

Working Title Administration Team Lead	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Environment and Protected Area
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Present CI	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting directly to the Finance and Administration Unit Lead, this position is responsible for manpower administration and program support. Major responsibilities include manpower administration, general administration, and supervision of staff. With a focus on integrated and consistent delivery, these duties are expected for all program streams within the Region.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**1. Manpower**

Responsible for delivery and coordination of regional manpower administration aspects for the assigned portfolio with respect to: departmental and corporate Human Resource policies, Collective and Subsidiary Agreements, and documentation and payment of staff.

**Activities:**

- Participate as needed on employee recruitment selection panels, providing recommended salary ranges.
- Assist in preparation and tracking of staffing request packages.
- Ensure completion of commencement documents for salary and wage staff.
- Process pay documents for salary, wage, and emergency payroll staff by ensuring data entry accuracy and timelines are met.
- Reconcile leave, overtime and other benefits. Reconcile payments in the FIRES systems, payroll registers and initiate subsequent transfers.
- Prepare year end accruals for manpower.
- Create quarterly reports for banked time and vacation liabilities.
- Produce ad hoc reports as required by the Management team including BTE, VAC, and other statistical reports.
- Provide information and interpretation to staff in regard to policy, agreements and standard operating procedures.
- Support the Finance Team Lead(s) in the preparing of budget reports and forecasts for the Region with respect to forecasting of manpower expenditures.

**2. Administration**

Ensuring administrative functions within the assigned portfolio provide effective information management and program delivery.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**Activities:**

- Provide records management and FOIP expertise to the business areas so that files are managed in a manner acceptable to Departmental standards.
- Ensure that Human Resource files are managed within guidelines.
- Ensure that Divisional program needs are met by providing administrative support in the area of revenue collection.
- Make certain revenue is handled and deposited by reporting staff in accordance with Departmental guidelines.
- Ensure that Divisional program needs are met by providing administrative support in areas such as reception, counter client service, telephone inquiries, licence and permit sales. This includes ensuring administrative support is provided to operational staff (Approvals, Compliance, Resource Management, Forestry, FWEB, etc.) and the use of systems that collect information such as GLIMPS, ADEPT, CARS, FIRES, etc.
- Participate on campaign fires in providing Human Resource and/or Finance support by working in senior positions within the ICS organization, as approved by Unit Lead.

**3. Supervision of Staff**

Ensure staff can meet their operational goals.

**Activities:**

- Supervision and leadership of administrative staff in variable locations who provide both manpower and business support functions.
- Monitor workload and provide feedback on work standards and performance to ensure efficient and effective use of resources to accomplish team goals.
- Ensure that staff members have clear performance agreements and learning contracts.
- Provide training, coaching and mentoring to all staff under their supervision.
- Ensure staff members are oriented and trained in their roles and cross-trained to provide cover-off.
- Ensure that program needs are being met.
- Act as first point of contact with program staff in determining workload and priorities for direct reports.
- Ensure that staff members are dealing with external clients, the general public and stakeholders in a courteous, professional and timely manner.
- Ensure direct reports are trained and competent with respect to legislated Occupational Health and Safety programs and regional OH&S safety plans, and incorporate safety and wellness practices into daily work.
- Act in accordance with all OH&S safety requirements for their own position.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Position completes a wide range of complex work and impacts the successful service delivery to the region, internal, and external stakeholders. This includes human resource administration and supervision of staff.
- Regional supervision responsibilities create logistical issues requiring travel due to lack of on-site supervision.
- High degree of independence in dealing with clients, assigning tasks, and following up on administrative requirements. Work is performed within established guidelines.
- Requires creativity in determining how best to achieve desired results and outcomes. The large volume of complex and diversity issues the position addresses require a high level of critical thinking, analytical, and communication skills.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Extensive knowledge is required in:

- IMAGIS HRMS and Finance Reporting databases.
- FIRES contracts and CAS Payment system.
- Analytical and mathematical skills.
- Policy, procedures, agreements, regulations, standard operating procedures for the delivery of the Finance program in the Region.
- ExClaim system.
- FIRES cost recovery module.
- EPS and ARI system.
- PCard system.
- Ability to communicate with staff, management and peers in a professional manner.
- Ability to exercise good judgement and tact when dealing with matters of a sensitive and confidential nature.
- Excellent communication, organizational, supervisory and interpretation skills.
- Ability to solve problems and make strong judgement-based decisions.
- Ability to use Microsoft Word, Excel, Outlook, PowerPoint and other government systems such as Records Management systems, CORES, FIRES, IMAGIS, CAS, CARS, etc.
- Ability to understand complex coding structures.
- Above average leadership skills are required to function effectively in this position.

High School Diploma and four years of related experience, including supervisory experience, experience with Human Resources, records management, or client service.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Position is one of the main contacts with Human Resources staff and Pay and Benefits (Service Alberta) for the Region. Considerable judgement and diplomacy must be exercised when representing government policies, regulations or legislation with external clients. Maintains a working relationship with staff performing similar duties in other Regions in the province and Divisions across ministries including Corporate Services, Agriculture and Forestry, and Justice and Solicitor General (FWEB).

Participate in ongoing and ad hoc projects and committees, contributing input and advice.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Various AS 4 and AS 5 positions.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

Review of position required due to the Departmental restructuring (Environment and SRD merger). Core duties of position have not changed significantly.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

