

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Strategic Coordination Officer

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration enhances Alberta's competitive advantage by creating the conditions for more Albertans and businesses to prosper. This includes driving economic strategy, supporting investment attraction and retention, expanding market access and collaborating across jurisdictions to promote the free flow of goods and services. The ministry strengthens Alberta's skilled and resilient labour force through training, re-training, targeted immigration and programs that help workers and employers meet evolving labour market needs. It also promotes safe, fair and healthy workplaces through education, balanced compliance and mediation services, supported by independent tribunals that interpret labour laws and oversee appeals. The ministry advances regional economic development and northern prosperity, and supports inclusive, multicultural communities by providing settlement services, language training and anti-racism initiatives that help Albertans of all backgrounds fully participate in the province's economy and communities.

The Trade division leads a government-wide approach to promoting trade and advancing Alberta's trade interests. It works with partner ministries to enhance market access, supports businesses in diversifying into international markets and engages industry and diplomatic stakeholders to expand export opportunities. It supports inbound delegations and outbound missions, participates in trade policy work and delivers programs that strengthen Alberta's trade ecosystem. The division contributes to trade policy development, defends Alberta's interests in federal trade negotiations and provides comprehensive advice and support to the Minister on trade matters. The division also collaborates with other ministries and jurisdictions to reduce barriers to internal trade.

The Trade Division is focused on ensuring relationships and formal partnerships with business, industry and communities are fostered to increase market intelligence and inform strategic decisions by government and industry. The Assistant Deputy Minister's Office (ADMO) is responsible for overseeing the entire Trade Division.

Reporting to the Issues Manager, the Strategic Office Coordinator provides operational support and coordination for the ADMO. This position maintains strong relationships with the branches and their leadership, ensures that the ADMO is appropriately supported and that priority initiatives are delivered within scope and on time.

Responsibilities

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

Assistant Deputy Minister Support:

- Identify internal communications issues, and coordinate messages and methods of response for ADM and/or leadership team.
- Identify emerging trends and recognize current issues.
- Provide support, coordination, preliminary research and analysis for various projects assigned by the ADMO.
- Support planning and logistics associated with ADMO events and necessary collaboration with the Deputy Minister's Office (DMO), as well as other GoA stakeholders.

Division Support:

- Support the prioritization and track initiatives to ensure the division meets timelines and protocols for bringing legislation, regulations, and associated materials to government decision-making bodies.
- Using qualitative and quantitative analysis, prepare reporting of priority initiatives.
- Ensure the development and coordination of priority initiatives are aligned with the ADMO, DMO, and Minister's Office (MO).
- Implement and regularly evaluate priority tracking initiatives through the administration of necessary web applications (including ARTS) and the Secure Document SharePoint site.
- Collaborate with divisional staff to ensure workflow processes are efficient and effective.
- Act as the Issues Manager or other positions in the ADMO in their absence.

Stakeholder Engagement:

- Collaborate with branch staff on requests for edits to ADMO briefing notes and other correspondence.
- Identify and flag internal divisional issues and areas for collaboration. Coordinate response methods and communications for resolution and other methods of response for ADM and leadership team.
- Liaise with other ministries and JETI staff to coordinate projects and encourage collaboration and unification of materials.
- Build and maintain relationships/dialogue with all division ADMO Issues Managers or Executive Advisors.

Information Requests / Action Requests / Briefings:

- Support the drafting and editing of briefing packages including weekly divisional DM Communique item, agenda and briefing packages for Executive Team meetings, Minister - Deputy Minister meetings, biweekly material for Executive Council.
- Review and edit responses to ensure content quality, accuracy, completeness, political sensitivity, and reflection of department or division policy or position.
- Consistently ensure briefing materials align with Ministry and government priorities, are of high quality, and mitigate risk to the division through collaboration with divisional staff.

Problem Solving

Typical problems solved:

This role may encounter difficulty with tracking all challenges and priorities across various staff members for the ADMO.

Mitigation: Remain aware of current issues by attending meetings, and follow-up on action items arising from the meetings. Alert staff to urgent or politically sensitive matters and emergent issues with researched potential solutions.

This role is required to ensure consistency of all briefing documents and unification of other materials.

Mitigation: Maintain attention to detail to ensure that all materials are edited to quality standards in preparation for senior leadership and ADMO. Collaborate with others as required to ensure unification and set expectations.

This role may be asked to support and lead multiple projects with conflicting deadlines.

Mitigation: Display strong time management skills and proactively identify concerns, issues, and potential solutions.

Types of guidance available for problem solving:

This position works with a high degree of independence and should know when to escalate issues. This position should use and refer to documents and process maps regularly for guidance on how to address emerging issues. While this guidance comes in the form of written documentation, support and guidance for problem solving also comes from the interpersonal relationships that are formed with colleagues in the branches, ADMO, and Issues Manager.

Direct or indirect impacts of decisions:

This position is required to prioritize work and other issues in a timely manner and is responsible to ensuring that all tasks, issues, and activities are dealt with appropriately. The support provided by this position has a significant impact on staff perception of the department, and coordinating information flow from the ADMO to support staff engagement.

Key Relationships

Major stakeholders and purpose of interactions:

- ADM / Issues Manager: To receive daily guidance and support. To support issues/activities as required in order to resolve problems in a timely manner. To ensure that Action Requests are delivered to the ADMO on time and that context for issues is understood.

- Department Staff: To keep informed of current and upcoming projects and activities to update records accordingly. Share information from the ADMO. To provide routine information in regards to department programs and answer questions as required.

- Other Departments: For exchange of information and ensure unification of materials where necessary.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- The position requires a related undergraduate degree (for example, Commerce, Political Science, or Arts) with progressively responsible and related experience, or an equivalent combination of education and experience.

- This role requires in-depth knowledge of government structure, operations, decision-making processes, the policy cycle, and legislative processes.

- Understanding of JETI's mandate, key initiatives, programs, goals, relevant legislation, governance, and practices is an asset, in order to support the implementation of strategic plans and ministry initiatives.

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		
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 	The incumbent must maintain strong relationships and recognize the values and perspective of others when gathering information.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <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 is required to prioritize issues and actions through a tracking system on a regular basis. Must maintain flexibility to ensure that urgent and sensitive matters are addressed in a timely manner in addition to other requests and issues.
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 	This position is required to be up to date on various issues and projects across the department as well as demonstrate initiative to acquire understanding of the JETI operating

