

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:

This position manages the implementation of strategic workforce initiatives, with primary responsibility for Alberta's tariff workforce response and other priority projects assigned by the Director. The Manager translates policy directions and federal agreement frameworks into operational programs, coordinating across policy advisors, intergovernmental relations specialists, program delivery teams, and stakeholders to ensure successful execution.

This role serves as the implementation lead who ensures alignment between what policy advisors design, what the intergovernmental relations team negotiates, what stakeholders require, and what program teams deliver.

The position exists to provide dedicated project management and coordination capacity for major workforce initiatives that require sustained attention to implementation details, stakeholder relationship management, problem resolution, and progress monitoring.

Responsibilities

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

- 1. Manage Implementation of Alberta's Tariff Workforce Response:**
 - Manage day-to-day implementation activities, monitoring deliverables against established timelines and escalating issues as required
 - Coordinate activities across policy advisors, FPT specialists, program delivery teams, and communications staff to ensure alignment
 - Engage industry stakeholders and other partners to solicit input, communicate program details, and maintain stakeholder support
 - Establish performance measurement systems to track program outcomes and participant results
- 2. Support Implementation of Federal Funding Agreements**
 - Coordinate implementation of federal funding programs across delivery teams following completion of negotiations by FPT specialists
 - Collaborate with program delivery teams to ensure understanding of and compliance with federal accountability and reporting requirements
 - Monitor program implementation to verify alignment with negotiated agreement terms and flag compliance issues
 - Prepare implementation status reports and escalate issues that may require FPT team engagement or Director intervention
- 3. Monitor Implementation of New Workforce Initiatives**
 - Collaborate with policy advisors to translate policy intent into detailed implementation plans and operational requirements
 - Coordinate cross-functional teams to operationalize new initiatives within compressed timelines
 - Monitor initial implementation results and recommend program adjustments based on early performance indicators
- 4. Lead Stakeholder Engagement and Partnership Development**
 - Design and execute stakeholder engagement strategies for major workforce initiatives, ensuring appropriate consultation
 - Cultivate and maintain relationships with industry associations, employers, training providers, and community organizations
 - Present policy recommendations and program proposals to diverse audiences including executive leadership and external partners
- 5. Manage Project Planning and Implementation**
 - Develop comprehensive implementation plans including timelines, milestones, risk mitigation strategies, and resource requirements
 - Establish project management structures including governance committees, working groups, and reporting protocols
 - Monitor progress against deliverables and proactively identify and resolve

implementation challenges

- Ensure compliance with funding agreement requirements and government accountability frameworks

Problem Solving

Typical problems solved:

This position addresses complex workforce implementation challenges that require integrating competing priorities across multiple functional areas and stakeholders without established precedents or standardized processes. Problems involve coordinating policy intent, stakeholder expectations, federal agreement requirements, and operational realities to develop implementable solutions. The Manager navigates ambiguous situations where strategic directions require translation into practical action plans, balances competing timelines and resource constraints, and resolves disconnects between diverse team requirements necessary to accomplish shared objectives. Challenges include managing high-profile initiatives under political and public scrutiny, coordinating rapid-response efforts to emerging workforce issues, designing stakeholder engagement strategies for politically sensitive topics, and ensuring sustained alignment across policy, intergovernmental relations, and program delivery functions. Success requires sound judgment regarding when issues can be resolved independently versus when they require Director involvement.

Types of guidance available for problem solving:

The Manager operates with considerable autonomy within established policy frameworks and strategic directions provided by the Director and Executive Director. The Executive Director provides high-level strategic direction on government-wide workforce policy priorities and makes final decisions on issues with significant ministerial, cross-government, or reputational implications. The Director provides guidance on priority-setting, risk tolerance, and strategic approach but expects independent problem-solving for operational and coordination challenges. Structured guidance exists for federal funding compliance and government accountability requirements, but the Manager must exercise judgment in applying these frameworks to novel situations. For most day-to-day coordination and implementation challenges, the Manager independently develops solutions, consulting with the Director on issues with significant political sensitivity, substantial resource implications, or strategic risk. Issues requiring Executive Director involvement typically include those with potential ministerial attention, significant cross-ministry implications, or substantial reputational risk to the department. The position requires sophisticated judgment to distinguish between issues requiring escalation and those appropriate for independent resolution, drawing on understanding of political dynamics, stakeholder sensitivities, and organizational priorities.

Direct or indirect impacts of decisions:

Decisions directly impact the successful implementation of major workforce development initiatives affecting millions in program investments and thousands of Alberta workers and employers. The Manager's coordination effectiveness determines whether strategic policy directions translate into operational success, whether stakeholders remain engaged and supportive, and whether federal funding requirements are met while maintaining program flexibility. Recommendations influence how Alberta's workforce programs respond to economic disruptions, how effectively diverse functional teams collaborate, and whether initiatives deliver intended outcomes within established timeframes. Strong performance enhances Alberta's reputation with federal counterparts and stakeholders, while ineffective coordination risks program delays, stakeholder dissatisfaction, compliance issues, and missed opportunities to advance workforce development priorities. The position's coordination role is critical to ensuring effective execution of high-profile initiatives under political and public scrutiny.

Key Relationships

Major stakeholders and purpose of interactions:

- Director, Labour Force Policy & Strategy: receives strategic direction, seeks guidance on politically sensitive or high-risk issues, and provides implementation updates and escalation on issues requiring Director intervention.
- Policy advisors within the branch: coordinates alignment between policy design work and implementation activities, ensures policy intent is translated into operational plans.
- Program delivery teams across JETI, Advanced Education, ALSS, and Indigenous Relations: coordinates cross-ministry implementation of workforce initiatives, resolves operational issues, and monitors compliance with program requirements.
- Industry associations, employers, training providers, and community organizations: leads stakeholder engagement to solicit input, communicate program details, and maintain support for workforce initiatives.
- Communications staff: coordinates messaging and stakeholder communications for major workforce initiatives under political and public scrutiny.

Required Education, Experience and Technical Competencies

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

If other, specify:

A Master's degree in a related field is considered an asset.

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

- Minimum 5 years of progressive experience in policy development, program management, or intergovernmental relations in a government or public sector environment.
- Minimum 2 years of experience leading or coordinating complex, multi-stakeholder initiatives with competing priorities and compressed timelines.
- Knowledge of labour market policy, workforce development programming, and federal-provincial funding arrangements is a strong asset.
- Experience preparing and presenting briefing materials, options papers, and recommendations for senior government audiences at the ADM or DM level.
- Demonstrated project management skills including developing workplans, identifying and mitigating risks, and monitoring progress against deliverables.
- Proven ability to exercise sound judgment in distinguishing issues appropriate for independent resolution from those requiring escalation to senior leadership.
- Strong written and verbal communication skills, including experience drafting briefing notes, ministerial correspondence, and stakeholder communications in a government context.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, SharePoint).

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"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options 	The Manager integrates competing priorities across policy, intergovernmental relations, and program delivery to ensure implementation decisions

		<ul style="list-style-type: none"> Analyzes long-term outcomes, focus on goals and values Identifies unintended consequences 	account for the full system of stakeholder expectations, federal requirements, and operational realities.
Creative Problem Solving	○ ● ○ ○ ○	<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 Collects breadth of data and perspectives to make choices 	The Manager navigates ambiguous implementation challenges without established precedents, developing practical solutions that balance policy intent, stakeholder expectations, federal agreement requirements, and operational constraints.
Agility	○ ● ○ ○ ○	<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 	The Manager responds to rapidly shifting political and operational priorities, adjusting coordination and implementation strategies for high-profile workforce initiatives under compressed timelines and public scrutiny.
Develop Networks	○ ● ○ ○ ○	<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 	The Manager cultivates and sustains relationships with industry associations, employers, training providers, federal partners, and community organizations to maintain stakeholder support and advance Alberta's workforce development agenda.

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