



IDENTIFICATION

Department	Position Title	
Education, Culture & Employment	Planning and Reporting Specialist	
Position Number	Community	Division/Region
71-14921	Yellowknife	Planning, Research and Information Management/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 support to partners 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

Located in Yellowknife, the Planning and Reporting Specialist reports directly to the Manager of Strategic Planning, Research and Evaluation, 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, Senior Strategic Planning and Reporting Specialist and other members of the Unit, and counterparts from across the Department and the Government of the Northwest Territories (GNWT).

The incumbent is subject to pressure from deadlines, completing priorities, assignments from a variety of sources, and regular evaluation of the quality of work, including public scrutiny.



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.
- Support the development of program and branch strategic plans within the Department's mandate areas.
- Support the development of monitoring and evaluation plans within the Department's mandate areas.
- Work collaboratively with program areas to ensure compliance with reporting requirements.
- Develop training materials and deliver training to build strategic planning, monitoring and evaluation capacity within the Department and with external partners.
- Lead the development of presentation materials related to planning, monitoring and evaluation activities for internal and external stakeholders.
- Support the Strategic Planning, Research, and Evaluation Unit's role in data management, and contribute tools for increasing data collection efficiency.
- Lead 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 periodic quality assessments or audits based on agreed-upon indicators to guide decision-making.
- Determine the need and depth for monitoring and evaluation reporting necessary to provide meaningful data for evidence-based decision-making.
- Lead the monitoring and evaluation design, including the selection of appropriate, valid, and reliable methods, sampling, tool design, and ethical considerations.
- Lead the development of valid and reliable data collection tools such as annual reporting templates, questionnaires/surveys, and focus group protocols.
- Conduct 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 agreements or Department Directive requirements.
- Provide trend monitoring and interpretation of data for senior managers across the Department to report to various internal and external partners including Government, boards and donors.
- Provide evidence-based and efficiency-focused recommendations for continuous quality improvement and ongoing learning based on evaluation results.
- Present data for the appropriate audience using charts, graphs and narrative summaries, and complete formal written reports on the progress of programs.



3. Divisional Reporting

- Complete custom-made on-demand reports for senior decision makers.
- Communicate findings with senior staff of the Department and Authorities in a variety of technical fields.
- Complete and update Briefing Notes and fact sheets that synthesize and make salient information for a variety of audiences.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of program evaluation and performance measurement.
- Knowledge of social science research design, including quantitative, qualitative and mixed methods.
- Knowledge 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.
- Ability to gain and apply a comprehensive understanding of the geographic, social and political factors and issues which affect the delivery of early childhood, JK-12, and post-secondary education; official languages and cultural programming; income security and labour programs.
- Ability to express ideas, negotiate and communicate effectively and efficiently.
- Ability to manage, collect, analyze, interpret, and report on a wide range of information.
- Organizational and time management skills.
- Skills in and a high degree of proficiency in the use of multiple computer and web-based programs, including statistical software.
- Ability to adapt easily to new programs, processes, and tools related to this role.



- Ability to adhere to monitoring and evaluation standards of practice and ethical guidelines.
- 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 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 independently and problem-solve challenges to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Ability to lead others and provide leaders with evidence-based advice for decision-making.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in the social sciences with a focus or demonstration of coursework in research methods and/or program evaluation, and two (2) years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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