

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Project Manager

Current Class

Program Services 4

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

SSII, MIR/CSI

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, CSI

Supervisor's Current Class

Senior Manager (Zone 1)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2023-04-20

Responsibilities Added:

No responsibilities added. Changes relate to naming of ministry and unit.

Responsibilities Removed:

Managing stakeholder relationship element has been removed. Changes have been made to correspond to naming of ministry and unit.

Job Purpose and Organizational Context

Why the job exists:

Alberta Public Safety and Emergency Services (PSES) supports the Government of Alberta's priority of investing in families and communities. The ministry helps ensure Albertans live in safe and resilient communities while having access to a fair and innovative public safety system. Strategy, Support, and Integrated Initiatives (SSII) Division partners with stakeholders to translate priorities into meaningful plans and strategies based on evidence-based and forward-thinking approaches. As part of SSII, the Modernization, IMT, and Research (MIR) Branch is mandated to provide high

quality data, research, evaluation, and analysis to executive and senior management as well as program delivery staff across multiple ministries, the federal government, and police agencies. The purpose of this work is to support strategic planning, policy development, continuous improvement, forecasting, legislated reporting, service design and delivery, as well as financial and human resource allocation. The work of the branch contributes significantly to the Alberta Government's commitment to public accountability and transparency.

The Community Safety Insights (CSI) project manager reports to the Director, CSI. Community Safety Insights constitutes one of the four units of the MIR Branch. The position plays a key role in developing CSI, an entity that is working towards addressing the lack of timely and comprehensive access to community safety data in Alberta. Currently, this lack of access has significant downstream impacts on the province's ability to make informed decisions, including in areas such as policy development, performance management, and interventions. The CSI unit further works in collaboration with the other three units of MIR to advance the analytical capacities of PSES more broadly.

The Project Manager will bring their expertise and specialized knowledge of project management principles and agile development approaches to meet the needs of the CSI unit and the MIR branch. The Project Manager is responsible for project managing all CSI projects, managing stakeholder relationships, coordinating internal resources and vendors, and supporting the development of policy documents.

Responsibilities

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

1. Project management of all CSI projects

- Create and maintain comprehensive project documentation, including project management plans
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Perform risk management to minimize project risks

2. Procurement management

- Coordinate internal resources and vendors
- Manage procurement processes from start to finish
- Support the development of procurement documents, including calls for proposals and evaluation documents
- Lead communication with vendors

3. Support policy development

- Participate actively in the creation and maintenance of internal CSI policy documents
- Support development of cabinet reports and Treasury Board and Finance submissions
- Manage the completion and approval process of policy documents
- Collaborate with key stakeholders on policy document development

Problem Solving

Typical problems solved:

This position is delegated a significant degree of independence, as the Project Manager is responsible for leading and managing individual projects with the overall goal of advancing CSI.

- Engages in the management of multiple, interconnected projects with internal and external key stakeholders in changing contexts;
- Exercises judgment when collecting, analyzing and summarizing information.
- Regularly contributes insights and experiences to colleagues in the ministry to help achieve quality results;
- Negotiates between stakeholder needs and use of leading practices to manage projects effectively;
- Uses systems thinking approach in working with stakeholders and other partners to work on achieving the outcomes that are realistic and representative of stakeholder or business needs;
- Applies excellent interpersonal skills when working with branch staff, GoA leadership, and key stakeholders;
- Navigates competing priorities and timelines; and
- Handles sensitive and confidential data or information with caution and professionalism.

Types of guidance available for problem solving:

- Draws on internal and others' multidisciplinary experience to identify viable courses of action when managing projects, stakeholders, and vendors.
- Consults with members of the BI branch to navigate complex processes and projects.
- Relies on subject matter experts within specific program and project areas and incorporates necessary perspectives into adopted project management strategies.
- Looks to leading practice guidelines from a number of sources to support department and stakeholder needs.
- Is supported by the Director of CSI to assist in negotiating stakeholder or business needs, priorities, and resource capacity.

Direct or indirect impacts of decisions:

This position's impact can be province-wide and is directly connected to obtaining, analyzing, interpreting and disseminating information related to CSI. The Project Manager provides all levels of management and executive with research findings that may inform decision-making and impact long-term policy and program direction in the department, particularly as they relate to the functioning of CSI.

The Project Manager may consult and collaborate with federal and provincial ministries, municipal, national and international agencies on a regular basis for collecting information and conducting research into current and emerging justice system issues.

Key Relationships

Major stakeholders and purpose of interactions:

CSI Unit staff: Ongoing/daily

- Project collaboration and problem solving

Director: Daily

- Receive direction and advice on ongoing projects; receive new project assignments; provide status updates

Staff and management in Business Units across JUS and PSES: As required

- Provide consultation, guidance and project management

JUS and PSES Executive Teams: As required

- Present information

Other Ministries: As required

- Consult other ministry staff as required for the completion of projects

External Stakeholders (e.g., Federal government, academic institutions, partner agencies, police services):

As required

-Consult as required for the completion and management of projects

Required Education, Experience and Technical Competencies

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

If other, specify:

none

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

Education

- A university degree in a relevant area of expertise (i.e., business, social sciences, etc.)
- A project management certification or designation is an asset.
- Equivalencies may be considered on a case-by-case basis, where a potential incumbent demonstrates a successful track record with a combination of education and directly related experience in project management, including project definition, resourcing, planning and reporting.

Training/Experience

- Four or more years of progressively responsible experience in managing projects involving governmental and non-governmental entities.
- Experience in leading several projects using a formal project management methodology.
- Experience in leading stakeholder management.
- Experience in developing policy documents.
- Familiarity with the criminal justice system is an asset.
- Experience with procurement principles and processes.

Leadership & Management Skills

- Well-developed analytical, planning, and research skills.
- Proven problem-solving skills, along with the application of good judgment.
- Skills in designing, scheduling, and monitoring concurrent projects, which may involve multiple partners.
- Extensive experience in all project management areas: integration, scope, time, cost, quality, human resources, communications, risk management and procurement management
- Self-motivating and self-directing, a positive approach to the job and a willingness to guide and develop other team members
- Effective working relationships with diverse audiences and positions including senior management.

Communication Skills

- Skilled in one-on-one meetings and the ability to prepare and deliver group presentations
- Well-developed written and verbal communication skills.
- Ability to communicate compellingly with variety of audiences.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none">• Uses variety of resources to monitor own performance standards• Acknowledges even indirect responsibility• Commits to what is good for Albertans even if not immediately accepted	Strong project coordination and management skills, including ability to assess priorities, coordinate diverse projects and make optimal use of resources to achieve outcomes. Forecast potential

		<ul style="list-style-type: none"> • Reaches goals consistent with APS direction 	<p>challenges within project planning implementation and communicate and negotiates in advance.</p> <p>Apply strong time management skills.</p> <p>Function independently as well as lead and contribute effectively in team environment.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Develop and maintain collaborative working relationships with ministry staff, stakeholders and consultants.</p> <p>Bring together the appropriately skilled individuals to inform planning and productive stakeholder relationships.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Negotiate competing expectations and needs of stakeholders.</p> <p>Continuous appraisal of what groups constitute key stakeholders.</p> <p>Ensure stakeholders both contribute to and benefit from involvement.</p>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve 	<p>Respond to transforming contexts.</p> <p>Leverage resources (e.g., data, skills, technology) of key governmental and non-governmental partners to advance work of CSI.</p>

Benchmarks

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

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

DM Name

Date yyyy-mm-dd

DM Signature