

Position: **Benchmark Job #306**

Ministry: Education, Skills and Training

Working Title: **Coordinator, Institutional Accountability**

Branch: School Finance and Information

Level: Range 27

Location: Victoria

NOC Code: 4166

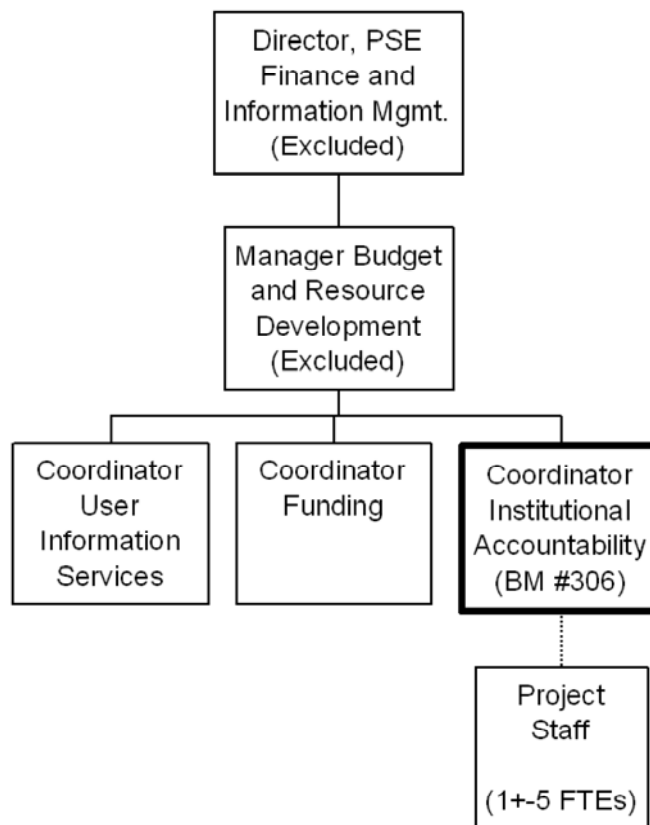
## PRIMARY FUNCTION

To develop and implement the College, Institute and Agency (CIA) accountability and performance measurement framework and institutional productivity/cost effectiveness measures.

## JOB DUTIES AND TASKS

1. Develops and implements an institutional performance evaluation and accountability process to support the CIA Strategic Plan
  - a. leads policy development and implementation of performance measures including performance indicators for the CIA system and ensures performance data produced by the institutions support the goals of the Strategic Plan and public accountability reporting needs
  - b. coordinates performance indicator development, implementation and reporting framework within overall government accountability objectives/strategic initiatives and CIA system's internal evaluation process
  - c. assesses impacts of alternative solutions to performance measurement and accountability issues on institutional data and information systems
  - d. initiates and monitors accountability projects incorporating detailed review and evaluation of institutional and system success at achieving performance objectives
  - e. provides advice and recommends accountability, performance measurement, policy development, stakeholder involvement, fiscal reporting and program development to management
2. Leads and conducts research, program assessments and evaluations directed at improving post secondary institutional productivity and education program delivery cost effectiveness
  - a. develops criteria/objectives for programs, establishes methods for monitoring achievements, researches and develops new strategies.
  - b. conducts research to prepare reports recommending program modifications and/or budget allocations to achieve specific ministry goals
  - c. works with the CIA system to implement "best practice" to increase cost effectiveness and improve institutional productivity in educational program delivery
  - d. analyzes and recommends new/expanded program services and budget allocations
3. Consults with stakeholders to provide ministry with an accountability/performance measurement system
  - a. functions as the primary research resource for the CIA system on development, implementation and maintenance of the performance indicator, accountability and performance measurement
  - b. evaluates impacts of legislative or regulatory changes on the post-secondary education (PSE) system
  - c. communicates ministry accountability and performance objectives, policies and programs to stakeholders and CIA executives and Boards

- d. evaluates and determines the marketing, communication and presentation of projects to external stakeholders including the Comptroller General, and executives in other ministries
  - e. works with Ministry of Finance and Office of the Auditor General to ensure Ministry's Annual Report and public accountability documents include institutional accountability and performance reports
4. Performs other related duties
- a. leads or participates in internal and external committees, task forces and work groups
  - b. prepares reports, briefing notes, Cabinet/Treasury Board submissions and correspondence
  - c. develops and maintains records necessary to prepare reports and documents to support the Branch and its programs
  - d. interprets environmental scans and student performance information to ensure the Ministry responds to shifts in PSE system accountability activity
  - e. monitors contractors involved in performance indicator development or program evaluations



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand all related issues of a significant program to plan and develop an evaluation and accountability framework and process for colleges, institutes and agencies, develop performance indicators to support government accountability objectives and strategic initiatives, provide authoritative advice and recommend solutions to Minister and Ministry Executive.</p>	I	305
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to plan, organize and evaluate the development and implementation of college, institute and agency performance evaluation and accountability initiatives; develop recommendations in form of position papers, Treasury Board submissions, legislative proposals and presentation to the Minister and Ministry Executive to establish methods for measuring and achieving program goals.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic negotiation skills to persuade colleges, institutes and agencies on practices to increase cost effectiveness and improve institutional productivity in education program delivery.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Some coordination and dexterity required to update data on accountability and performance measurement initiatives by computer with minimal requirements for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general ministry standards to plan the development of an accountability framework for colleges, institutes and agencies, recommend appropriate solutions and alternatives; ensure policy options and positions reflect consensus of the Ministry Executive; initiate and conduct impact studies of policy options.</p>	G	190
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Significant financial responsibility to review college, institute and agency program delivery and make recommendations requiring program knowledge to improve cost effectiveness.</p>	E	33

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7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Significant responsibility to control quality of information or data used in the development of performance indicators.</p>	D	22.5
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to assign, monitor and review work of staff assigned to policy review committees and/or project teams (up to 5 FTEs).</p>	CD	14
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>Moderate care and attention required to plan and implement an accountability and performance measurement framework to improve effectiveness of delivery educational program.</p>	C	15
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused requirement to frequently coordinate multiple reviews with project teams and/or committees.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Moderate physical effort to frequently focus visual attention on reports, briefing notes and budget documents.</p>	C	12
12	<p><b>SURROUNDINGS</b></p> <p>Exposure to occasional unpleasant dealings with staff and others upset about policy changes and program reviews.</p>	A	2
13	<p><b>HAZARDS</b></p> <p>Limited exposure to hazards from frequent keyboarding.</p>	B	4

Total Points: 914.5

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