

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

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 OHS & WCB Policy and Legislation team provides strategic policy advice with respect to occupational health and safety (OHS) and workers' compensation legislation, and is responsible for legislative, regulatory and policy development activities related to the OHS Act, OHS Regulation, OHS Code, as well as the Workers' Compensation Act, and related regulations.

Reporting to the Director, OHS & WCB Policy and Legislation, the Office Administrator is responsible for the smooth and efficient delivery of comprehensive administrative support to the Director, Manager and policy analysts. The incumbent will provide support by reviewing information and composing correspondence; maintaining calendars, scheduling appointments and making travel arrangements; keeping records and file management; preparing background material; monitoring, tracking and negotiating time lines with the Executive Director's Office on all Action Requests (ARs); triaging and tracking stakeholder inquiries; and responding directly to day-to-day administrative inquiries on behalf of the team. Position provides cover-off for the Branch Coordinator and may also act as a resource to other units within the branch.

The Office Administrator provides administrative support to OHS & WCB Policy and Legislation in its development and delivery of policy and legislation. The team works closely with Legislative Services team members in the WPL Branch, Legal Services and the Safe, Fair and Healthy Workplaces Division (SFHW).

Major responsibilities include:

- Supporting team administrative needs for legislative and policy development activities.
- Developing metrics and work service standards for OHS & WCB Policy and Legislation activities.
- Managing the team financial work (budget preparation, purchasing, and invoices).
- Managing the team human resources work.
- Compiling FOIP requests and lead for unit's records management.
- Project support for consultation and stakeholder engagement.
- Coordinating accommodations and facilities needs.
- General Administrative duties (IT, ordering supplies, booking meeting rooms, arranging travel, booking fleet vehicles and assisting with onboarding new staff in 1GX).
- Tracking and coordinating training.
- Assisting with 1GX activities: handing Accounts Payable through SAP, reviewing Expense Reports and reconciling PCard transactions using Concur, and submitting Purchase Requests through Ariba.

Responsibilities

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

1. The Director is supported:

- Creates and ensures appropriate templates are used for ARs, JScans, multi-column documents, case conferencing, etc.
- Reviews correspondence to determine appropriate unit responses to ensure they meet unit, branch and Ministry guidelines.
- Coordinates activities related to the Director's schedule, screens meeting requests, redirects requests where appropriate, prioritizes meetings, and sends out meeting agendas.
- Prepares meeting packets for the Director, ensuring background material is available.
- Makes travel arrangements.
- Monitors, tracks and proofreads ARs, and negotiates timelines with the Branch Coordinator on all ARs.
- Responds directly to day-to-day administrative inquiries on behalf of the Director. Works with Branch Coordinator to get ADM approval on external requests where required.
- Processes FOIP requests and processes requests from FOIPPA Office, under the guidance of the Director.
- Tracks tasks for the Director to ensure deadlines are met.
- Acts as a resource to other administrative support staff within the Branch.

2. Provide specialized administrative support to Director, Manager, and policy team for OHS & WCB Policy and Legislation.

- Reviews and edits various types of correspondence.
- Monitors shared email inboxes (OHS Code Review Inbox), triages requests for response, ensures response deadlines are met, and maintains response tracker.
- Compiles standard background information for various types of correspondence.
- Assists team to ensure policy documents are formatted and accurate.
- Performs administrative support functions in a timely manner to ensure achievement of goals, objectives and mandates of the team.
- Assists with stakeholder engagement initiatives and technical working groups, including minutetaking.
- Prepares agendas and records meetings for regular team meetings and other meetings as required.
- Implements and maintains document management processes (paper and electronic) using GOA Information Management guidelines.
- Coordinates HR needs (staffing requests, organizational charts, access cards, parking, fleet vehicles, office relocations/furnishing, telephone moves/changes, and new staff onboarding).
- Generates BERNIE requests on behalf of unit staff as required.
- Provides project management support.
- Builds strong business relationships with team, branch staff, divisional staff, Assistant Deputy Minister's Office, stakeholders and customers.

3. Provide financial management support

- Prepares monthly Unit forecasts and monitors budget and expenditures, including identifying and analyzing relevant information, incorporating emerging needs and operational plans for the fiscal year, as

identified by the Director.

- Makes purchases for the team according to GOA purchasing policies and procedures.
- Prepares and ensures governing and financial policies and procedures are adhered to.
- Provides information to staff, upon request, on financial processes and procedures, account coding, using 1GX (Accounts Payable and Expense Reports).

Problem Solving

Typical problems solved:

This position provides support both as an Executive Assistant to the Director and OHS & WCB Policy and Legislation Manager, as well as team members in a high-paced and demanding environment. Understanding the function of each area within the team is critical to prioritizing and determining where resource efforts are best utilized.

This position requires an understanding of the political cycle, the policy cycle and government structure to determine which level of executive or which area should be engaged to ensure timeliness of responses.

Frequently the incumbent will have to assess priority requests and determine the best route to escalate the request for speedy processing while ensuring excellent communication skills are used to preserve internal resource relationships.

The Office Administrator will use problem-solving skills to assist the Director negotiate budget and financial resources for the team and ensure that financial records are maintained and accurate.

Types of guidance available for problem solving:

Resources include operational procedures, established processes and policies. Leadership team provides guidance and supports collaboration. The WPL Branch Coordinator, team leads in specialized areas (HR, IT, Finance, 1GX, etc.) or OHS & WCB Policy Manager provide support and direction, as required.

Direct or indirect impacts of decisions:

Financial - payroll, budget, finance.
Operational - Timeliness of services, coordination of activities or meetings, responses to stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

This position has considerable contact within the department and other government area as well as the public for the purposes of providing information and/or requesting services. These may include, but are not limited to:

- Executive Director's Office
- Assistant Deputy Minister's Office
- Programs area within the Branch (Legislative Services, Employment Standards, and Labour Relations) and branches within the Labour and Workforce Strategies Division.
- Other branches and divisions within the department (SFHW, Legal Services, Legal Counsel, etc.)
- Specialized Professional Services and OHS Program Delivery (SFHW Division)
- OHS Contact Centre and DASH Administrators
- FOIPPA Office
- Accommodations, Infrastructure, Building Facilities, Fleet Management
- IT, Human Resources and Finance
- Stakeholders, contractors, vendors

Required Education, Experience and Technical Competencies

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

If other, specify:

Post Secondary degree or dipolma preferred

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

High school diploma and three years of related experience. Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience. Preference will be given to candidates who have post-secondary course work in business administration and/or related experience.

Position requires general knowledge of:

- Policy development cycle.
- Occupational health and safety legislation is considered an asset.

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"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Able to see the big picture but also engages in the details. Generally understands the policy development cycle, how legislative changes occur and how this impacts the department and stakeholders.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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 	<p>Understands government processes and is able to determine the most appropriate electronic or computer technology to use for various activities.</p> <p>Identifies high priority items and effectively organizes to complete tasks on time.</p>
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively 	<p>Adapts quickly to the changing environment of the work and identifies solutions that meet the needs of the team.</p> <p>When change in direction is required, coordinates with the direction from the Director and</p>

		<ul style="list-style-type: none"> • Looks for information on changes • Open to new ideas and helping co-workers 	leadership team on options.
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	Accountable for completion of support work to the team.
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 	Regularly communicates with ADM's Office and other program areas to coordinate team activities.
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	Anticipates varying needs by working within a multi-disciplinary team.

Benchmarks

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