

## New

Ministry

Energy and Minerals

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Manager Business Planning

Requested Class

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Ministry Services / Business Services / Business Plan

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director Bus. Plan &amp; Services

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Business Planning and Services, this position oversees a professional team that is responsible for ministry business planning, operational planning, performance measurement and evaluation, annual reporting, the Deputy Minister's Performance Agreement, and all related processes, documents and products. The position is also responsible for the implementation and monitoring of the department's Enterprise Risk Management, business continuity and emergency response planning.

The Manager, Business Planning works in close collaboration with ministry and government representatives to provide input into the Government of Alberta Strategic Plan and the Government of Alberta Annual Report and represents the ministry in these processes. The position requires significant collaboration and coordination within the Ministry as well as across government. Liaison with Office of the Auditor General, Treasury Board and Finance, Alberta Energy Regulator, Alberta Petroleum Marketing Commission, as well as other IRMS ministries is involved.

#### Position Summary:

The Manager, Business Planning leads a team of professional staff dedicated to support the business planning and reporting processes as identified above. This position establishes relationships with internal and external clients to deliver on core responsibilities. This is done by consulting with executive, senior leadership and key branch contacts within the ministry, and with key contacts in Treasury Board and Finance and other ministries.

## Responsibilities

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

## Problem Solving

Typical problems solved:

The Manager works closely with senior management/management in order to meet the following accountabilities:

### **Manage business planning and reporting processes for the Ministry including the Ministry business plan, annual report, the Deputy Minister's Performance Agreement.**

- Establish relationships with internal and external clients to support the coordination and development the ministry's planning and reporting documents. The manager does this through a collaborative process that engages staff in the organization including program areas, communications, finance and Treasury Board and Finance staff.
- Ensures requirements, standards and expectations are adhered to in accordance with GOA standards for the development and publication of business planning and reporting documents.
- Design and develop an internal department business plan and annual report aligning with the government plan, cross-ministry initiatives and policies.
- Design work plans, tools and templates to facilitate well communicated, efficient and productive processes.
- Consult with and engage staff at all levels of the organization to educate on the business planning and reporting processes.
- Collect, analyze and synthesize input into clear, concise and professional business planning and reporting documents that meet the relevant standards and style requirements.

### **Coordinate and facilitate the development and reporting of performance metrics, related to business planning and reporting.**

- Develop and recommend processes relating to performance metrics for the ministry, including identification and dissemination of related best practices and development of comprehensive performance indicators and performance measures.
- Provide in-depth analysis of existing and proposed business plan performance metrics to ensure validity of methodology and accuracy of data and calculations. Works with branches to develop new performance metrics as required.
- Champion the implementation of the performance measurement as part of standard business practice.
- Lead the design of work plans, tools and templates to facilitate well communicated, efficient and productive processes.
- Coordinate input from branch heads on the development and reporting of performance metrics.
- Analyze and synthesize information to ensure compliance with Office of the Auditor General (OAG) and GoA standards and criteria as well as the quality and integrity of material presented.
- Facilitate and develop logic models with program areas to support the development of performance measures.
- Lead the preparation of summary reports, briefings and background materials on core/key metrics to support the Committee of Supply and Public Accounts process each year.
- Coordinate the ministry's input into the GoA Measuring Up report by collecting and analyzing the necessary information and data.

### **Lead, champion and facilitate the implementation of the department's evaluation framework**

- Establish relationships with internal and external clients to support the department's evaluation process.
- Consult with and engage staff at all levels of the organization to educate on the department's evaluation processes and requirements for the process.
- Provide evaluation methodologies and models (formative, summative, etc.) supported by a shared

language of evaluation standards.

- Conduct research on best practices and emerging tools and methods for evaluation.
- Analyze and assessing the use of tools and methodologies and recommending and implementing improvements to the department's evaluation process.
- Provide oversight and guidance to the program areas on conducting department evaluation activities.
- Provide guidance and recommendation to identify potential evaluation activities in consultation with Ministry leaders and key program leads.
- Network across ministry on the sharing of methodologies, standards and processes that are being used across the Government of Alberta to conduct evaluations.

#### **Support the Ministry's Risk Management Process**

- Support the internal Enterprise Risk Management (ERM) process and development of the ERM report for executive review and approval. The ERM report includes a list of priority risks to ministry outcomes and objectives, and a description of each risk that includes: the objectives at risk; the risk owner; possible impacts; existing controls; and an assessment of the likelihood and impact level.
- Support implementation and application of the GoA ERM Framework within the department, and the business planning process.
- Support risk management working/training sessions to increase staff awareness of their roles in managing risks inherent in their own work.
- Support risk identification and analysis sessions.
- Assist branch and program managers in developing risk management strategies and processes designed to take advantage of opportunities or mitigate potential negative impacts created by uncertainties.

#### **Provide leadership to business continuity, emergency management and risk management insurance functions**

- Function as the department's alternate Business Continuity Officer (BCO).
- Complete biennial update to the business continuity plan, incorporating learnings from exercises and activations of the plan.
- Provide direction and leadership to branch business resumption co-ordinators regarding preparation of branch business resumption and business process assessment and resumption plans.
- Ensure that the department Facility Emergency Response plan meets GOA guidelines and is reviewed annually.
- Establish and maintain an exercise and validation process for facility emergency response plans.
- As the senior representative for the department, ensure risk management insurance coverage is accurately updated each year and support the department if a claim is made.

#### **Provide leadership to a small team**

- Provide enabling tools such as coaching, mentoring, professional development opportunities (performance plans, training and development plans, succession plans).
- Manage contracts with external consultants, contractors and consultation, facilitation, document design/publishing, etc.
- Build effective working relationships across the ministry and government
- Build strong relationships with stakeholders, including the Deputy Minister's Office, Agencies, Boards and Commissions accountable to the Minister, and other departments and agencies in order to ensure the effective coordination of information.
- Participate in cross-ministry business planning working group, and other initiatives as appropriate.
- Represent the ministry in providing information to the Government of Alberta annual strategic and business planning processes.

Types of guidance available for problem solving:

This position requires a broad knowledge of practices related to business planning, reporting, performance measurement and evaluation and the underlying related legislation, regulation, and policies. The Manager will lead

some aspects and support other aspects of these activities and work with Managers/Senior Managers and Executive to implement effective processes within the organization to deliver on these responsibilities.

The incumbent requires extensive knowledge of the department's business and the interaction and interdependencies of the various branches as well as an understanding of cross-ministry relationships to provide expertise and advice on business planning and reporting as detailed above. The Manager will respond to internal and external expectations, balancing interests and needs of the Minister and Senior Executive with the needs of divisions and branches, while considering external and internal business issues.

This position works extensively with department staff and managers, the Alberta Energy Regulator, and other government colleagues to identify sources of information to complete required duties. This position liaises with Department of Treasury Board and Finance, the Office of the Auditor General to ensure their requirements are understood regarding planning and reporting and performance measures and evaluation. The incumbent will establish a good working relationship to ensure smooth coordination of work and timelines and effective accomplishment of results.

This position must combine facilitation skills with the ability to develop and communicate a broader approach with respect to the Ministry strategic and business plans and related matters. This position will need to enlist the support of others throughout the department; understand their perspectives and incorporate their suggestions, while at the same time communicating a comprehensive vision of the Ministry's high-level priorities.

This position will also require strong organizational and coordination skills to ensure various input and direction is considered. This position works with information at the department, branch and unit level requiring an understanding of the responsibilities and linkage between areas, and businesses as well as specific issues facing different areas.

This position also requires strong analytical and problem-solving abilities to identify and streamline processes and to produce high quality products.

Direct or indirect impacts of decisions:

The Manager's role is strategic. The Manager must be able to rally the expertise and commitment of others, acting as a catalyst for lasting, systemic improvements in the branch's areas of responsibility. The Manager must understand and influence the branch's effect on ministry and government practices and culture.

## Key Relationships

Major stakeholders and purpose of interactions:

- Director, Business Planning and Services
- Branch Heads
- Finance and Administration
- ADM, Finance
- Executive Advisor of Ministry Services
- Department Business Leaders - all business units are engaged and accountable for some aspects of business planning and reporting, performance measurement and evaluation, and ERM.
- Key contacts at agencies, boards and commissions - most of the ministry's entities are engaged and accountable for some aspects of business planning and reporting, performance measurement and evaluation
- Other Government Departments - Cross-government work related to position deliverables

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

### Knowledge/Skills and Abilities:

- Related undergraduate degree, preferably in Commerce or Political Science.
- A thorough understanding of government and departmental processes for planning and financial management.
- Understanding of departmental business plans, reporting, risks and priorities.
- Detailed knowledge and experience in business planning and reporting, performance measurement and

evaluation, performance reporting, policy development, and issues management.

- In-depth knowledge of the structure, operation and decision-making processes of the department and government.
- Should have knowledge of relevant acts including the Fiscal Planning and Transparency Act.
- Strong leadership, strategic thinking, and communication skills are needed to develop processes and finding solutions that are effective for the department.
- Detailed understanding of the strategy and policy context of government and the department, and ability to take a corporate perspective -- having a strong awareness of the department's priorities and strategic objectives.

### Experience:

- Progressively responsible experience in all or a combination of the following areas: business planning and reporting, performance measurement and evaluation, issue identification and risk assessment.
- Experience in government (preferably the Alberta Government) and/or in large private sector organizations preferred.
- Experience working in the energy industry is valuable, as well as an understanding of department programs, inter-relationships within the department.
- Progressively responsible experience, including experience in a management role (managing and supervising staff) is required.
- Experience in managing complex projects or programs.
- Demonstrated experience in strategic planning and critical thinking.
- Demonstration of creative and innovative approaches to problem-solving.
- Additional education may be considered in lieu of experience.

## 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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Considers whole systems and recognizing links between elements in a complex network; sets goals within the context of long-term outcomes and broad perspectives; evaluates the effects of actions throughout the system; helps others see their role in achieving systemic change.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Engages the community and resources at hand to address issues:</b> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and</li> </ul>	Asks questions to develop a deep understanding and new ways of thinking about an issue; seeks to ask the right questions about the right issues; challenges processes that stifle innovation and invites others to consider what could be.

		encourages debate and idea generation to solve problems while addressing risks	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	Creates processes and opportunities that allow flexibility; anticipates and finds opportunities in change; reallocates resources as needed.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	Completes short-term deliverables while maintaining focus on longer-term outcomes; manages problems actively, strives for measurable and continuous improvement.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	Involves the right people in identifying and solving problems, envisioning and planning for outcomes and risks; gives close attention to effective communication; convenes a space where conflicts can be addressed safely and honestly; empowers others to make unique contributions.

## Benchmarks

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

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## 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
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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