

Ministry: Education, Skills and Training  
Branch: Policy, Program Evaluation and Research  
Location: Victoria

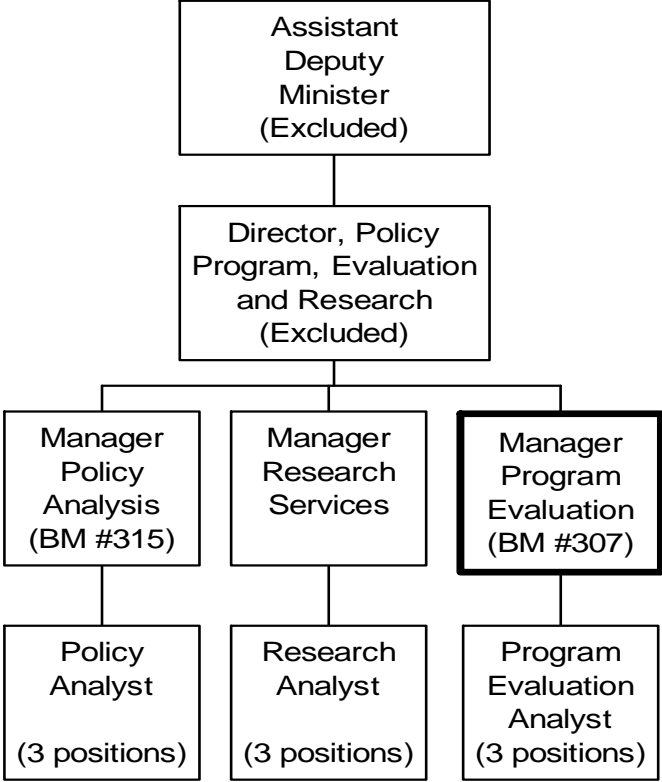
Working Title: **Manager, Program Evaluation**  
Level: Range 33  
Classification: Administrative Officer

### **PRIMARY FUNCTION**

To manage the assessment of the effectiveness and efficiency of ministry programs and organizational strategies, and to recommend changes to ministry programs and policies.

### **JOB DUTIES AND TASKS**

1. Manages and conducts ministry program evaluations, recommends course of action and presents findings
  - a. leads program evaluation assessments and develops frameworks for evaluations
  - b. develops an understanding of the program to be evaluated
  - c. determines project objectives, purpose and scope by preparing mandate and terms of reference
  - d. coordinates design and selection of evaluation approaches to ensure evaluation questions and objectives are answered
  - e. ensures instruments (i.e. surveys, interview guides) measure program impacts/effects
  - f. provides evidence on the impacts and effects which occur
2. Manages data/information collection and qualitative/quantitative analysis processes
  - a. solves logistical problems associated with the evaluation
  - b. leads and/or performs statistical analysis (i.e. multiple regression analysis, cross tabulations)
  - c. examines and resolves issues regarding validity and reliability
  - d. ensures analysis is credible and is carried out using appropriate tools
  - e. consults staff in program areas about preliminary findings
  - f. draws conclusions and makes recommendations to Minister, Ministry executive, and staff.
3. Manages the development and presentation of findings, conclusions and recommendations in reports for presentation to senior and executive management
  - a. organizes and presents results to ministry executive/senior management for decision
  - b. defends report and makes any necessary adjustments to ensure that it is used
  - c. recommends program termination, change in Government policy, reorganization, staffing changes, redefinition of a program's rationale or program reform
4. Manages additional evaluation activities
  - a. provides authoritative advice to managers and directors on new programs to ensure the development of logical linkages between the strategic objectives and program outputs
  - b. leads the participation in, and direction of evaluation plans, strategies and key performance indicators for programs
  - c. develops monitoring and accountability frameworks for post-secondary institutions
  - d. coordinates the overall design of data collection systems for new/existing programs to facilitate efficient/effective evaluations
  - e. provides advice on the design and development of the overall ministry-wide evaluation process
  - f. provides guidance and training in program evaluation
  - g. manages policy development, analysis and planning services in support of other divisional projects:
  - h. leads the analysis of background documents to be discussed by senior management, ministry executive and Cabinet
  - i. develops and reviews briefing notes outlining suggested ministry positions
  - j. represents the ministry and participates in or chairs inter-ministry committees and working groups
5. Performs other related duties
  - a. develops RFPs; selects consultants, adapts standardized language to negotiate contracts and certifies performance
  - b. supervises staff, including hiring and training
  - c. appraises work performance and takes disciplinary action as required
  - d. sets work priorities and standards for the section



## REASON FOR CLASSIFICATION

Benchmark Job #307

Job Title: Manager, Program Evaluation

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Understand all related issues of a major program to plan, manage and develop program analysis, integration, development and implementation within the PSE system; leads and/or develops strategic/corporate program evaluation options and positions for input into inter-ministry and national initiatives; provides authoritative advice and recommends best solutions to Ministry and Ministry Executive.</p>	J	330
2	<p><b>MENTAL DEMANDS</b>            Judgement to conduct the development and implementation of major program evaluation initiatives, conduct long term planning initiatives; recommend corporate solutions and alternatives; lead the analysis of new legislation, Cabinet documents and program proposals to assess corporate impacts and best solutions.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b>            Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Some coordination and dexterity required to update data on policy initiatives by computer with minimal requirements for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by ministry goals and objectives to plan, design, commit resources and manage major program evaluation initiatives and changes; initiates and conducts impact studies of policy options; functions as the senior Ministry representative on inter-ministry and inter-governmental committees.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Significant financial responsibility to adapt standardized language to negotiate contracts.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Major level of responsibility to manage ministry program evaluation processes and establish standards for the collection and analysis of data.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise staff, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention required to lead the development of ministry processes which impact the quality of education programs for the province.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently coordinate multiple policy reviews with project teams/committees.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently visually focus on computer and printed materials while reading and preparing program evaluation documents and reports.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional unpleasant dealing with others upset about policy changes and program reviews.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 1056**

**Level: Range 33**