

Update

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Project Management Coordinator

Current Class

Program Services 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Program Code: (enter if required)

[Redacted]

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SOSS, SCS/Corporate Support

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

[Redacted] Manager, Project Management

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-04-16

Responsibilities Added:

The role now explicitly includes Project Management Office (PMO) coordination responsibilities. This means the position formally supports cross-ministry and external stakeholder work, including coordinating initiatives with Alberta Health, Technology and Innovation, Recovery Alberta, and other central agencies. Project planning, tracking, and reporting are now clearly articulated as part of the role, including maintaining project documentation, updating timelines, tracking risks and issues, and supporting leadership reporting on complex initiatives such as the Recovery Capital Index. These activities were already occurring in practice but are now clearly reflected as PMO delivery support.

Responsibilities Removed:

No core responsibilities were removed. However, some policy-heavy language was softened. The role no longer reads as primarily responsible for developing governance frameworks or leading policy strategy. Instead, governance-related work is framed as coordination and support, consistent with a PMO delivery

function rather than a policy or strategic advisory role.

Job Purpose and Organizational Context

Why the job exists:

The Project Management Office (PMO) Unit, within the Strategic and Corporate Services Branch, System Overview and Strategic Services Division, is responsible for supporting the coordinated planning, tracking, and delivery of priority initiatives for the Ministry of Mental Health and Addiction. The Unit provides centralized project coordination, governance support, and reporting to ensure initiatives are aligned with ministry priorities, dependencies are managed, and senior leaders have timely and accurate information to support decision-making.

The PMO Unit maintains productive partnerships with internal and external stakeholders to support alignment between operational activities and the strategic direction of the Ministry and its agencies. The Unit works in partnership with the Public Agency Secretariat to support governance requirements legislated through the Alberta Public Agencies Governance Act (APAGA) and best practices outlined in public agency governance policy. The Unit also supports the Ministry and the Minister in intergovernmental and pan-Canadian initiatives, including but not limited to FPT meetings, national and international engagement, travel coordination, and trends analysis. In addition, the Unit collaborates with Alberta Health to support implementation activities related to health system refocusing.

The Project Management Coordinator is responsible for coordinating and supporting processes related to recruitment and appointments for the department's agencies, boards, and commissions (ABCs). The position manages competing priorities and supports the preparation and coordination of ABC process packages, including recruitment and appointment documentation, confirmation of approvals, and appointment materials.

The Coordinator assists with stakeholder coordination and supports the preparation and coordination of documentation related to intergovernmental, pan-Canadian, and international travel for the Minister and senior leadership. The role also supports agenda coordination and meeting planning for work related to system refocusing and other priority initiatives managed through the PMO.

The incumbent provides back-up support within the unit as required, including support to Policy Analysts (PS4, PS3), and may assist with other agency legislated requirements, compliance activities, and establishment-related work.

To ensure high-quality products, the incumbent works in a politically sensitive and client-focused environment and is required to deliver accurate, well-coordinated, and timely work products. The role involves regular collaboration with program areas, Communications, Legal Services, other ministries including Health and Executive Council, the Public Agency Secretariat, Executive Search team members, and external agency stakeholders such as appointed board, panel, and roster members.

Responsibilities

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

1. Coordinate cross-ministry and external stakeholder initiatives and support PMO project planning, tracking, and reporting

- Coordinates work that spans Alberta Health, Technology and Innovation, Recovery Alberta, and other ministries and central agencies, including facilitating meetings, managing interdependencies, and supporting alignment between initiatives across organizations.
- Supports project planning, tracking, and reporting activities, including maintaining project documentation, updating timelines, tracking issues and risks, and supporting regular status reporting for leadership on complex initiatives (e.g., Recovery Capital Index).

2. Coordinate and support system refocusing initiatives through PMO delivery support

- Provides coordination support to work plans, procedures, recommendations, and strategies related to system refocusing.

- Assists in assessing internal processes, shared drives, and reporting practices to identify efficiencies and support workflow improvements.
- Contributes to the preparation of briefing materials and correspondence for senior leadership and executive-level audiences (e.g., briefing notes, reports, Cabinet Reports, presentations, correspondence).
- Provides coordination support for health care system refocusing-related legislative planning and development, as required.
- Supports alignment and information sharing related to integration between Alberta's health system and Alberta's mental health and addiction system, including cross-ministry planning documents.

3. Coordinate planning and logistical support for Deputy Minister and senior leadership

- Coordinates the collection and organization of required travel materials and supporting documentation for intergovernmental, pan-Canadian, and other engagements.

4. Participate in PMO, unit, branch, and division coordination activities

- Participates in unit, branch, and division meetings, as well as project and process discussions.
- Provides coverage and backup support when other team members are unavailable.

5. Coordinate and track recruitment and appointment processes for legislated agencies, boards, and commissions (ABCs)

- Works with Unit and PMO leadership to ensure legislative requirements are met by all ABCs and that upcoming recruitments are anticipated, tracked, and briefed appropriately.
- Initiates and supports the recruitment coordination process by guiding program areas through established processes, in consultation with the Senior Project Analyst (PS4), including:
 - i. Coordinates with Centralized Recruitment (PAS) for recruitment planning meetings
 - ii. Reviews and edits information from program areas for inclusion in overall recruitment packages
 - iii. Drafts and coordinates unit-led materials such as recruitment materials, briefing notes, memos, Cabinet Memos, membership lists, letters, Ministerial Orders, and Recommendations for Order in Council
 - iv. Provides input on recruitment strategies, drawing on historical practices and tracking follow-up to ensure agreed strategies are implemented
 - v. Tracks timelines, milestones, and approvals to ensure deliverables are met and timely follow-up occurs with program areas
 - vi. Provides program areas with status updates while recruitment postings are underway
 - vii. Consults and works with Centralized Recruitment, Executive Search, Communications, and other stakeholders to support appropriate promotion and advertising of board opportunities
 - viii. Consults and works with Legal Services to support completion of Ministerial Orders and Recommendations for Orders in Council
- Monitors competitions in the ePAAS system to assess and assist program areas in determining extensions of advertisements, quality of application pools, and, for Health Colleges, preliminary assessment of best fit or placement.
- Prepares hard-copy and electronic approval packages, ensuring documents are saved using established naming conventions and uploaded to ARTS for approval.
- Reviews materials with the Governance Analyst (PS4) and/or Unit leadership to ensure completeness and readiness for approval.

Problem Solving

Typical problems solved:

The Project Management Coordinator gathers and synthesizes information from multiple sources and drafts appropriate responses or background materials to support PMO - led coordination and decision-making. This includes preparing standard responses where decisions are pending, developing background information to support escalation to Unit or PMO leadership, and ensuring leadership is

appropriately briefed on issues that are politically sensitive, cross-ministry in nature, or related to system refocusing initiatives.

The position regularly assesses eligibility considerations for reappointment of agency appointees in accordance with applicable legislation and tracks related timelines and approvals to support informed decision-making. Strong problem-solving skills are required to identify issues, analyze impacts to schedules or deliverables, coordinate input from relevant stakeholders, and present clear options and recommendations to the supervisor to support timely and effective resolution within a project and governance context.

Types of guidance available for problem solving:

Standard responses and established processes are available to guide problem solving. The Project Management Coordinator receives direction from the Manager or PMO leadership when issues involve politically sensitive agencies, specific board members, cross-ministry considerations, or system refocusing initiatives. In such cases, matters are escalated or referred to Unit or senior leadership for response, with the Coordinator providing background information and coordination support as required.

Direct or indirect impacts of decisions:

The position must exercise a high level of discretion and sound judgment. Inaccurate or inappropriate communication with an agency, board, or commission (ABC) may result in misalignment with Ministerial or departmental direction. The role supports PMO-led coordination by ensuring information is accurate, appropriately framed, and escalated when required to mitigate risks related to governance, timelines, or stakeholder relationships.

Key Relationships

Major stakeholders and purpose of interactions:

The incumbent works closely with PMO and unit team members, as well as colleagues across the Ministry and other ministries. The position supports coordinated responses to inquiries from program areas, the Deputy Minister’s Office (DMO), and internal stakeholders, and works with Legal Services and Communications to support the preparation and coordination of packages and materials. The role builds collaborative working relationships through timely, discreet, and well-coordinated responses that support effective project delivery and executive decision-making.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|----------------------------|-----------------------|-------------------------------|-------------|
| Bachelor’s Degree (4 year) | Public Administration | Other | |

If other, specify:

Any bachelor's degree with a preference for candidates with a degree in economics

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

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 | | |
| | | | | | | | |

| | | | |
|-------------------------|------------------|--|---|
| <p>Systems Thinking</p> | <p>○ ○ ● ○ ○</p> | <p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 and plans aligned with APS values • Works with others to identify areas for collaboration | <ul style="list-style-type: none"> • Considers how individual projects and activities contribute to broader branch, divisional, and departmental objectives, rather than treating them as stand-alone efforts. • Uses PMO coordination and oversight to align project deliverables, governance forums, and meeting cadences, ensuring work is sequenced appropriately and supports sustained system improvement and organizational maturity over time |
| <p>Agility</p> | <p>○ ○ ● ○ ○</p> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | <ul style="list-style-type: none"> • Identifies required changes within projects and initiatives and assesses associated risks to timelines, deliverables, and stakeholders. Works with project leads and stakeholders to identify alternative approaches and supports others in considering options that maintain alignment with broader PMO plans and objectives. • Proactively communicates the |

| | | | |
|--|--|--|--|
| | | | <p>expected impacts of changes to affected stakeholders, ensuring implications are understood and dependencies are managed. Anticipates concerns or resistance and supports change by coordinating clear messaging, adjusting plans where appropriate, and escalating issues to leadership when required.</p> <ul style="list-style-type: none">• Anticipates potential obstacles to delivery and remains focused on agreed outcomes by proposing mitigation strategies and sequencing work to reduce risk. Makes informed decisions within areas of responsibility in situations where information may be incomplete, and supports contingency planning by identifying backup options to maintain momentum and support successful delivery. |
|--|--|--|--|

| | | | |
|---|------------------|---|---|
| <p>Build Collaborative Environments</p> | <p>○ ○ ● ○ ○</p> | <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 | <ul style="list-style-type: none"> • Works collaboratively across functional areas to support coordinated project delivery and remove barriers to progress. • Facilitates clear communication and collaboration among stakeholders. • Anticipates potential conflict early and takes action to reduce issues before they escalate. • Recognizes and credits the contributions of others, helping ensure work and talent are acknowledged. • Promotes collaboration, shared responsibility, and commitment to common goals across projects and initiatives. |
|---|------------------|---|---|

Benchmarks

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