

## New

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Branch Administrator

Requested Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

CSD- Custody Operations Branch

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

This position reports to the Executive Director and is part of the branch management team. This position is responsible for planning, business functions and the overall support of operations and administration for the Custody Operations Branch. It is responsible and accountable for the management of human resources processes, head office budget preparation and accommodation needs. The Branch Administrator shares the responsibility for strategic planning involving management of finance, human resources, systems, and facilities administration. This position is involved in ongoing meetings to ensure the branches operational goals are met by collaborating and implementing changes. The Branch Administrator will also support the 15 Directors and ensures that their support staff are appropriately supported in all needs required to complete their role. This position will supervise 2 Administrative support positions in the Custody Operations Branch Head Office.

#### Responsibilities

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

##### 1. Financial Planning and Management

Preparation of budget forecasts and tracking of expenditures within the guidelines set out by Treasury Board and Finance and Departmental policies to provide timely, consistent and accurate budget information to meet operational requirements. Activities: Attend and participate in Finance meetings, Management Team meetings and staff meetings within the Branch. Provide interpretation of financial policies and procedures to staff. Prepare detailed budget estimates for all budgets that fall under Head Office responsibility and prepare monthly financial

summary of all Centre budgets. Provide financial advice, alternatives and recommendations in budget preparation through consultation with supervisors from the offices to assess operational needs.

2. Through effective leadership; direct, mentor and coach administrative staff to ensure optimal performance is achieved, contributing to the success of branch.

- Mentor and coach support staff and provide them with challenging opportunities. This includes motivating behavioral change and a positive atmosphere. Ensure the development of appropriate skills and competencies to ensure continuity of operations, achievement of office objectives, succession planning and cross-training.
- Manage the performance planning process for support staff by ensuring goals are set, reviewed and achieved along with training and development needs to fulfill operational requirements.
- Manage and delegate the administrative tasks that filter through the COB HO administrators including Director timesheet entry, incident notifications, Board of Inquiry and Fatality Inquiry tracking, various external agency response inquiries and tracking, etc.
- Assess training needs, create orientation and cross-training plans and support administrative staff competency development and enhance employee skills and competencies.
- Monitor and track employee relations issues such as staff conflicts, potential grievances, or disciplinary matters, and ensure they are dealt with in a sensitive diplomatic manner in compliance with Human Resources policies and procedures and escalate accordingly to the Executive Director.
- Monitor and manage workload issues such as overtime and all leaves which include short term and long term leaves
- Review and monitor staff assignments to ensure effective use of staff time and resources. This includes developing work procedures and authorization to change staff assignments as necessary due to operational requirements.

3. Effective management and preparation of accommodation and facilities requirements

- Co-ordinate space requirements (including renovation and expansions) for staff and departmental procedures to provide an appropriate and safe working environment to meet operational requirements.
- Coordinate and liaise with numerous agencies/vendors (i.e. Alberta Infrastructure, Facilities Management, Telus, etc.) to co-ordinate accommodation requests such as telecommunications requirements, IT requirements, furniture requirements, equipment contract and renewals.
- Monitor and document security concerns and requirements to make necessary recommendations and forward concerns to appropriate division.
- Evaluate, determine and prepare work order as required to ensure office is effectively operational (WORTS).
- Manage and track ARTS requests for the Branch including managing timelines, distribution and final Executive Director approval
- Working with Executive Director on project deliverables, reporting, tracking, planning and providing support to centre operations including 10 Provincial Facilities.
- Act as a liaison with research and escalating items to the Executive Director that require immediate attention

4. Ensure effective, efficient and accurate support services are provided to internal and external stakeholders

- Act as a liaison between staff and pay and benefits/human resources regarding salary, benefits and both union and non-union agreements
- Co-ordinate Human Resource requirements for the office recruitment of personnel. Liaison with Human Resources/ Workforce Planning to recruit to permanent and non-permanent positions. Perform all commencement of new employees and terminations for HO staff.
- Maintain and approve attendance records for COB staff and administrative staff including vacation and other leaves. Ensure proper coding and entry is completed.
- Develop and maintain best practices and new protocols for the office in response to new or amended legislation and policy directives as required.
- Evaluate current processes to identify and implement workflow efficiencies and new procedures. Set up and implement identified processes/procedures.
- Review and implement changes to the support staff structure to enhance work efficiency and ensure appropriate utilization of resources.
- Developing, evaluating and implementing changes to file preparation, incident reporting process to ensure delivery of work is completed and escalated in a timely manner to the Executive Director

**Problem Solving**

Typical problems solved:

The position reports directly to the Executive Director and has significant freedom to make administrative decisions independently without assistance. There are no other levels of management that have responsibility for administrative issues above this position. Responsible for the administrative policies and practices. Provides financial budgeting, forecasting, and monitoring, reporting, auditing, supervision and administrative responsibilities. The financial operations of the office must be efficient and accurate. Defines and is responsible for the financial reporting and operations of the office. Position provides a financial support service to the ministry in order to ensure compliance with government reporting requirements. Providing financial, day to day office functions and administrative supervision. Extensive knowledge and the ability to interpret the Master Agreement and policy guidelines to provide accurate information. This responsibility requires skills in motivating and coordinating towards meeting the financial and administrative needs of the Branch. Requires a critical level of human relations skills for the supervision of administrative support .

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

**Key Relationships**

Major stakeholders and purpose of interactions:

Internal:  
Executive Director/ADMO, Directors and Admin support staff from all centers, Human Resources, Infrastructure and Policy and Planning, DDA's/Business Managers - Weekly as required

External:  
Senior officials and staff, including (Judiciary, law enforcement, post secondary institutions, planners, facility managers, etc.) Representatives from outside agencies including contractors and building management. - weekly as required

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
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If other, specify:

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		
	○	○	○	○	○		

**Benchmarks**

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