

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Planning and Measurement within Financial Services informs strategic decision making, planning and reporting actions of Agriculture and Irrigation and to enhance organizational resilience to business interruptions. Key deliverables provided include: business planning; annual reporting; accountability frameworks; evaluation reports; enterprise risk assessment. The work of this team includes facilitation and consultation services with subject matter professionals and people leaders who work together in a matrix model to deliver initiative-based accountabilities and over the business planning and reporting cycles.

Reporting to the Manager, Planning and Measurement, this position has independence to prioritize responsibilities to meet deadlines and to exercise judgment when researching, analyzing and summarizing information for management consideration. The Corporate Planning and Evaluation Advisor uses creativity in organizing information within reports to effectively communicate ministry performance, and strategic and operational risks of ministry-wide significance.

The work of this position:

- Produces reports that have a direct impact on the credibility of the Minister, the Deputy Minister, the department and the Government of Alberta overall.
- Contributes to transparency between the Government of Alberta and the public.
- Directly impacts the ministry's ability to meet legislated and policy requirements as they relate to

business planning and reporting.

- Contributes to the establishment and maintenance of an effective organization-wide ERM Policy and Framework that supports the department in achieving organizational goals and governance responsibilities.

The Corporate Planning and Evaluation Advisor must be able to identify and understand linkages between strategic priorities and ministry operations as well as linkages between departmental program areas. The Advisor identifies and troubleshoots potential challenges that may be faced in implementing internal consultation and communication processes, sets deadlines, collects and analyzes information, drafts documents, contributes to document approval processes, provides information and advice to department stakeholders and clients, and coordinates special projects and logistics for the unit's processes. Within existing policies and processes, the Advisor determines the best way to move forward to ensure that materials are complete, accurate, consistent with principles, formats and standards, and on time. Decisions regarding what to include/exclude are made in consultation with Financial Services and the Business Plan Working Group.

The position requires a broad knowledge of practices related to business planning, reporting, performance measurement and evaluation and the underlying related legislation, regulation, and policies while working with managers and senior managers to implement effective processes and changes within the organization to deliver on these responsibilities.

The incumbent contributes to post-completion evaluation of projects to support continuous improvement, ensure the needs of senior leaders are met, maintain a high level of quality, and recognize changing expectations or circumstances that may impact the implementation of processes and procedures.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1) Ensuring AGI's Enterprise risk management (ERM) is integrated into the department's decision-making processes and is consistent with the direction of the Government of Alberta and the Office of the Auditor General.

- Identifying and assessing strategic and operational risks, opportunities and mitigating strategies through consultation and communication with contacts across the ministry.
- Developing and maintaining a corporate risk register and report that supports identification, monitoring and oversight of enterprise risks and processes for timely escalation of risk information to the appropriate level of decision-maker.
- Developing, implementing and continuously improving the department's enterprise risk management processes, tools, training and cross-department guidance and support through researching cross-jurisdictional best practices.
- Creating and engaging appropriate networks across the ministry and the Government of Alberta to support the development, ongoing review, and updating of AGI's enterprise risk management policy and framework.
- Develops ERM training tools for implementation across the department to a variety of audiences, and provides training, coaching, tools and supports as appropriate. This include templates and related instruction guides to assist program areas in identifying, assessing, monitoring and reporting risks that relate to their program areas.

2) Ensuring AGI fulfills its responsibilities regarding strategic planning, business planning and reporting. This position also provides expertise and supports for the development and publication of the ministry business plan and annual report and contributions to the GoA Strategic Plan, GoA Annual Report. This includes:

- Consulting with executive management to ensuring an accurate and coherent presentation of the ministry's strategies and priorities, strategic risks, performance measures and performance results.
- Working with the Manager, Planning and Measurement to develop the critical path, timelines and supporting documents for consultation with ministry officials, the department's executive and key subject matter experts.
- Engaging with the department's executive management and key subject matter experts, by taking accurate notes of discussions and gathering and compiling written feedback on outcomes, key strategies,

strategic risks to achieving outcomes and performance metrics and obtaining financial information for inclusion in annual reports.

- Representing the team and the ministry on various working groups and committees (e.g., Business Planning Working Group, GoA ERM Community of Practice).

3) Provide briefings, advice and guidance on planning and reporting-related initiatives in alignment with the ministry's planning agenda within related government frameworks and priorities.

- Provide advice, process support, and coordination support to subject matter professionals and teams working on specific or integrated corporate planning-related initiatives.
- Assist divisional and public agency teams as they draft content using a common approach and reflect the integration of strategic and business planning across the ministry.
- Analyze, review and communicate issues and related information to ensure senior ministry leaders have appropriate input and briefings to make strategic decisions.

4) Support other work related to AGI's goals, objectives and reporting requirements. This includes:

- Assisting with the development of the Deputy Minister's performance agreements.
- Coordinating and developing briefing materials associated with ministry presentations to Legislature Standing Committees.
- Providing insight and suggested solutions on issues, opportunities, and challenges in corporate processes pertaining to departmental planning, reporting and risk management.
- Developing information packages (such as transitions binders) that succinctly conveys accurate factual information as well as insights (as appropriate), regarding department, division, branch and unit objectives.
- Collaborating with and participating in special projects as assigned from time to time by the Assistant Deputy Minister, Executive Director, or management team.
- Participate in internal planning and reporting continuous improvement and operational goals to model the way in planning and performance leadership.
- Raise awareness to emerging issues that require executive attention.
- Build and maintain strong working relationships across the department to foster a proactive perspective and alignment to planning and reporting initiatives.

Problem Solving

Typical problems solved:

This position strengthens a common, ministry-wide approach to development and improvement of planning, evaluation and reporting activities in alignment with government frameworks and priorities by providing advice, expertise and support to subject matter professional and leaders throughout the ministry.

This position is assigned initiatives based on ministry priorities, which means working with many cross-functional teams to effectively build consensus to gather, integrate and interpret multi-faceted information from a range of sources and perspectives. Each initiative has its own subject matter professionals, timelines, challenges and opportunities, relationships and deliverables.

This position must apply sound project management approaches, data collection, methodologies, evaluation and reporting standard, best practices and foster quality and organizational accountabilities and capabilities to present information useful to management with current and longer-term impacts. Within each initiative, the incumbent must address a variety of needs such as coordination of supports, stakeholder engagement, research and evaluation - depending on the phase of the initiative and capacity and capability of the team.

Types of guidance available for problem solving:

- Supervisor
- Government of Alberta working groups, practices and standards
- Environmental scanning
- Apply strong understanding of business planning, strategic decision-making, government structures, legislation, operational planning and decision-making processes.

Innovative thinking to develop approaches for dealing with conflicting perspectives.

Applicable legislation, regulation and standards include the:

- Fiscal Planning and Transparency Act
- Auditor General Act
- Business Plan, Ministry Annual Report and Performance Measurement standards and best practices coordinated by Treasury Board and Finance

Technical and professional techniques and processes available include:

- Canadian Evaluation Society program evaluation standards
- Behavioural insights practices for evidence building, capacity building and community building
- Strategic program management and evaluation approaches, tools and theories
- Project management, change management and process management theories and best practices.

Direct or indirect impacts of decisions:

Help shape the ministry's strategic direction.

Ensure the goals and strategies of strategic plans are achievable and aligned with policies, directives, and targets developed by the ministry, Treasury Board and Finance and Cabinet.

Significant resource and cost implications and changes to ministry business processes, through ongoing initiatives and gating and quality control activities are influenced or a direct result of this position's work and recommendations for projects, services, evaluations and initiatives. Issues with ministry-level implications are resolved through collaboration, change management, and diplomatic handling of complex and sensitive situations.

Key Relationships

Major stakeholders and purpose of interactions:

Manager, Planning and Measurement - Daily, provide updates and raise awareness of emerging issues; receive direction.

Subject matter experts across divisions (Directors, Managers, professional staff) - weekly and as needed. Coordinate the strategic planning and evaluation process to strengthen alignment of processes and deliverables to ministry priorities and frameworks; facilitate the adoption of common approaches to development processes across initiatives; link planning and reporting initiatives within and across ministries as needed.

Executive Director - As needed. Draft briefings and recommendations to support decision-making; request approval on project and initiative deliverables and provide status updates throughout the year on process, topical, team, initiative, branch and ministry-level perspectives.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	Other

If other, specify:

Political science, business, natural, social or environmental sciences. Evaluator designation is an asset.

Job-specific experience, technical competencies, certification and/or training:

Minimum of a University degree and four years' experience in a related field (eg. change management or social or natural resource management sciences. Equivalencies will be considered. Performance measure auditing, facilitation and change management experience are assets.

Knowledge

- Strong knowledge of strategic planning and strategic business development projects and processes, government structure, operations and decision-making processes.
- Strong working knowledge of how to resolve complex, multi-stakeholder policy and program development priorities of the ministry.
- Working knowledge of the ministry's priorities.

- Sound knowledge of information collection and retention, evaluation methodologies and reporting standards and activities.
- Knowledge of training, change management, and coaching.
- Knowledge of project management methods.

Skills and abilities

- Quantitative and qualitative research techniques and effective presentation of large volumes of information to senior management.
 - Adaptability and flexibility to adjust priorities and schedules for self as needed to meet the needs and priorities of each assigned initiative.
 - Strong ability to apply consulting, engagement and consensus-building techniques.
 - Strong ability to facilitate problem-solving and decision-making with diverse groups in short spans of time.
 - Ability to develop strong relationships across the ministry.
 - Clear and concise writing, public speaking and technology integration in presentation skills
 - Professionalism and ability to meet deadlines under pressure.
 - Strong understanding of executive decision-making needs and time allocation.
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- Experience gathering, analyzing, quality assurance and auditing, and presenting quantitative and qualitative information for senior executives.
 - Ability to effectively gather, integrate and interpret fuzzy, incomplete, and multi-faceted information from a range of sources and perspectives.
 - Outstanding collaboration skills and a strong teamwork orientation to maximize consultation initiatives across the ministry.
 - Strong experience working with multiple internal and/or external interests to develop shared understanding and outcomes through facilitation, engagement, consultation and mediation.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Work with program areas to deliver high quality products for Albertans within defined timelines and standards.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on 	Able to pivot to manage workload due to changing priorities and timelines

		<p>goals</p> <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Works collaboratively with internal stakeholders on a number of projects; utilizes their networks to articulate and achieve ministry desired outcomes for planning and reporting</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Applies problem solving skills to evaluate and articulate performance measures, indicators and metrics; Analyzes data inputs and sources to ensure consistency and accuracy of information and professionalism of work products</p>
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Robust and timely fulfillment of expected work products by cross-referencing planning and reporting priority initiatives and adapting changes across initiatives in a complex, multi-level policy and program accountability environment.</p>