

New

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Coordinator, Agency Appts

Requested Class

Administration 1

Job Focus

Corporate Services

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

SBS, Gov & Leg / Public Agency and System Gov

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Coordinator, Agency Appointments contributes to the development, implementation, and maintenance of systems and tools designed to support all appointment activities, and serves as a Ministry administrator for the Board Management System (BMS, a Customer Relationship Management (CRM) environment tool) and Public Agency Database (PAD). The Coordinator is responsible for providing consultation, expertise and guidance across the Ministry regarding board appointment processes to ensure the Ministry agencies, boards, and commissions (ABCs') appointments are filled in accordance with legislation. This position contributes significantly to the development and enhancement of systems and procedures to support board recruitment and appointment processes.

This position is the primary contact within the Ministry for public agency appointment activities and ensuring accurate and regular reporting and tracking. This position provides appointment administration to the department's ABCs by preparing appointment related reports and packages, as well as maintains data integrity in multiple databases to inform other effective and accurate reporting (e.g., PAD, BMS, Initiative Tracking System (ITS). The incumbent is responsible for consulting and informing the Public Agency Secretariat on required board appointment activities including summarizing and assessing appointment requests that require Premier's Office review, initiating conflict of interest declarations from proposed appointees and ensuring PAS has the required data (such as resume, board matrix and letters of recommendation) for monitoring and tracking board recruitment and appointment activity.

The incumbent liaises regularly with the Offices of the Minister and Deputy Minister, with ministry program areas, Legislative Counsel and with agencies as needed to coordinate and complete both Ministerial Order and Order in Council appointment packages and track them throughout approval processes. Coordinator ensures original legislative documentation is returned for branch records.

Reporting to the Manager, Public Agency Governance and working with considerable independence and discretion, the Coordinator functions within the parameters of applicable government and Ministry legislation, regulations, policies, directives, and agreements.

Responsibilities

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

Guide appointment processes and coordinate appointment packages for individuals to agencies under the jurisdiction of the Minister of Advanced Education in an accurate and timely manner and in accordance with applicable legislation, directives, policies and procedures.

- Provide advice and guidance for appointment processes to ensure activities are completed within required timeframes and with required approvals.
- Prepares briefing material on process improvements, recommendations to Minister or Deputy Ministers Office and proposed legislative changes related to appointments and/or terms
- Draft and prepare Recommendations for Orders in Council and Ministerial Orders for the appointment of individuals to agencies under the jurisdiction of the Minister
- Draft Ministerial letters respecting appointment of agency members for the Minister and Ministerial thank-you letters to retiring members
- Draft Ministerial memos to the Premier and Members of Cabinet for order in council appointments and Deputy Minister briefing notes for ministerial appointments
- Ensures appointment packages are completed with all required documentation for each type of appointment package and within assigned timelines; seeks extensions or rushes where required
- Monitor appointment processes to ensure activities are completed within required timeframes and raise awareness of issues as they emerge
- Identify any conflicts or problems as they occur and inform the Manager if escalated, for example incomplete support documentation received from board contact, required changes to timelines on a package)
- Prepared summary of ministerial appointments to Deputy Ministers office and leads process for ensuring original MO are captured and posted on Queens Printing website (approximately quarterly).

Manage information for tracking, reporting, and briefing various levels of leadership regarding agency recruitments and appointments.

- Enter relevant data into BMS, ITS and internal trackers (such as MO/OC list, board composition count, additional member history)
- Prepare accurate records and reports regarding agency appointments (e.g., expiry status, current and upcoming vacancies, appointment activity reports and activity statistics)
- Maintain data in branch databases (e.g., BMS, ITS,), reviewing and auditing data to ensure data integrity
- Develop and present regular and ad hoc reports using BMS and PAD
- Maintain comprehensive records pertaining to Ministry agency appointments are in alignment with existing records management program requirements
- Maintain templates pertaining to appointment processes (e.g. letters for various member types, Ministerial Orders, Recommendations for Order in Council, Ministerial memos to the Premier and Members of Cabinet, etc.) and update as needed; provide input to PAS on their centralized recruitment forms
- Make appropriate connections, when possible, linking changes in ministry legislation, policy, procedure and other information with appointment activities. Make related adjustments when necessary.
- Track membership information, which could involve research into agency histories
- Respond to inquiries from within and outside the Ministry

Supports the PSC-Public Agency Secretariat's Centralize Recruitment processes and guidelines for any recruitment or direct appointment processes for agencies under the jurisdiction of the Minister of Advanced Education

and in accordance with applicable legislation such as the Alberta Public Agencies Governance Act (APAGA), and other Public Agency Secretariat (PAS) directives and guidelines, department policies and procedures.

- Ensures that PAS receives documentation in an accurate, timely and coordinated manner
- May solicit agency input on a recruitment plan with agency contacts
- May conduct preliminary screening of proposed appointees to assess core competencies and provide summary to Minister's Office and Deputy Minister's Office to raise any potential concerns with the proposed appointment.
- Identify and resolve conflicts or problems as they occur and inform Senior Manager if escalated
- Monitor any board recruitment file statuses and progress to ensure timely appointment package follows the recruitment process
- Works with Executive Search to ensure timely Conflict of Interest declarations are obtained for all new appointees

Support the Manager, branch and colleagues in achieving branch outcomes.

- Recommend operational process changes to the board appointment processes
 - Pro-actively present briefings on recommended legislative changes to enhance or support effective and timely appointments
- Provide orientation and training to branch administrative staff members designated to back-up or assist in the public agency governance and board recruitment and appointment functions
- Support and cover off, where necessary, agency compensation team initiatives, such as preparing briefings, presentations or reports
- Conducts assessment of annual board remuneration data from PSCTA disclosures for the purpose of maintaining Cabinet appointment document on board composition and remuneration
- Respond to queries related to appointments
- Coordinate the completion of Action Requests related to appointment packages
- Serve as a contact between the Ministry and the PAS for matters related to PAD and APAGA inquiries/ department appointment activities.
- Serve as primary contact with MCU for appointment package ARs
- May support legislative services on requests for letters of Authenticity to confirm specific post-secondary institutions are authorized by the GOA

Problem Solving

Typical problems solved:

The scope of work for this position spans close to 30 agencies in Alberta under the jurisdiction of the Minister of Advanced Education; most are governed by APAGA. The incumbent ensures that assigned activities are carried out in accordance with relevant legislation, directives, the Alberta Public Agencies Governance Framework principles, and associated Ministry policies and procedures. There are multiple types of appointments to be made for agencies (e.g. chairs, public members, and non-public members). Each type has its own governing legislation. The incumbent must be sure to apply the correct process to each appointment. The work directly impacts the appointment of members to public agencies by ensuring that a standard process has been followed, with appropriate documentation.

Complexity in this role is due to the increased scrutiny and rigour by government as a whole around the appointment processes, the variety of processes that are used depending on the legislation that governs different types of appointments, and the time sensitivities that must be met so that there are no gaps or overlaps in appointments. The Coordinator must be able to identify and apply the correct process and produce or coordinate the various documents and steps that are required. Excellent judgement and respect for confidentiality of information is critical, as is the ability to prioritize issues and workload under the pressure of multiple deadlines and tight timeframes.

Types of guidance available for problem solving:

This position works within the parameters of established legislation, regulations, directives, policies, and procedures, exercising discretion in determining appropriate approaches to responsibilities. The Senior Manager provides overall direction for this role; however there is considerable independence in decision making (prioritizing responsibilities to meet deadlines, developing solutions and recommendations for complex issues, consulting with board contacts on appointment options for terms).

Direct or indirect impacts of decisions:

Matters with potential for significant impact on governance or board appointment processes and highly contentious and/or politically sensitive issues are identified and discussed with the Senior Manager or Director. Major recommendations for changes to the administration and delivery of board appointments and other governance processes are reviewed prior to approval to ensure assumptions are valid and Ministry and branch goals are appropriately reflected.

Sensitivity to confidential materials and information is required.

Key Relationships

Major stakeholders and purpose of interactions:

The Coordinator, Agency Appointments has regular and ongoing contact with:

- Manager, Public Agency Governance as well as the Director, Public Agency Strategies and Governance - provides regular and ad hoc reports
- Staff within PASG, Legislative Services and other program areas to collaborate on initiatives, share information and provide advice as needed on all appointment processes
- The Minister's Office, Deputy Minister's Office, Assistant Deputy Minister's Office and Ministry program areas to coordinate appointment processes; exchange information related to the progress of appointments; provide advice and guidance as to appointment processes for specific boards and member types and coordinate responses to Action Requests; respond to inquiries
- Public Agency Secretariat representatives to exchange information; coordinate centralized recruitment and resulting appointment activities; ensure awareness of direct appointments activities, respond to inquiries, collect input and provide support documentation for any centralized recruitment activities (including direct appointment processes) and assist in the maintenance of PAD database
- Governance and Legislation Branch Managers and Director to resolve issues relating to administration of agency appointment and governance processes; provide regular and ad hoc reports, consult on legislative related items.
- Branch staff to collaborate on branch initiatives, share information and provide advice as needed on appointment and centralized recruitment processes
- Legislative Counsel office and AE Legal Services for order in council appointment ROC development and legal opinions on appointments or legislative interpretation.

External:

- Board contacts at each PSI board and Senate to advise on appointment processes and options for terms, the timing of appointments and to follow up for support documentation (election results, chair recommendation, board matrix, etc.)
- Members of the public, students and PSI boards

Required Education, Experience and Technical Competencies

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

If other, specify:

Plus 3 years related experience. Directly related education or experience considered on one to one

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

- Working knowledge of relevant frameworks and legislation related to appointments (e.g., Alberta Public Agencies Governance Framework, APAGA, Committee Remuneration Order (Public Service Act), Public Service Act, Post-Secondary Learning Act, Apprenticeship and Industry Training Act, Government Organization Act, Athabasca University Regulation.
- Thorough knowledge of applicable systems and software tools used to carry out job responsibilities (e.g. Microsoft Outlook, Word, Excel, and PowerPoint; PAD; BMS, CRM, ITS, ePAAS, ARTS; internet)
- Knowledge of policies, guidelines, systems, and processes for the delivery of administrative services (e.g. Action Requests; records management procedures - Administrative Records Disposition Authority)
- Knowledge of Ministry and government agency recruitment and appointment policies, directives, procedures, and timelines
- Working knowledge of board appointment and recruitment strategies and awareness of ministry priorities in relation to agency governance issues

- Awareness of the ministry and branch organizational structure and functions.
- Working knowledge of processes related to drafting Recommendation for Orders in Council and Ministerial Orders
- Interpersonal and consultation skills, including ability to interact effectively with diverse stakeholders; and handle sensitive and/or difficult situations
- Verbal and written communication skills, including ability to communicate effectively with offices of senior government officials and representatives, Ministry program areas, and agencies
- Editing and proofreading skills
- Organization and time management skills to coordinate and prioritize multiple activities and anticipate and meet deadlines, often under tight time pressures
- Ability to plan, prioritize, coordinate and delegate multiple activities and tasks while carrying out ongoing responsibilities
- Ability to identify and monitor issues and develop potential solutions and recommendations relating to responsibilities
- Ability to coordinate information flow and assignments within short time frames and strict deadlines
- Ability to work independently as well as contribute within a team environment
- Interpersonal and consultative skills, including ability to interact effectively with diverse stakeholders; and handle demonstration of professionalism in all interactions
- Commitment to confidentiality, tact, diplomacy and client service
- Highly developed attention to detail

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 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 	Must be aware of appointment decisions, timing and processes impact on board composition and ability to function.
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 	Developing enhanced processes and proactive reporting support long term appointment planning.

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 	Exceeding appointment process requirements to ensure effective and timely appointments are processed. Awareness of historical appointments and learnings to support future initiatives and reporting.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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 priorities are constantly changing and can be effective by multiple stakeholders. Adhoc reporting and briefings are needed regularly; will extract statistics from current and past activities to inform decision makers.
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	Relationships are built and maintained with many primary board contacts (PSI Network) and internal stakeholders (Legislative Counsel, MCU and MO) each with differing priorities; shares options and consults regularly to ensure open communication and shared learnings occur

Benchmarks

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

This position is a match to position 50062124 (formerly 22951). The benchmarks used in a 2016 decision included 021AN20 - Coordinator, Training & Communication at 245 points and 021AN08 - Administrative Coordinator at 233 points

Position 50000885 was last reviewed and classified in 2016 and again in 2018 when a second position added to unit.