

New

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant to the Chief Operating Officer and Assistant Deputy Minister's Office, Strategy and Market Access Division.

Requested Class

Executive Support 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Strategy and Market Access, COO/ADMO

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

[Redacted]

COO/ADM

[Redacted]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position reports directly to the Chief Operating Officer (COO) and Assistant Deputy Minister (ADM) of the Strategy and Market Access Division, providing comprehensive executive and administrative expertise and support in achieving the COO/ADM's administrative and strategic priorities. The position also acts as liaison to the Deputy Minister's office; the three divisions reporting to the COO/ADM (Strategy and Market Access (SAMA), Energy Policy (EP), and Energy Operations (EO)); occasionally, the Minister's office; and other GoA departments, ensuring consistent, efficient, and effective communication links, correspondence, and information flow.

This position plays a key role in managing the work flow in and from the COO/ADM's office, working with a high degree of independence and ensuring a high level of confidentiality. The position is largely responsible for the effective management of competing priorities within tight time constraints in a fast-paced environment and requires an extensive ability to ensure effective use of the COO/ADM's time. The ability to work with an extremely high degree of confidentiality and respond to rapidly changing

organizational priorities is critical to this position.

Additionally, this position works directly with COO/ADMO staff and provides leadership, guidance, and direction to SAMA division leadership and administrative staff on administrative practices, as well as guidance and direction on corporate procedures and policies.

Responsibilities

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

Executive Support - COO/ADM Calendar

- Manages the COO/ADM's calendar in Microsoft Outlook, scheduling meetings with internal teams, other ministries (federal, provincial, municipal), stakeholders, companies, and outside organizations.
- Coordinates all meeting logistics, including booking rooms, arranging equipment, and preparing and distributing agendas and supporting materials. Also, plan and arrange working or hosting sessions.
- Screens meeting requests to understand the purpose and urgency of the meeting and redirects requests where appropriate.
- Prioritizes meeting requests and resolves conflicts and potential issues with the COO/ADM schedule.
- Supports COO/ADM planning by flagging calendar with due dates, pertinent DM meetings, desk time, etc.
- Discusses meeting material/information needs with COO/ADM and initiates/follows up with COO/ADMO staff on the preparation of briefing materials, presentations, speaking notes etc., where required.
- Coordinates and prepares meeting packages / notes for COO/ADM ensuring related background material is provided in a timely manner.

Office Management

- Responds to day-to-day administrative inquiries from or on behalf of the COO/ADM and others.
- Coordinates arrangements related to staff commencement and termination, including accommodation, telephone and IT issues, to ensure all documents are completed and distributed as required, and ensure that 1GX and org charts are updated.
- Reviews staffing requests and job descriptions prepared for the COO/ADM's approval.
- Manages electronic filing systems, including bring forward processes, ensuring accuracy, accessibility, and confidentiality.
- Facilitates information flow across divisions to support integration, coordination, and timely communication and provides direction and guidance to other administrative support staff in the division.
- Acts as a liaison between the COO/ADM's office and divisional branches to ensure the COO/ADM receives accurate and timely information.
- Ensures an acting incumbent is identified and arranged when the COO/ADM is away.
- Workplace Administrator role for the COO/ADM and the divisions reporting to the position.
- Coordinate and carry out special projects on behalf of or as requested by the COO/ADM.
- Provides backup support for other Executive Administrative support positions within the Ministry.

Travel

- Coordinates and prepares travel approvals and/or conference registrations for the COO/ADM and office staff, makes travel arrangements for the COO/ADM ensuring compliance with departmental procedures and policies.
- Designated 1GX reviewer of expense requests and reports, ensuring off-line approvals are in place and attached, prior

to COO/ADM's final approval in 1GX/Concur. Review must ensure that expense receipts to ensure they are in accordance with TBF expense claim guidelines.

Financial

- Coordinates the financial administration for the COO/ADM's office including budget and expenditure monitoring; process invoices or procurement card expenditures ensuring coding is correct and reconcile expenditures.
- Reviews monthly financial reports and telecommunication bills (EPS) for accuracy; address discrepancies and ensure Expenditure Officer review and sign-off.
- Monitors expenditures in accordance with budget limitations and identifies potential pressures or issues that may arise, prepares monthly forecast for discussion and sign-off by the Expenditure Officer.

Action Request (AR) Management & FOIP

Provides cover-off for COO/ADMO staff as required.

Problem Solving

Typical problems solved:

This position requires creativity in achieving results and outcomes through effective problem solving and liaison with the Deputy Minister's office, Assistant Deputy Minister's offices, Executive Directors, Branch Administrators, and staff. Requests must be handled promptly, courteously, and with discretion while maintaining strict confidentiality.

This role often encounters scheduling conflicts and is required to resolve these issues by working with internal and external stakeholders, primarily administrative support levels, to find a date and time that works for all parties. This requires judgement as to the level of urgency and political sensitivity to assess what calendar items can be rescheduled to accommodate emerging issues and/or priority stakeholders.

Identify administration and operational and recommend new and improved solutions, processes and standards to support the effective operation of the COO/ADM's office and Strategy and Market Access Division.

Types of guidance available for problem solving:

Not all matters can be referred to the COO/ADM due to time constraints or nature. The Executive Assistant must be able to address issues with COO/ADMO staff, and make independent decisions on less contentious items.

This position works within the parameters of established Ministry policies, processes, and procedures as well as within the directives established by the Minister, Deputy Minister and Assistant Deputy Minister.

Direct or indirect impacts of decisions:

The Executive Assistant manages the day-to-day information and operational requirements of the office of the COO/ADM. This position provides information coordination and senior administrative services, working with significant discretion in a fast-paced office environment and interacting continually with senior department, government, and stakeholder representatives. In addition to requiring an understanding of the Energy and Minerals mandate, the Executive Assistant requires an excellent understanding of relevant administrative and operational policies, guidelines and standards.

The responsibilities of this position have division-wide impact, with the Executive Assistant playing a critical role in administering and streamlining information flow within and beyond the office of the COO/ADM.

The position ensures that the COO/ADM is represented to all stakeholders in a professional manner; all stakeholders are provided with accurate and consistent information in a timely manner; responses to requests are coordinated; information flows effectively; and all levels of accountability; approval and confidentiality are maintained. Excellent judgment and respect for confidentiality of information is highly critical.

Key Relationships

Major stakeholders and purpose of interactions:

This role requires strong relationships with division leadership and staff to facilitate the efficient use of the COO/ADM's time through scheduling, collecting briefing materials and assistance with the explanation and interpretation of policies.

The Executive Assistant works closely with executive and administrative staff from the COO/ADM, Deputy Minister's and/or Minister's offices. Contact is primarily for the purpose of information exchange with some responsibility for influencing the behavior of other administrative support staff through functional supervision (mentorship).

The Executive Assistant has daily communication with the COO/ADMO staff as they provide guidance and support for the decisions out of scope for this position.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

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

- Department policies and procedures.
- Office management principles and procedures.
- Microsoft Office systems and functionality including Outlook, Excel, Word, PowerPoint, Teams, ARTS and 1GX, including Supply Chain Management (SCM) and Concur finance systems within 1GX.
- GOA directives such as the Procurement Card policy, Travel and Hospitality Directive, Public Disclosure of Expenses Policy, Freedom of Information and Privacy (FOIP).

Must be able to apply:

- Information research, analysis, and evaluation skills.
- Advanced written, verbal, and interpersonal communication skills.
- Conflict resolution skills.
- Public relation skills - professionalism and diplomacy.
- Political acumen.
- Self-management skills (self-motivation, initiative, adaptability, intuition, resourcefulness).
- Influencing skills.
- Organizational skills & meeting management skills.
- Time management (priority setting and stress management skills).
- Team development skills.
- Resourcefulness and creativity.
- Commitment to confidentiality, tact, diplomacy, client service, teamwork, and continuous improvement.

Must be able to:

- Have a strong understanding of administrative processes.
- Demonstrate office management skills.
- Manage schedules and high volumes of correspondence.
- Demonstrate critical thinking skills to recommend viable and effective administration solutions and review and coordinate information for the ADM
- Showcase highly defined organizational and time management skills to prioritize activities, issues, and multiple demands.
- Administer complex information flows and assignments within tight and non-negotiable time frames.
- Adapt to changing priorities and demands of a high volume and often stressful workload.
- Function independently as well as lead and contribute within a team environment.

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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Ability to anticipate, assess and readily adapt to changing situations and issues, remain objective under pressure by making well-thought through decisions when there are competing and ambiguous priorities.
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 	Asks questions to get a deeper understanding of issues, engage different perspectives, break problems down into manageable components, constructively challenge the way things have always been done, and create strategic solutions for challenges.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	Set and accomplish goals and priorities, factor in complexity of issues and align plans based on government direction, remove barriers to collaboration, provide informed advice.
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range 	This role involves the coordination of information and scheduling across a variety of stakeholders and relies on an effective

		of interested parties <ul style="list-style-type: none"> • Actively incorporates needs of a broader group • Influences others through communication techniques 	network of contact so successfully support the COO/ADM.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Ability to work within a team environment and to support management and staff with the divisions reporting to the COO/ADM.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

This is a common role within a COO/ADMO office across GoA.

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

