

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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 Curr 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 is responsible for the effective administration and efficient operation of the branch and for contributing to the efficient processing and delegation of the daily flow of the branch assignments and information. The position contributes to the day-to-day operation of the branch by providing a full range of administrative duties such as: correspondence management, management of the Executive Director's schedule, records

management, contract support, subject matter expertise for IGX and BERNIE, and processing of action requests in ARTS, as well as liaising with the Assistant Deputy Minister's Office and the ministry's corporate services as required.

Responsibilities

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

1. Provide administrative support to the Executive Director in support of the branch operations and administration
 - Coordinate the Executive Director's calendar, including assembly of meeting materials, scheduling meetings, completing travel arrangements, etc.,
 - 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,
 - Serve as a liaison within the branch and division, representing the Executive Director's office, by responding to questions and resolving administrative issues or problems,
 - Consult and hears concerns of staff regarding daily operations,
 - Coordinate documents required by Human Resources,
 - Review P-card expenses, expense claims, and other expenditures for all Directors and Managers for accuracy and clarity prior to recommending claim to Executive Director for final approval,
 - Oversee and maintain branch vacation schedule
2. Coordinate branch administration and activities
 - Provide administrative support and training to other admins within the branch,
 - Schedule stakeholder meetings and complete travel arrangements,
 - Prepare hosting requests and organize hosting as appropriate,
 - Review branch administrative processes to ensure continuous improvement and alignment with Government of Alberta and ministry policies, as well as best practices
 - Assist with preparing meeting agendas and briefing materials for external stakeholders meetings.
3. Provides coordination and management of Branch interaction with ADM's office and department administration, including issues management.
 - Responsible for assigning and tracking of documents to ensure Branch's responsibilities to ADM's office and department requirements are met,
 - Responsible for the quality, format and timelines of Action Requests, all departmental information and communication requests,
 - Responsible to consolidate and pass on information to the Branch of any developments and is the liaison with other division, departments, and the public in providing information and requesting services
4. 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, 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

5. Manage branch personnel information and activities.

- Manage branch calendar entries, track employee absences, and coordinate reconciliation of 1GX reporting with branch directors,
- Update branch documents, such as hybrid schedules, telephone lists, etc. ,
- Coordinate preparation and submission of human resource documents to related to employee activities such as recruitments, employee leaves, performance planning, retirement, or resignation/transfers,
- Organize branch and staff recognition events,
- Coordinate information technology (IT) and telecom requirements for employees (new and existing),
- Maintain current information on all branch peripherals and software assignments

6. Provide administrative cover off in the ADM's Office

- Undertake cover-off responsibilities as identified

Problem Solving

Typical problems solved:

The position balances a broad portfolio of responsibilities and must be flexible and adaptable to changing priorities. The position deals with various internal and external contacts ensuring all clients are provided with accurate and consistent information in a professional and timely manner; responses to requests are coordinated; information flows effectively; and, all levels of accountability/approval/confidentiality are maintained. The position requires careful attention to details.

The incumbent must be able to work independently as well as with the team, and be able to exercise good judgment when making initial decisions. The incumbent must be able to assess administrative processes to ensure they are efficient and are meeting the Executive Director's and branch needs.

The incumbent is responsible for keeping track of all ongoing branch priorities, ensuring that deadlines are being met in a timely manner.

Types of guidance available for problem solving:

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. However the Executive Director, unit Directors and ADMO admin team are available for guidance, as needed.

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.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - receive direction; manage schedule, correspondence and travel; provide information and recommendation for the effective administration of the branch
- Directors - provide administrative support with processing correspondence related to ARTS, scheduling stakeholder meetings, and coordination of travel arrangements
- Branch staff - coordinate information flow from the Executive Director and/or ministry corporate services (i.e. HR, IT, Legal Services, Communications); coordinate contract preparation and administration

- ADM's Office - provide administrative support cover-off
- General public and external clients/stakeholders - respond to queries, provide assistance where possible

Required Education, Experience and Technical Competencies

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

If other, specify:

3 years related experience are required.

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) 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 information 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"/>	<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 	<ul style="list-style-type: none"> - Success in this role relies on the incumbent's ability to form strong relationships with key stakeholders in the division and ministry, due to the corporate nature of the work. - 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"/>	Facilitates open communication and leverages team skill: <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 type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <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 	<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 adept at reviewing branch processes and identifying options for improvement, taking into consideration impacts on branch employees.

Benchmarks

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