

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:

The Finance, Governance and Capital Policy Sector includes four branches that support school business officials, oversees internal business services, provides capital data analysis and policy, and plans and delivers diverse strategic initiatives and mandate items. This includes taking the lead on emergent priorities and the delivery of alternative projects.

Reporting to the Strategic Advisor, the Writer-Editor has a critical role in ensuring the strategic efforts of the sector are focused and aligned internally and externally. As a member of the Finance, Governance, and Capital Policy sector team, the position develops responses to strategically relevant issues and plans and manages the sector's strategic information program.

Issues associated with the sector mandate are challenging, complex, high profile, and politically sensitive, requiring integrated plans and responses given the varied expectations and interests of stakeholders, the public, and elected officials. The Writer-Editor provides strategic information and perspectives to sector and division officials in relation to key issues and associated solutions, mitigating strategies, implications,

risks, and opportunities. This position drafts key messages and response plans, and prepares required written materials including briefing notes, responses to the public and presentations.

This individual possesses a high level of organization awareness, corporate knowledge and the ability to build strong relationships with sector and division staff to be able to access key information and address issues. This position performs all work in accordance with the *Education Act* and other relevant Ministry legislation, regulations, policies, and guidelines.

The Writer-Editor also supports the Financial Services and Capital Planning Division Assistant Deputy Minister (ADM) office by supporting the coordination and management of issues, information requests, and briefing materials. This position oversees the tracking, analysis, and timely delivery of responses to executive, ministerial, and central agency requests, and identifies opportunities to proactively and effectively manage workload volume. The Writer-Editor will liaise regularly with ADM office on division priorities and work closely with the sector to ensure advice is accurate, aligned, and responsive to emerging priorities.

Responsibilities

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

1. Information and Issues Management

Activities:

- Respond to urgent and emerging issues within the Finance, Governance and Capital Policy sector to support effective and efficient operations.
- Research, draft, and produce written materials that ensure accurate, consistent communication on budget, fiscal analysis, stakeholder matters, capital planning, and other sector programs.
- Ensure all written content is appropriate for intended audiences and compliant with legislation, policies, and procedures.
- Track key deliverables to support timely and accurate responses.
- Serve as a liaison for issues and requests from the ADM office, coordinating with program area subject matter experts to prepare responses for the Minister, Deputy Minister and ADM.
- Draft responses to concerns from the public with empathy, professionalism and sound judgment.
- Identify appropriate areas within the sector or division required to develop responses and determine necessary resources to meet deadlines.
- Identify emerging issues and trends from Action Requests (ARs) and advise the Strategic Advisor and program areas as appropriate.
- Review and oversee the preparation of sector briefings and complex or sensitive documents for the ADM office.
- Build and maintain effective working relationships with sector and ADM leaders to ensure they are informed of emerging and critical issues.
- Attend sector information meetings as required.
- Monitor internal and external environments—including briefings, reports, ARs, media coverage, legislative proceedings, and other information sources—to identify emerging and sensitive issues for sector officials.

2. Managing Action Requests, Assigned Briefings and Correspondence

Activities:

- Works with ARTS including assigning, editing and tracking priority ARs, manages the timely completion of ARs.
- Reviews and edits sector correspondence to ensure appropriate tone, content, and format that is consistent with division and Ministry priorities and position.
- Effectively coordinates communications and information requirements of the sector.
- Ensures response accuracy, including review and analysis of supporting documents, website, government and stakeholder information, and other documents. Also monitoring current events and contacting appropriate program areas as needed.
- Modifies and adapts standard responses according to situations and circumstances presented in ARs, while adhering to Ministry established policies and guidelines.
- Establishes, implements and monitors comprehensive communication and information management

strategies to facilitate and enhance communication and information flow within the sector and division.

- Provides and ensures briefings and correspondence succinctly identify the issues, meet quality standards, and reflect the government/department's policy and position.
- Responds to and resolves inquires often of an urgent and sensitive nature, through management of activities internal and external to the division.
- Assists in the coordination of department responses to divisional matters.

3. Executive Support and Review of Communications

Activities:

- Works with sector program area staff to prepare communications documents.
- Assists the sector, Directors, Executive Director and ADM with reviewing key messages documents prepared by Communications.
- Manages development of strategic responses to requests, typically of a high profile, politically sensitive, and/or sector-wide nature, through analysis of subject matter, political environment, and history and interpretation of relevant issues and information.
- Advises sector regarding content, style, and strategic positioning of information.
- Provides guidance to sector representatives regarding written communications materials, including assessment of needs and development of standard responses to enhance efficiency and effectiveness of sector communication processes and consistency of key messages.

4. Finance, Governance & Capital Policy Operations Are Coordinated and Improved

Activities:

- Provide expertise and information to support development and presentation of project recommendations and project status updates.
- Identify emerging issues requiring intervention and advise Directors and Executive Director with recommended solutions.

Problem Solving

Typical problems solved:

- Is required to deal with confidential matters and communications. Deliverables and requests are diverse and deal with sensitive and complex issues that are urgent and often have tight timelines for completion.
- Is responsible for assisting in ensuring the accuracy and thoroughness of materials developed with the sector. This involves careful research, close attention to detail, and drafting of materials according to appropriate style and tone.
- Conveys information in a way that is sensitive to individual needs and situations, while ensuring consistency with the ministry's vision, mission and identified priorities.
- Contemplates the short and long-term implications of information provided and documentation that is produced as they often end up in the public realm.
- Anticipates issues and resolves them or proposes solutions before bringing them to the Strategic Advisor's attention.
- Liaises with divisional staff, the ADM office and communications to assist with issues management.
- Stays abreast of public issues related to Education to edit ministerial documents with a critical and informed eye.
- Maintains awareness of which staff members are experts on a given issue throughout the sector and works with them as an expert in written correspondence and briefings.

Types of guidance available for problem solving:

- The Writer-Editor works within the parameters of established legislation, regulations, policies, plans, and guidelines.
- The subject matter expert, the Strategic Advisor and Directors and Executive Director will provide general guidance, reviewing work for quality of information produced.
- Problem-solving sometimes requires consultation with sector and division leadership to ensure that the solutions are holistic and well developed.

Direct or indirect impacts of decisions:

- The Minister, DM and ADM are provided requested information on a timely and accurate basis and are advised of potential concerns in a timely manner.

- Sector staff receive specific feedback and clear direction on assignments and ARs.
- The communication and correspondence generated by the division directly impacts the credibility of the Minister, DM, the ADM and the Ministry.
- This position influences sector and division writing standards.
- Sector staff are kept up to date on Minister, DM, ADM and Executive Correspondence Unit's preferences regarding correspondence and briefings.

Key Relationships

Major stakeholders and purpose of interactions:

- Strategic Advisor and Executive Director to confirm direction of work and priorities, provide updates, identify and mitigate issues, provide advice and recommendations.
- Sector Directors, Managers, and staff members to provide consultation and advice in relation to issues management, regulatory and policy development, and strategic information programs; exchange information; collaborate on initiatives, including development of key messages, stakeholder consultation materials, and issues management strategies.
- ADM office to identify and discuss issues; provide advice to support issues resolution and decision-making in briefings and Cabinet Reports.
- Ministry representatives (e.g., Communications, Legislative Services, Justice) collaborate on development of materials and strategies to resolve and handle issues; gather and provide responses to urgent media inquiries; collaborate on review and development of legislation, regulations, and complex documents; analyze and present issues for legal and other advice as appropriate.

Required Education, Experience and Technical Competencies

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

If other, specify:

University graduation in a related field plus 2 years progressively responsible related experience.

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

- Skills and Abilities:**
- Critical thinking and problem-solving skills, including the ability to identify and analyze multi faceted issues, and develop solutions to issues and information requests.
 - Excellent verbal and written communication skills and the ability to convey complex information in a clear/concise manner.
 - Strong leadership and relationship building skills to work with internal and external stakeholders.
 - Excellent organizational skills and ability to prioritize multiple assignments, activities, completing demands and responsibilities daily.
 - Ability to summarize and synthesize complex and diverse information succinctly.
 - Skills in plain language communication to prepare a variety of documents such as briefings, memos and letters.
 - Proven writing skills including knowledge of how language impacts messaging and tone and ability to communication in writing to a wide variety of people.
 - Proven ability to develop and implement practical procedures and systems that reflect best practices.
 - Demonstrated ability to promote teamwork, collaboration, and partnership at all levels.
 - Excellent research skills to verify information requests and information produced by the division, as well as research related to trends and issues.
 - Excellent attention to detail.
 - Strong interpersonal skills, problem-solving skills, including negotiating skills to find ways to ensure information requests are handled by appropriate department resources with set timelines.
 - Ability to identify and mobilize resources to address issues and short deadlines.
 - Sensitivity to the political environment to note trends and issues that may impact decisions at the divisional level.
 - Excellent computer skills, including ability to work efficiency and effectively with ARTS and Microsoft Word, Excel and PowerPoint.

Knowledge:

- In-depth knowledge of the Ministry style guide for correspondence briefing notes, etc.
- Knowledge of the division structures, role and responsibilities and comprehensive understanding of programs.
- Understanding of the government's political and organizational structure, including priority indicatives, protocols and business processes.
- Sensitivity to the political environment to note trends and issues that may impact decisions at the divisional level.
- Understanding of the strategic directions and priorities, as well as the processes, of the department, government and other key stakeholders.
- General knowledge of:
 - Various department/government acts and regulations.
 - Department's position on a variety of issues.
 - Provincial political system.
 - Alberta's education system including public, Catholic, charter and independent schools.
 - Political, societal, and executive decision-making environment in which the division and ministry operate.
 - Fiscal planning and forecasting cycle/processes.
 - Quality assurance principles.
 - Business/operational planning processes and tools to maximize the division outcomes (deliverables) and continually develop and implement innovative processes to maximize effectiveness and efficiencies.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Strong strategic thinking skills including the ability to understand political direction and how the work of the sector and division aligns with Ministry and government strategic priorities.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles 	Ability to identify and mobilize resources to address issues and short deadlines. Excellent organizational skills and ability to prioritize multiple assignments completing demands and responsibilities daily.

		and stays focused on goals <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Anticipates potential challenges, negotiates major issues in advance, uses broad knowledge to improve performance and optimize resources.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Critical thinking and problem-solving skills, including the ability to identify and analyze multi-faceted issues and develop solutions to issues and information requests.

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