

Update

Ministry

Education and Childcare

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Project Coordinator

Current Class

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

FSCP, FGCP/Strategic Implementation

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Project Manager

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None. Updated Sector references to reflect April 2025 reorg and the creation of the Strategic Implementation Branch and Finance, Governance and Capital Policy Sector. Updated reporting Manager information as well.

Responsibilities Removed:

None.

Job Purpose and Organizational Context

Why the job exists:

The Strategic Implementation Branch plans and delivers diverse strategic initiatives and mandate items for the Finance, Governance and Capital Policy Sector. This includes taking the lead on emergent priorities such as Collegiates and Charter Schools. The Branch is also accountable for taking the lead on alternative project delivery and new mandate initiatives.

The Project Coordinator is responsible for providing supports to the sector's strategic initiatives and mandate related projects. The Coordinator links each of these projects to sector, department and Government of Alberta framework for project planning, operations, and management. This is a key support position for the Project Manager and the Branch.

Responsibilities include providing analysis and guidance on relevant project processes and requirements, maintaining project documents and information management, and coordinating appropriate access to information management and technology systems for branch members. Project components such as administering grants or processing applications for pilot projects and other strategic initiatives. The Project Coordinator also drafts summaries, reports, and presentations/briefings, and completes research as needed to support projects. Consolidated reporting is provided within and across projects to inform department policy and program decisions related to capital planning and other Ministry initiatives.

Responsibilities

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

1. Strategic initiatives and mandate projects are developed to address new and emergent sector priorities.

Activities:

- Develop and maintain detailed records of all policies, processes, portfolios and project related activities decisions, and outcomes for accountability and future reference.
- Provide relevant training and advice on existing legislation, requirements, policies, decision-making, and project processes etc. to the branch.
- Set up and maintain project template documents, file structures and repositories for projects, databases and SharePoint sites etc.
- Support the manager in the procurement of additional contracted sources as needed.
- Develop related project documents.

2. Project information and data are available to achieve intended goals and timelines.

Activities:

- Plan and complete required research, statistics, and analysis of trends and best practices to inform the development of policy recommendations.
- Lead assigned elements of any projects including administering grants, validating and/or approving applications.
- Draft documents and briefings in collaboration with other sector units.
- Monitor and track project progress, deliverables, and budget against the project plan, raising awareness to emerging issues.
- Provide regular status updates to the Project Manager, Director and Executive Management.
- Develop communication materials for internal and external stakeholders regarding project intent and progress.
- Collaborate with sector units to share and leverage cross-project information and strategies.

3. Branch and sector leaders have the information needed to foster effective project engagement and outcomes.

Activities:

- Develop cross-project consolidated updates, reports, and dashboards etc. for presentation to senior and executive branch and sector leaders.
- Support strategies to integrate projects into ongoing capital planning policy and other programs.
- Evaluate project processes and requirements and identify options for improvement.

Problem Solving

Typical problems solved:

- The Coordinator works in a complex, evolving, and action-oriented environment. Projects are typically novel and mandate-driven initiatives that may not have precedents and will often require path finding and novel approaches. Each project can involve a unique mix of internal and external resources, deliverables, and

timelines. The Coordinator grounds each project to a core sector and government's project management framework. Multiple project elements are monitored for ongoing compliance to government standards. Advice and training are provided when needed to support initiatives while working within the bounds of required process, policy, and standards.

- The Coordinator is also challenged to consider diverse stakeholder needs when compiling and drafting communications, briefings and reports.

Types of guidance available for problem solving:

The Project Coordinator works within the parameters of established legislation and government frameworks, policies, and guidelines. Direction and guidance are available from the Director and Project Manager, including feedback regarding the processes followed as well as the quality of the information and recommendations produced. Professional knowledge and experience also guide and inform problem-solving. Within the scope of each project, the Coordinator has authority to resolve day-to-day issues that arise.

Direct or indirect impacts of decisions:

The work of this position impacts:

- Alignment of ad hoc, strategic, and mandate-driven projects to existing sector, department, and government frameworks for project management. This also impacts the efficiency and effectiveness of project execution.
- Effective project implementation, tracking and reporting within and across projects.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Branch Director - provide updates, advice, and summaries within and across projects; seek direction for complex issues.
- Project Manager - provide framework for project set-up and management; raise awareness to emerging issues of significance; track and report on project progress; draft deliverables such as communications, data summaries, updates; provide analysis on project processes.
- Branch Team - provide advice and training on project processes; provide multiple supports to projects; collaborate to complete project elements.
- Other Sector Units - share information and liaise to inform the progress on strategic projects.
- Corporate Services - seek responses to various project queries; facilitate and participate in procurement if required; contract administration; information and technology management liaison.

External

- Project stakeholders including school jurisdiction staff, stakeholder associations and industry. Respond to project queries and develop and distribute updates and communications.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Related field including business, social sciences, public administration etc.

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

Experience

- At least two years' experience working in a project-based environment.
- Experience conducting e-scans, research, and analysis, and/or communications activities.

Technical Competencies, Certification and/or Training

- Knowledge of relevant Alberta Education and Alberta Infrastructure policies, regulations, processes, and standards relating to project development, operations, and management and of Government decision-making processes.
- Demonstrated competence in use of software and system tools used to carry out responsibilities (e.g., Excel, SharePoint) and the ability to learn and apply new tools and additional software as needed.
- Research and analytical skills to synthesize data and develop associated recommendations, briefings, or reports.
- Knowledge in capital planning topics relevant to the strategic and mandate-driven projects.
- Highly developed interpersonal and relationship management skills to work with a diverse range of stakeholders.

- Well-developed written and oral communication skills to draft and present diverse documents (e.g., Briefing Notes, communications, presentations, reports).
- Well-developed organization skills and adaptability to work on several concurrent and diverse and complex projects.
- Awareness of the political environment within which the Ministry operates.

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 | | |
| 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>Works with branch to resolve barriers and advance project while maintaining compliance to the existing requirements for project operations and management. Collects and analyzes information from multiple relevant sources to recommend or implement the best path forward. Proactively deals with issues as they emerge.</p> |
| 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 | <p>Identifies and leverages opportunities to improve project planning and management processes. Shifts between projects to respond to emerging issues or shifts in priority.</p> |
| 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 of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques | <p>Leverages a network of internal contacts to identify key stakeholders for each project and facilitates introductions/engagement. Builds relationships with other units, divisions, or departments that can add value to projects. Maintains open communication and information-sharing across the sector.</p> |

Benchmarks

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

023PS68 - Research, Planning and Policy Analyst

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature