

JOB DESCRIPTION

Benchmark Job #419

Ministry:	Various	Working Title:	Performance and Risk Management Analyst
Branch:	Various	Level:	Range 24
Location:	Victoria	Classification:	Administrative Officer

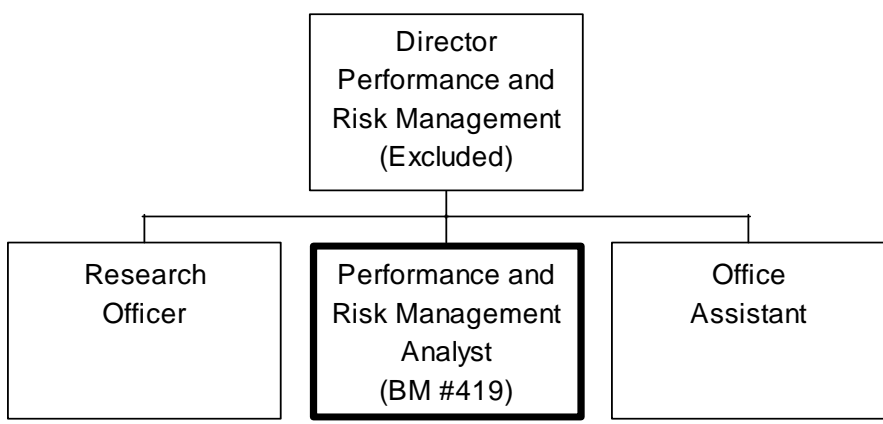
PRIMARY FUNCTION

To develop ministry-wide performance management plans and risk management plans to ensure business objectives are aligned with Government's overall strategic direction and to mitigate strategic, program and operational risks of the Ministry.

JOB DUTIES AND TASKS

1. Develops a ministry-wide performance management framework consisting of annual plans, accountability criteria, performance measures, targets and reporting mechanisms
 - a. develops and recommends performance management policies and procedures for approval by Director
 - b. facilitates and/or leads strategic planning sessions with senior managers to identify and gain consensus on a clear vision, mandate, goals and objectives for the ministry
 - c. identifies, collects and analyzes quantitative and qualitative data to identify and develop performance objectives of the ministry using a wide variety of data sources such as the Office of the Premier, Office of the Auditor General, Vital Statistics, Statistics Canada, Federal research, other jurisdictions and internal and external sources
 - d. ensures performance measures are developed and monitors performance of key Ministry programs and services, and provides advice to senior managers on improvements to performance measurement techniques and reporting mechanisms
 - e. analyzes outcomes and prepares reports on trends, projections and significant program implications
 - f. examines and resolves issues regarding data validity and reliability
 - g. reviews industry benchmarks, surveys and best practice reviews and summarizes results
 - h. prepares and presents performance management information in the form of briefing notes, logic models, business plans, project charters, reports, and presentations for senior managers
 - i. conducts detailed planning and cost benefit analysis to determine costs associated with the business planning cycle along with estimated savings and business improvements
 - j. coordinates the development of the annual service plan and presents to executive staff, senior managers and central agency contacts for discussion, review and approval
 - k. develops the ministry's annual report based on year end performance results
2. Develops a ministry-wide risk management framework to effectively manage potential opportunities and adverse effects associated with policies, programs and services
 - a. develops and recommends risk management policies, roles and responsibilities, processes and documentation requirements for approval by Director
 - b. assists senior managers with the development of risk profiles for all business areas in the ministry
 - c. coordinates the development of the annual risk management plan consisting of a risk identification registry, treatment plans and action plans
 - d. coordinates and/or leads manager focus groups to discuss business concepts, trends and best practices
 - e. provides advice and recommendations on risk controls, transfers and planned responses
 - f. conducts detailed planning and cost benefit analysis requiring program knowledge to determine costs associated with strategic, program and operational risks
 - g. recommends changes to policies, programs and services when level of risk is not acceptable within the confines of the risk management framework
3. Trains staff and leads project teams
 - a. develops and facilitates training programs to educate staff on performance management and risk management processes and reporting requirements
 - b. leads project teams for the development of business plans and risk profiles and ensures project objectives and time schedules are met
 - c. estimates resources required to meet project deliverables and develops business cases to support resource allocation
4. Performs other related duties
 - a. monitors and controls contractual arrangements with outside consultants; adapts standardized language to prepare requests for proposals (RFP), reviews proposals and recommends successful consultants

- b. prepares and sets contract standards/criteria, verifies successful completion and recommends payment



REASON FOR CLASSIFICATION

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Job Title: Performance and Risk Management Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of performance management and risk management to plan and review complex business issues and to develop Ministry policies and procedures; to analyze data related to performance objectives; monitor the performance of programs and services; develop the service plan and report out on performance results through the development of the annual report.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify performance management and risk management policies and plans to adapt to changing business priorities and internal and external influences.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to obtain consensus of executive and senior management on the mandate, goals and objectives for the ministry.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to prepare planning documents by computer with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Comparative Effects - IV a. / Freedom to Act - Level 6 Guided by general ministry policies; plans and coordinates the development of ministry-wide performance management and risk management plans; advises on program implications and recommends changes to policies, programs and services.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to conduct cost benefit analysis requiring program knowledge and detailed planning to determine program costs or costs associated with strategic, program and operational risks.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control ministry-wide business planning processes to ensure the quality of information for the production of detailed reports within a defined project management and risk management framework.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of assigned staff on a project basis (1-5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently read performance data and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view data on computer screen and/or printed reports and documents.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 815

Level: Range 24