

**New**

Ministry

Public Safety and Emergency Services

**Describe: Basic Job Details**

**Position**

Position ID

Position Name (30 characters)

Planning Coordinator

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:

The *Police Act* was amended in December 2022 to create the legislative authority to establish a new arm's-length agency to manage complaints against the police and conduct disciplinary proceedings. The Police Review Commission will be established upon proclamation of relevant sections of the *Police Amendment Act (2022)* in 2025.

The Police Review Commission will be responsible for overseeing the police complaints process for all police services in Alberta and will have approximately 150 staff. Following implementation, the Police Review Commission will be at the forefront of leading and supporting police services through a significant change in process and philosophy.

Reporting to the manager of organizational development, the planning coordinator tracks and coordinates projects and activities related to procurement, reporting, facilities and IT systems, and supports contract management across the agency. The position tracks impending deadlines, status of deliverable submissions and approvals, which informs agency resource allocation and decision-making. Additionally, the position also supports the development of the agency's three-year strategic plan, annual report and other public and internal reports.

## Responsibilities

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

- 1. Accommodations, fleet and contract coordination** - The Police Review Commission is supported in achieving its mandate through effective coordination of essential operational supports.
  - Follows established processes for planning, tracking and coordinating various procurement activities for IT and non-IT related goods and services.
  - Contributes to the development of business cases, briefing packages and materials to support selection and decision-making concerning the procurement of all goods and services to support the successful implementation and ongoing operations of the Police Review Commission.
  - Works with the manager and planning analyst to coordinate the occupancy of the agency's offices in Edmonton and Calgary.
  - Develops a tracking system for the agency's fleet vehicles, including a reservation system and maintenance tracking.
  - Drives fleet vehicles to maintenance and other appointments, as required.
  - Tracks the agency's existing and upcoming contracts, and reports to managers on budget, timelines and emerging issues concerning those contracts.
- 2. Information, analysis and advice** - Agency planning is supported by appropriate research, analysis and advice.
  - Researches, collects, analyses and evaluates data and information obtained from diverse sources, including statistical databases, legislation, policy documents, process guides, technical reports, and academic journals.
  - Uses quantitative and qualitative research methodologies to interpret findings.
  - Conducts literature reviews and environmental scanning activities.
  - Manipulates data in various forms, such as graphs, tables, charts, etc.
  - Collates researched information into basic briefing notes, correspondence or other communication documents.
  - Raises awareness to the manager if research uncovers emerging issues, along with potential next steps.
- 3. Project coordination and other coordination activities** - Agency planning is supported by appropriate project coordination and coordination of other activities.
  - Leads task-oriented projects where the manager facilitates appropriate connections with different areas across the agency or ministry.
  - Arranges, coordinates and records project consultations, and shares information with manager and team members.
  - Identifies, assesses, analyzes and reports information and data relevant to projects.
  - Gathers information at meetings and working groups and frames the information within the context of priorities as identified by senior leadership.
- 4. Content development** - Agency planning and reporting is supported by appropriate presentation of content.
  - Contributes to the development of the agency's three-year strategic plan and annual report, and develops content for other products to support transparent public reporting.
  - Synthesizes existing information from a variety of sources into summary documents.
  - Consolidates information into formats that are effective for the intended audience.
  - Uses emails, discussion documents and briefing notes to constructively articulate issues and calls for action to the manager.
  - Drafts written reports to support analysis and research findings.
  - Prepares responses to requests for information about the agency's three-year strategic plan, annual

report and reports (e.g., action requests).

**5. Leadership** - Strategic priorities are advanced through leadership at all levels of the Police Review Commission.

- Exercises appropriate judgement within the framework of established protocols.
- Promotes the principles of equity, diversity and inclusion, and integrates those principles into analysis, project management and other activities.
- Provides appropriate maintenance and security of records, including appropriate disposition of transitory information.
- Delivers assignments on time and in a manner that meets the requirements of management.

**Problem Solving**

Typical problems solved:

The information and advice provided by the planning coordinator will influence the implementation and future priorities of the Police Review Commission. Under the direction of the manager, the position coordinates a range of procurement and project activities, and makes significant contributions to the agency's internal and external reporting, such as the three-year strategic plan, annual report and other reporting products.

The position must use effective coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the implementation and ongoing operations of the Police Review Commission. Collaboration with stakeholders across the program and ministry are key aspects of this position. Within this collaborative environment, the planning analyst must determine the best approach to achieve assigned results.

Types of guidance available for problem solving:

This position works within the parameters of established legislation, policies, plans and guidelines. Management provides guidance in determining how responsibilities are performed, including reviewing work for quality of final products. The timelines and comprehensiveness with which services and information are provided is critical.

The planning coordinator's judgement generally determines how specific objectives are accomplished, with solutions often found within the body of knowledge and experience. Senior staff in the branch, the manager, director and executive director are available to provide advice and direction to planning coordinator.

Direct or indirect impacts of decisions:

The focus of the planning coordinator is to perform project, procurement and other coordination activities, and prepare content for the agency's three-year strategic plan, annual report and public facing and internal reports. These efforts affect the implementation and operations of the Police Review Commission.

The impact of these contributions is substantial, with the goal of improving and maintaining public trust in police. Any failure to appropriately coordinate planning activities may result in errors or omissions in public reporting that may undermine public and police perception of the police complaints process and may ultimately lead to diminished trust in policing across Alberta.

**Key Relationships**

Major stakeholders and purpose of interactions:

- Manager - strategic and operational direction, immediate supervisory direction and project assignment.
- Director - strategic and operational direction.
- Colleagues in the Police Review Commission and implementation team - information sources, subject matter experts, collaboration and coordination of project and other documents.

- Cross-ministry staff - collaboration and seek and share information.
- Other internal and external stakeholders - share and seek information.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Undergraduate degree in a related field, plus two years of related experience.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience writing for a variety of audiences.</li> <li>• Some experience preparing information and decision materials.</li> <li>• Some experience in procurement coordination or project coordination.</li> </ul> <p><b>Technical competencies:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of research methodologies, techniques, processes, and analysis concepts in order to identify relevant information and summarize key findings.</li> <li>• Knowledge of data manipulation practices using in-house software applications and Microsoft Office programs in order to provide findings to a diverse audience.</li> <li>• Understanding of procurement theories and processes in order to relay information regarding the various stages involved.</li> <li>• Knowledge of project management principles, approaches, and methods.</li> <li>• Strong teamwork, relationship building, and interpersonal skills (e.g., networking, relationship building, active listening).</li> <li>• Flexibility and adaptability to new situations, and ability to develop creative solutions.</li> <li>• Strong written, verbal and interpersonal communication skills, including communication and presentation skills.</li> <li>• Strong organizational and time management skills with the ability to prioritize to meet deadlines.</li> <li>• Self-motivated, capable of handling a wide range of project responsibilities.</li> <li>• Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders.</li> <li>• Ability to support and coordinate a variety of tasks, handle tight deadlines, multi-task and re-prioritize workload.</li> <li>• Ability to scan a substantial amount of material to determine relevant information.</li> <li>• Ability to synthesize information into options and recommendations for simple and complicated policies, consultations, and projects.</li> <li>• Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, and external stakeholders.</li> <li>• Class 5 driver's license and clean driver's abstract.</li> </ul>
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### 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:	Considers the whole system when evaluating, researching and conducting analysis.

		<ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	Works in project teams to complete tasks and own performance, and ensures assigned action are completed in a way consistent with direction and required timelines.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Regularly adapts to changing priorities adjusts projects and deliverables to take advantage of opportunities, explains the impact of changes to tasks to management
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from other areas to solve problems.</p>