

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Reporting to the Executive Director, this position manages all administrative functions and accountabilities for the branch and provides administrative support to the Executive Director and the other senior managers in the Corporate Strategic Services Branch. The position manages branch IT matters, including electronic folder access and management of electronic records. The position assists the Executive Director with scheduling of meetings and coordination/preparation of meeting materials, including agendas and meeting minutes as required. Additionally, the position supports the Executive Director with budget related activities, including quarterly forecasting, procurement and purchasing, invoice tracking and payment, and salary and benefits management. The position is responsible for delegating and tracking branch assignments, including processing of action requests, correspondence management, divisional requirements like operational planning and initiative reporting, and records management. The position communicates and works closely with the Assistant Deputy Minister's Office (ADMO) on a regular basis. The position is also responsible for branch personnel matters, including tracking employee attendance/absences and preparation/submission of supporting documentation. The position also serves as the 1GX Guide and BERNIE subject matter expert for the Branch.

Responsibilities

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

1. Provide administrative support to the Executive Director and other senior managers:
 - schedule meetings and organize meeting materials, including preparation of agendas and meeting minutes, attendee invitations, and travel arrangements when needed;
 - review incoming correspondence for the Executive Director, prioritizing and actioning as required (assigning for response, review/edit of response, and ensuring Executive Director's review);
 - coordinate branch action requests, assigning to appropriate business areas, and tracking responses to ensure completion by prescribed due dates;
 - coordinate and prepare briefing materials, correspondence, and reports as required; and
 - provide editorial/proofreading support for branch documents, like the business plan and annual report.
2. Consolidate and track branch budget information:
 - track branch expenditures to support quarterly forecasting and new budget load activities;
 - review and reconcile P-card transactions and other expenditures, ensuring budget coding is correct, prior to submitting for Executive Director approval;
 - provide financial information or supporting documents to divisional budget officer when required;
 - oversee branch contract activities, including preparation of contract documents, budget allocations and contract invoice processes.
3. Oversee branch administrative functions and accountabilities:
 - schedule monthly branch meetings, requesting agenda items and supporting materials for meeting packages;
 - coordinate regular updating of branch Intranet content;
 - review branch administrative processes to ensure continuous improvement and alignment with Government of Alberta and ministry policies and best practices;
 - provide administrative cover off in the ADMO and other executive offices as required;
 - monitor and order office supplies, equipment, and supplies for the photocopier; and
 - organize branch events and provide support to the ADMO for divisional meeting preparations.-
4. Manage branch personnel information and activities:
 - manage branch work/life calendar entries, track employee absences, and coordinate reconciliation of 1GX reporting with branch Directors;
 - coordinate preparation and submission of human resource documents to document employee activities such as recruitments, employee leaves, performance planning, retirement, or resignations/transfers;
 - organize branch and staff recognition events; and
 - coordinate information technology (IT) and telecom requirements for employees, new employees (onboarding) and outgoing employees; and
 - maintain current information on all branch peripherals and software assignments.

Problem Solving

Typical problems solved:

Although the position is supervised by the Executive Director, the incumbent is expected to handle the responsibilities of the position independently and except for issues of formal authority (e.g., expenditure officer authority), is expected to refer only issues of unusual sensitivity or consequence to the Executive Director. Examples of problem solving would include negotiating timely responses to action requests and other deliverables, addressing policy or guideline breaches, or troubleshooting technology issues on behalf of staff.

Types of guidance available for problem solving:

The incumbent would be guided by established ministry and Government of Alberta guidelines and practices governing financial, administrative, and human resource functions. Guidance would also be provided by the Executive Director, senior management staff, or other executive support staff, specific to procedural guidance.

Direct or indirect impacts of decisions:

Decisions made by the incumbent have a number of impacts on branch operations, including branch budgeting (use of allocated budget amounts or forecasting input), prioritizing and assigning branch resources to deliverables to ensure time lines are met, and the classification and retention of official records. Decisions are often made independently, exercising judgment and understanding of the situations they encounter day to day, to ensure guidelines and procedures are applied and adhered to appropriately.

Key Relationships

Major stakeholders and purpose of interactions:

Assistant Deputy Minister's Office: providing status on branch initiatives and action requests; providing cover-off to ADMO staff when needed
 Executive Director: daily interactions on administrative, financial and personnel matters in the branch
 Directors and Managers: daily interactions on administrative matters, including creation and routing of action requests, responses to action requests and other divisional deliverables, budget matters, staffing matters.
 Executive support staff: seeking and providing divisional updates on operational issues or activities.
 Branch staff: IT, 1GX, and BERNIE support, staffing matters, action request responses.
 External GoA staff (i.e., PSC, CPE, Service Alberta): to initiate work on behalf of the branch that is carried out by an external ministry.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Some business related courses and several years of related experience.

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

Position requires strong administrative, communication, organizational, interpersonal and multi-tasking skills. Must have sound knowledge of and proficiency with Microsoft products (Word, Excel, PowerPoint, Outlook), M365 as well as proficiency in Adobe Pro. As the branch lead, the position requires proficiency in ARTS, 1GX, and BERNIE, along with a strong understanding of GoA policies and procedures for finance, human resources, and procurement. The position requires the ability to review and edit a wide variety of materials, applying strong proofreading skills and knowledge of ministry formatting requirements.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> Identifies key 	- Success in this role relies on the incumbent's ability to form strong relationships with key

		<p>stakeholder relationships</p> <ul style="list-style-type: none"> • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>stakeholders in the division and ministry, due to the corporate nature of the work.</p> <ul style="list-style-type: none"> - The incumbent must have a clear understanding of who key people are and what they are responsible for. - Strong communication skills are a must, as interactions occur at a higher level.
Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	<ul style="list-style-type: none"> - Must have a strong understanding of the work carried out by each division in the ministry and how the branch's work fits into that. - Must know who the Executive Director routinely interacts with, to anticipate and respond appropriately to divisional requests for input.
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 appreciates others 	<ul style="list-style-type: none"> - This position is required to interact closely with all branch staff, on a wide range of issues. - They must be able to effectively assign work to staff, in recognition of skills and knowledge required to complete the assignment. - Strong communication skills are essential, with the capability to interact with senior leadership staff effectively.
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own 	<ul style="list-style-type: none"> - As the lead administrative resource for the branch, the incumbent will be required to address problems using constructive solutions that reflect the broad perspectives in the branch. - The incumbent must be

		<ul style="list-style-type: none"> • Contributes ideas for improving processes, and adapts existing practice to address problems 	adept at reviewing branch processes and identifying options for improvement, taking into consideration impacts on branch employees.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Facilities Manager's Assistant (015AS05) - Alberta Infrastructure
Office Administrator (015AS08) - Alberta Health

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.