

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The modernization coordinator leads complex, multi-year digital modernization initiatives that support ministry-wide justice transformation. The role provides end-to-end project leadership across planning, execution, governance engagement, financial oversight, risk and issue management, and organizational change management. This position also strengthens coordination, project management practice maturity within the Modernization, IMT & Research branch by enhancing methodologies, templates, intake processes, and governance supports that guide modernization activities across the ministry. The role operates in a dynamic, multi-partner environment involving courts, justice program areas, TI, and external vendors. The position requires sound judgment, tact, and communication acumen to determine when and how to escalate issues and decisions to senior leadership, ensuring clarity, alignment, and effective governance.

Responsibilities

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

- Plan and deliver projects across the full lifecycle following PM best practices in alignment with ministry and enterprise standards.
- Develop charters, business cases, schedules, cost estimates, and governance materials.
- Manage scope, schedule, cost, risk, and quality; establish and track baselines, and identify when project conditions warrant escalation to senior leadership for direction.
- Integrate organizational change management and quality assurance processes.
- Coordinate activities across business, technology, court, vendor, and cross-ministry partners.

Outcome 2: Manage multiple concurrent modernization initiatives and high-risk flagship projects.

- Prioritize and balance multiple project streams with differing timelines and resource needs.
- Adapt PM methodologies to fit varied governance structures and project maturity levels.
- Conduct forecasting, cost monitoring, and resource planning; prepare variance analyses.
- Lead issue management and provide timely, well-reasoned escalation supported with recommended resolutions, using discretion, political acumen, and awareness of stakeholder sensitivities.
- Produce accurate, audience-specific reporting for executives and governance bodies.

Outcome 3: Advance project management practice maturity across MIR and the ministry.

- Enhance PM methodologies, templates, checklists, and guidance documents.
- Support practice reviews, maturity assessments, and continuous improvement cycles.
- Maintain repositories of tools, lessons learned, and reference materials.
- Mentor and support less experienced project managers, analysts, and operational stakeholders.
- Align PM practices with evolving modernization, digital service, analytics, and enterprise frameworks.

Outcome 4: Support modernization portfolio planning and project intake.

- Develop or contribute to opportunity assessments, readiness reviews, and business cases.
- Identify risks, dependencies, benefits, and alignment with modernization priorities.
- Provide inputs to portfolio dashboards, sequencing, and annual work planning.
- Recommend improvements to opportunity assessment, prioritization, and governance processes.

Outcome 5: Build effective relationships to enable modernization outcomes.

- Develop and manage stakeholder engagement plans across diverse partners.
- Facilitate alignment, decision-making, and conflict resolution between program, IT service providers, and other groups.
- Monitor vendor performance to ensure contractual commitments are met.
- Represent MIR in cross-department committees, consultations, and modernization forums, as required.

Problem Solving

Typical problems solved:

- Navigating ambiguous modernization requirements where business, courts, and IT needs diverge, requiring interpretation, creative options analysis, and negotiated solutions.
- Developing project plans in environments without fully defined governance, scope, or resourcing, requiring adaptation of PM methods, tact, and professional judgment.
- Resolving cross-team conflicts, competing priorities, and dependency challenges involving multiple internal and external partners.
- Identifying risks and issues with no predefined mitigation path, requiring stakeholder alignment and escalation recommendations.
- Translating complex modernization impacts into actionable plans for varied audiences, from operational staff to executive decision-makers.
- Determining when issues require escalation to senior leadership, balancing situational judgment, political and organizational nuances, and the potential impacts on modernization priorities.

Types of guidance available for problem solving:

- Guidance is available from the director, modernization & IMT regarding strategic alignment, priority decisions, and escalation handling.
- Project governance bodies provide oversight on scope decisions, resource commitments, and resolution of escalated issues.

- Enterprise project management frameworks, modernization governance standards, procurement rules, and financial policies provide structural guidance.
- Subject-matter expertise is available from program areas, TI, courts, analytics teams, and external vendors.
- Work is performed with significant independence; guidance is consultative rather than prescriptive.

Direct or indirect impacts of decisions:

- Decisions influence modernization timelines, scope, resource allocation, and sequencing across the ministry.
- Recommendations directly affect operational readiness, system design, and business area workloads.
- Planning decisions impact budget forecasting, vendor performance, and enterprise risk exposure.
- Communication and stakeholder alignment decisions influence governance confidence and adoption of modernization changes.
- Decisions directly impact speed and impact of project work, in turn indirectly affecting court operations, digital service delivery, and long-term modernization road-maps.

Key Relationships

Major stakeholders and purpose of interactions:

Internal: MIR teams, SSII directors and executive directors, program and policy units across justice, TI, procurement, finance, OCM, and QA units.

External: Court of King’s Bench, Court of Justice, Court Technology Services, vendors, consultants, and cross-ministry partners.

Purpose: To define requirements, coordinate deliverables, resolve issues, negotiate decisions, align modernization activities, and ensure project success.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- PMP, CAPM, PRINCE2, Agile/Scrum certification would be an asset
- Minimum four (4) years of progressively responsible project management experience leading complex, multi-stakeholder initiatives.
 - Experience with digital modernization, justice system operations, or public sector transformation.
 - Experience applying PMBOK, Agile, or hybrid methodologies.
 - Strong facilitation, coordination, risk management, and governance-support capabilities.
 - Ability to lead without formal authority, influence diverse partners, and communicate with tact and judgment.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization’s objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions 	Integrates dependencies across business areas, courts, IT, and vendors to ensure modernization initiatives align with broader justice and government goals.

		and plans aligned with APS values <ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <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 problems while addressing risks 	Develops solutions where requirements, constraints, or options are unclear, using judgment, analysis, and creativity.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Builds trust and alignment across MIR, TI, courts, and vendors to advance modernization outcomes.
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"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	Adapts project approaches and timelines in response to changing priorities, governance requirements, or partner constraints.
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 	Ensures deliverables, timelines, and modernization objectives are met despite complex constraints or shifting conditions.

		indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	
--	--	--	--