data collection efficiency.
- Leads the development of reporting criteria and templates for accountability purposes (including strategic planning, Monitoring, Evaluation and Accountability planning, contribution agreement reporting, and Department Directive reporting).

2. Program and Strategy Reporting

- Conduct period quality assessments or audits based on agreed upon indicators to guide decision making.
- Determines the need and depth for monitoring and evaluation reporting necessary to provide meaningful data for evidence-based decision making.
- Leads the monitoring and evaluation design, including the selection of appropriate, valid and reliable methods, sampling, tool design, and ethical considerations.
- Leads the development of valid and reliable data collection tools such as annual reporting templates, questionnaires/surveys, focus group protocols.
- Conducts valid and reliable qualitative and quantitative data collection and analysis and summarize these results based on expectations set out in strategic and Monitoring, Evaluation and Accountability plans, monitoring plans, and/or contribution agreement or Department Directive requirements.
- Provides trend monitoring and interpretation of data for senior managers across the Department to report to various internal and external stakeholders including Government, boards and donors.
- Provides evidence-based and efficiency focused recommendations for continuous quality improvement and ongoing learning based on evaluation results.
- Presents data in a meaningful way for the appropriate audience using charts, graphs and narrative summaries and completes formal written reports on the progress of programs.

3. Divisional Reporting

- Completes custom-made on-demand reports for senior decision makers.
- Communicates findings with senior staff of the Department and Authorities in variety of technical fields.
- Completes and updates Briefing Notes, fact sheets that synthesize and make salient information for a variety of audiences related to evaluation unit's work.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

The incumbent is expected to spend long periods using a computer, which can cause eye and muscle strain. The incumbent is required to participate in extended conference calls requiring intense concentration and must be able to rapidly switch sensory attention from one activity to the next due to the variety of files maintained, competing priorities and unexpected disruptions in concentration.

Mental Demands

The incumbent is expected to think analytically, quickly, laterally and concentrate intensely. The incumbent is subject to pressure from deadlines, competing priorities, assignments from a variety of sources, and regular evaluation of the quality of work including public scrutiny. Travel is required on occasion.

KNOWLEDGE, SKILLS AND ABILITIES

- Expertise in program evaluation and performance measurement.
- Expertise in social science research design including quantitative, qualitative and mixed methods.
- Expertise adhering to monitoring and evaluation standards of practice and ethical guidelines.
- A comprehensive and deep understanding of the competencies for Canadian Evaluation Practice, including: Reflective practice, technical practice, situational practice, management practice, and interpersonal practice.
- Knowledge in the area of cross-cultural evaluation, particularly respectful evaluation practices and priorities related to indigenous peoples.
- Knowledge of Access to Information and Protection of Privacy (ATIPP) legislations and an ability to apply it in a northern context.
- A comprehensive and deep understanding of the geographic, social and political factors and issues which affect the delivery of early childhood, K-12, and postsecondary education; official languages and cultural programming; income security and labour programs.
- GNWT Acts, Regulations, programs, policies and structures related to the Planning, Research and Evaluation divisional and Education, Culture and Employment Departmental work.
- Demonstrated ability to express ideas, negotiate and communicate effectively and efficiently.
- Demonstrated cognitive, analytical, problem solving skills and the ability to synthesize complex information.

- Capacity to manage, collect, analyze, interpret, and report on a wide range of information.
- Proven skills in completing synthesis of mixed methods data and producing technical and summary monitoring and evaluation reports.
- Organizational and time management skills.
- Demonstrated technological expertise and skills and a high degree of proficiency in the use of multiple computer and web-based programs, including statistical software. The incumbent must have excellent technology skills and adapt easily to new programs, processes, and tools related to all aspects of this role.
- Ability to work with significant independence as well as in a team environment.
- Ability to work collaboratively and engage multiple stakeholders and to work in a cross-cultural environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to report on and present research findings in concise, clear, and engaging ways.
- Ability to use multi-media technologies for the development of presentations.
- Ability to provide training, mentoring, and support to others in the Department to build professional capacity in the areas of performance measurement and program evaluation.
- Ability to work under time constraints that may include unanticipated tasks requiring short turnaround times.
- Ability to work independently and problem solve challenges to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Growth-oriented mindset, flexible, and able to adapt to change.
- Ability to lead others and provide leaders with evidence based advice for decision-making.
- Excellent facilitation and presentation skills.
- Ability to think strategically.

Typically, the above qualifications would be attained by:

A Degree with a focus on “research methods and/or program evaluation.”

2 years minimum work experience designing and implementing social science research; performance measurement systems; program review and/or program evaluation frameworks.

2 years progressive writing experience preferably in government which may include: research studies, report writing, policy and position papers, communications materials, and briefing documents.

Current membership with a related professional organization such as the Canadian Evaluation Society, the Project Management Institute, or other planning, quality assurance or evaluation related professional organization is an asset.

An equivalent combination of education and experience may be considered

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred