

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

-Provide back-up administrative support when other staff are on vacation or away from the office. Coordinating calendars, meeting materials, equipment purchasing for the sector, contract coordination for grants, etc.

-Providing back-up support for branch Issues Coordinator and ADMO Information and Issues Coordinator as needed

-Management of sector issues and action request tracker with timely follow-ups as needed

-Provide at minimum high level reviews of all ARs via appropriate lenses from branches to ensure clarity, cohesion and that all issues are addressed appropriately prior to ED review

-Identify inefficiencies and deficiencies in branch operations, and research and spearhead effective resolution strategies

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position works in a team environment to provide a variety of administrative and secretarial duties for the Executive Director and the Capital Planning sector. In addition to administering the Action Request Tracking System (ARTS) and coordinating complex correspondence processes, the Sector Coordinator serves as a front-line contact for inquiries from the Assistant Deputy Minister's Office, clients, and stakeholders and assists with the effective and efficient operation of the Capital Planning sector.

Furthermore, the position provides writing, editing, and coordinating services to support the sector's business plan goals, by coordinating the action request process for the sector and its branches, and editing AR responses. The position coordinates information requests from the ADMO and other ministry areas to ensure timely and effective flow of ministerial and program information. This position will stay updated on processes and protocols and ensure ministry processes are communicated and implemented by the sector.

Reporting to the Executive Director, the Sector Coordinator functions within applicable government and Ministry legislation, policies, procedures, guidelines, and standards.

Responsibilities

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

1. Ministerial and Deputy Minister action requests and sector briefings are coordinated and administered to ensure responses are addressed and provided in a timely and coordinated manner by:
 - Coordinating sector responses to action requests.
 - Gathering information from various sources and researching background material prior to assigning action requests to the appropriate unit.
 - Tracking and monitoring the status of responses and briefings.
 - Ensuring deadlines are clearly communicated and providing follow-up and reminders.
 - Ensuring that copies of approved and completed correspondence are returned to the appropriate area and filed.
 - Disseminating information pertaining to procedures and formatting to ARTS users in the sector.
 - Drafting and editing ARs assigned to the sector and its three branches, ensuring consistency, accuracy and suitability for key audience(s) that contains key messages that are in compliance with relevant policies, standards, and guidelines.
 - Routing and assigning ARs to branches, and coordinating internal AR processes through SharePoint, and ministry AR processes through Action Request Tracking System (ARTS).
 - Following up on program or project-specific Action Requests to meet timelines.
2. Ministerial, Deputy Minister, Assistant Deputy Minister, and Executive Director requests for information from the sector are addressed and provided in a timely and coordinated manner by:
 - Responding to ministerial correspondence assignments and information requests from the Assistant Deputy Minister's office and other ministry areas, and coordinating responses from the sector.
 - Updating sector key date, and lists.
 - Assigning phone calls assigned by the Minister's Office to the appropriate branch, and ensuring phone call summary forms are completed.
 - Providing assistance to the sector in communication and correspondence areas to meet critical deadlines
3. Executive Director office operations are flexible to address changing circumstances so that they are continually effective, efficient and relevant to the needs of the sector, division and department by:
 - Supporting the sector in on-going business process work (e.g., maintaining and updating sector processes in collaboration with branches and Executive Director's Office).
 - Supporting the development of documents and presentation material for the sector, to ensure it meets Government of Alberta corporate identity guidelines
4. Other duties as assigned

Problem Solving

Typical problems solved:

This position provides comprehensive services for the Capital Planning Sector, including writing, editing, researching, identifying issues, and drafting recommended responses.

Reporting to the Executive Director, the position researches and synthesizes complex information on programs, issues, and initiatives, to prepare appropriate information for a wide variety of audiences. The position is responsible for the day-to-day management of correspondence requests, including documents and materials required for Action Request responses and other internal and external requests for information.

The position interacts with external and internal clients to facilitate the effective and efficient flow of ministerial and program information, and ensuring compliance with relevant approval processes and protocols. The position performs work in accordance with relevant government and ministry legislation, regulations, policies and guidelines.

Types of guidance available for problem solving:

The position works within the parameters of established legislation, regulations, policies, plans and guidelines with discretion in determining how responsibilities are performed. The Executive Director provides general guidance, reviewing work for quality of information and materials produced, and consultation provided to branch representatives. Other senior sector representatives also review complex or major documents correspondence prior to submission at the executive level to ensure assumptions are valid and sector goals and objectives are appropriately reflected. Work is also evaluated based the effectiveness of working relationships established with various stakeholders and contacts.

Direct or indirect impacts of decisions:

The position has delegated independence to determine priorities and areas of focus, exercising judgement when researching, analyzing and presenting information and recommendations to branch staff members; prioritizing responsibilities to meet deadlines and client requirements; and coordinating correspondence requests with tight and often concurrent time frames.

Key Relationships

Major stakeholders and purpose of interactions:

The position has regular and ongoing contact with:

- branch, sector and division representatives, to exchange and prepare information, and coordinate Action Requests and correspondence requests
- ministry and government representatives to exchange information, coordinate input for correspondence and information requests, and provide recommendations representatives of internal and external ministry stakeholders to provide and exchange information, and incorporate feedback.

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Bachelor's Degree preferred

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

This position requires knowledge of:

- ministry business plan goals, strategic priorities, issues, programs, and resources, including understanding of the provincial education system (Kindergarten to Grade 12)
- branch and division business and operational plans, programs, issues and priorities
- government legislative and regulatory documents that guide and delineate educational capital planning administrative structures of school authorities, government departments and community agencies
- the Minister's Style Guide for correspondence and briefings
- stakeholders, clients and other ministries impacted by sector and branch operations, including relevant organizations, committees, advisory groups and representatives
- the political environment within which the ministry operates and the organization structure of government
- relevant ministry policies, procedures, systems and practices
- applicable legislation, regulations, ministerial orders and guidelines

- software tools and automated systems used to carry out responsibilities (e.g., programs in the Microsoft Office Suite; ARTS; SharePoint operation).

The position must have well developed and demonstrated:

- writing and editing skills to ensure information produced is suitable for diverse audiences and consistent with the style of the applicable branch or ministry representative or official
- interpersonal communication and consultation skills
- conceptual, analytical, and problem solving skills, including ability to quickly integrate needs of diverse clients and stakeholders to provide effective consulting and writing services
- research and information integration skills
- organization and time management skills, including ability to function with close attention to detail while coordinating a variety of assignments with concurrent and tight deadlines
- commitment to confidentiality, tact, discretion and diplomacy.

The position must be able to:

- provide consultation, guidance and advice relating to diverse communications services and sensitive issues
- conduct research, analyze data and present complex and detailed information in plain language suitable for the audience in question
- plan, prioritize and coordinate multiple assignments while carrying out ongoing responsibilities
- work independently while contributing effectively in a team environment
- demonstrate initiative, sound professional judgment and creativity.

The position requires the competencies of adaptability, client focus, communication, organizational awareness, problem solving and judgement, results orientation, teamwork, innovation, relationship building, self-management, and leadership.

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 	Provides leadership and direction to administrative support positions performing a variety of administrative and secretarial services for Capital Planning Sector and other areas of the Division.
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 	This position establishes and prioritizes daily office activities for the Executive Director's office, depending on priorities and urgency of issues, and briefing the Executive Director on critical deadlines. It requires managing issues that impact the Branch, Sector, Division and Department. It involves

		<ul style="list-style-type: none"> • Collects breadth of data and perspectives to make choices 	solving issues through coordinating of common communications and key messaging to provide coordinated responses.
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 	This position monitors administrative functions and is responsible for making necessary recommendations and changes to improve efficiency and effectiveness.
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 	This position understands the priorities of the Executive Director, to determine the best approach to use when dealing with different clients, stakeholders or sector staff.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Position interfaces with staff in the offices of the department's Assistant Deputy Minister and Deputy Minister, as well as senior staff in other ministries. In addition, this position has contact with school authorities, schools, and the general public.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and 	This position provides the Sector's Directors to provide direction, guidance and assistance with the coordination of work assignments and the explanation of policies and procedures.

		appreciates others	
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	Provides guidance and direction to ensure department and Division policies and procedures are followed. Provides orientation and training of administrative support staff in the sector.