

Update

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

Senior Program Coordinator

Current Class

Job Focus

Supervisory Level

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Apprenticeship Education and Pathways unit leads strategic initiatives for Alberta's apprenticeship education and skilled trades system, and is the focal point for program-specific outreach and communications, issues management, and program development and implementation. The unit is responsible for managing apprenticeship education and partnership initiative funding, maintaining the data and analyses that support key operational decisions and publications, planning and implementing new apprenticeship and skilled trades programming, and supporting the development of post-apprenticeship educational pathways with post-secondary institutions.

The Apprenticeship Education and Partnerships team leads the coordinated delivery and funding of apprenticeship classes across the province, supported by targeted forecasting and analysis of apprenticeship program data. The team also manages grant agreements with community partner organizations that reduce barriers to entering apprenticeship education and increase awareness of skilled trades opportunities in Alberta. In addition, the team develops learner pathways, works with post-secondary institutions and partners to advance parity of esteem, and supports core government operations through coordinated planning and reporting.

As part of the Apprenticeship Education and Pathways team, the Senior Program Coordinator supports key strategic initiatives, including the oversight and administration of a grant funding portfolio for organizations focused on skilled trades workforce development. The position manages relationships with a broad network of community partners and considers Ministry goals when engaging with organizations that support access to apprenticeship education and

awareness of skilled trades opportunities. The role provides oversight and quality assurance on all grant activities, including reviewing progress reports, implementation plans, annual reports, and financial summaries, and offers strategic advice to ensure initiatives align with government priorities. The Senior Program Coordinator also leads the development and enhancement of policies, processes, and guidance materials to support consistent grant administration, identifies emerging risks and pressures, and leads or coordinates strategic projects and initiatives that contribute to system modernization and improved program outcomes.

The Senior Coordinator works under the direction of the Manager and within the framework of existing legislation, policies, and processes.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

Lead the end-to-end administration of apprenticeship partnership grants to support increased access to apprenticeship education and awareness of skilled trades opportunities.

- Lead planning, development, and continuous improvement of grant policies, processes, tools, and guidance to ensure consistent administration across the unit.
- Manage the full lifecycle of grant agreements, including development of funding recommendations, negotiation of terms and deliverables, coordination of approvals, and preparation of supporting documentation.
- Ensure all initiatives contribute to strengthening the pipeline of talent entering Alberta's apprenticeship education system by aligning deliverables and outcomes with Ministry priorities.
- Provide oversight and quality assurance on partner activities by reviewing and analyzing progress reports, implementation plans, annual reports, financial statements, and performance outcomes.
- Conduct research and analysis to identify emerging issues, program risks, funding pressures, and opportunities for improvement, and provide evidence-based recommendations to senior and executive leadership.
- Lead stakeholder engagement activities with community partner organizations to support program delivery, clarify expectations, resolve issues, and maintain alignment with Ministry priorities.
- Coordinate resources, where required, to support grant design, evaluation, or reporting activities.
- Support implementation of new grant initiatives or revised processes, including cross-functional collaboration, change-management planning, and transition to ongoing operations.
- Prepare briefing materials, recommendations, and key messages to support decision-making by senior leaders and ensure alignment with related departmental initiatives.

Develop and implement a centralized approach to partnership funding

- Lead the development of a centralized framework to guide how apprenticeship partnership funding is allocated, managed, and evaluated to advance departmental goals.
- Establish consistent expectations, criteria, and performance measures for all partnership initiatives, including standardized reporting requirements, proposal formats, and budget transparency tools.
- Develop tools, guidance materials, and standardized processes to support consistent decision-making, risk assessment, and performance monitoring across all partnership funding streams.
- Conduct research, jurisdictional scans, and analysis to inform funding models, performance expectations, and long-term planning for partnership investments.
- Collaborate with internal program areas to integrate partnership funding considerations into broader strategies, including pathways development, parity of esteem initiatives, and skilled trades promotion.
- Provide evidence-based recommendations to senior and executive leadership regarding funding priorities, program design, and opportunities to improve alignment, efficiency, and impact.

- Support change-management and implementation activities associated with new funding frameworks, ensuring clear communication, operational readiness, and alignment across the branch and department.

Coordinate assigned strategic and mandate-driven initiatives to advance achievement of division and department priorities.

- Lead project planning and execution in collaboration with program areas and other internal and external stakeholders, gaining consensus and maintaining momentum without positional authority.
- Draft project management documents to record and communicate activities and progress (e.g., project plans, engagement plans, research and analysis reports and presentations), and provide coaching to Program and Data Coordinators in the development of their project management documents.
- Identify and resolve project issues and risks as they emerge and recommend solutions on issues escalated to senior and executive leaders.
- Lead cross-functional project teams to discuss issues, gain consensus and maintain momentum, including resolving conflict, addressing tensions, and building and maintaining relationships with internal and external stakeholders.
- Lead robust implementation planning activities, utilizing change management skills, working closely with relevant business units, and linking to broader strategic and operational frameworks.
- Engage in program evaluation projects in collaboration with other business units.

The Division and Department are represented on related cross-ministry initiatives and working groups to increase the integration and alignment of government efforts in relation to division programs and services.

- Lead and/or participate in cross-ministry projects to represent the division or department's perspectives.
- Identify and leverage linkages between program development and implementation projects and cross-ministry initiatives.
- Influence other departments to consider division program and service perspectives in developing legislation, policy, and programs.
- Support, as needed, the development and implementation of related strategic initiatives that are led by other departments.

Program operations assigned to the team are effectively managed to achieve expected outcomes.

- Undertake day-to-day tasks associated with program operations, including workflow, administration, and reporting.
- Develop and manage contracts and grants.
- Identify issues and potential solutions regarding matters that have the potential to impact program outputs and outcomes.
- Develop, implement, and evaluate operational systems and processes to enhance efficiencies and support continuous improvement.
- Prepare briefings, presentation materials, key messages, and recommendations to support effective communication and alignment with other AIT programs and priorities.

The Manager is supported in achieving the mandate and goals of the team.

- Provide the Manager and Director with advice and recommendations for emerging issues, opportunities, and challenges.
- Develop briefing materials, presentations, speeches, and correspondence to ensure branch, division and department leadership have appropriate input for decision-making.
- Facilitate collaboration, linkages and information sharing across branch units and the department, including

developing and maintaining relationships.

- Provide input and recommendations to the Manager and Director related to the ongoing enhancement of the Division's policies and operational programs.
- Provide input into strategic and business planning and division policy development.
- Serve as Acting Manager as needed.
- Performing other duties as required.

Problem Solving

Typical problems solved:

- Multiple initiatives of varying scope can be ongoing at any one time; some will be led by the team, others will require the team to participate, facilitate, or provide targeted advice. Plans must be continually adapted to address shifting priorities, changing circumstances, or emerging risks, often requiring significant adjustments to timelines and deliverables.
- The Senior Program Coordinator manages numerous grant agreements simultaneously, each at different stages of the grant lifecycle, requiring careful coordination, issue resolution, and prioritization to maintain momentum and ensure compliance.
- Projects and grants can be high-profile and linked directly to departmental and Government priorities, resulting in elevated scrutiny and limited precedents or roadmaps to guide decisions on new or revised initiatives.
- External stakeholders frequently seek additional funding or expanded support, requiring the Senior Program Coordinator to balance these pressures with limited budget availability and provide evidence-informed recommendations on how best to allocate resources.
- Many projects and grants contain multiple interconnected parts, requiring the Senior Program Coordinator to identify and manage linkages and interdependencies to support project and program success.
- Each initiative is tailored to meet specific needs, making each project and grant agreement unique. Innovation and creativity are required to develop effective, practical solutions that respond to client needs while maintaining alignment with Ministry priorities and policy requirements.

Types of guidance available for problem solving:

The Senior Program Coordinator works to proactively identify and mitigate risks and has authority to resolve straightforward issues. When more complex issues arise (e.g., significant conflict between planned and current processes; escalation of timelines) the Senior Coordinator assesses problems from different perspectives and considers the long- and short-term impacts of various options before recommending a path forward. Precedent is not always available and when it is it could be applied in new ways meet the Department's needs. Solutions might require the creation or reorganization of information, or clarification of existing requirements.

This position works within the parameters of established legislation, policies, plans and guidelines with significant discretion in determining workload priorities and how responsibilities are performed. The Manager provides general direction and guidance. When dealing with particularly sensitive issues or complex situations the Senior Program Coordinator can seek guidance from the Manager.

Direct or indirect impacts of decisions:

Externally, the work of this position impacts:

- The development, operations, reputation and integrity of multiple programs that are delivered to Albertans.
- The continued evolution of Alberta's apprenticeship system; leveraging opportunities for improvement.
- The effectiveness, credibility, and accountability of community-delivered apprenticeship partnership initiatives

across Alberta.

- Organizations' capacity to deliver programs that improve access to apprenticeship education and promote skilled trades opportunities.
- The ongoing modernization of Alberta's apprenticeship and skilled trades system and support stronger outcomes for learners and employers.

Internally, the work of this position impacts:

- Successful execution of grant agreements, program development, implementation projects, and funding initiatives that are led by the incumbent (e.g., managing timelines, stakeholder engagement, issues resolution).
- A more proactive and integrated approach to grants and program development and implementation, which results in increased alignment and communication within and across multiple division programs. Much of this work is directly linked to strategic business priorities as identified by executive management.
- Enhanced consistency, effectiveness, and integrity of grant administration, and program development and implementation by using leading practice approaches.
- Research and recommendations developed by the Senior Coordinator impact program-level decisions and the multi-lateral information and intelligence flow between division units and program initiatives. For example, greater alignment between Alberta's programs and services and intergovernmental perspectives helps apprentices move between jurisdictions and enhances the consistent standards across Canada.
- The operational plans and results achieved by the team.
- Linkages and collaboration across programs to operate nimbly and adapt to evolving environments.
- Improved financial oversight and forecasting accuracy for public funds, strengthening the Ministry's ability to plan, monitor, and report on its commitments.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager, Apprenticeship Education and Pathways - provide inputs to inform unit planning and reporting; raise awareness to emerging significant issues; provide updates and reports on grants and projects; develop supporting documents and recommendations to inform the Manager's work on committees, projects, grants, and other initiatives.
- Team staff - coach and mentor junior staff; collaborate on initiatives and share information; provide advice.
- Division program areas - lead and collaborate on projects and grants; engage and consult on development and implementation projects; guide through change processes.
- Division program stakeholder groups (e.g., other ministries with connected program or services, employer groups, student groups) - coordinate consultations as needed; respond to specific project queries as needed.
- Department business units or peers in other departments - collaborate on initiatives with common goals; represent team perspectives to shape grants and projects led by other divisions or departments; develop and maintain good working relationships, identify linkages across projects.

External

- External stakeholders (e.g., employers, industry, apprentices, learners, student associations, post-secondary institutions) - Integrate stakeholder perspectives in assigned grants and projects; engage feedback and inputs in initiatives; lead collaboration and co-design activities to support external stakeholder participation in grant and program design; conduct stakeholder needs analysis to understand root causes, opportunities, and pain points.

Required Education, Experience and Technical Competencies

Education Level Bachelor's Degree (4 year)	Focus/Major Other	2nd Major/Minor if applicable Other	Designation Other
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If other, specify:

A degree in public administration, social sciences, business, or a related field

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

- Post-secondary degree, and at least four years' experience, or a suitable equivalent.
- Experience managing end-to-end grant programs, including proposal evaluation, funding recommendations, agreement oversight, financial monitoring, and performance reporting.
- Strong ability to build and maintain relationships with external partner organizations, clarify expectations, resolve issues, and ensure alignment between funded initiatives and government priorities.
- Demonstrated skill in developing and improving policies, processes, and standardized tools to support consistent grant administration, performance measurement, and operational efficiency
- Knowledge of Government and Ministry strategic and policy directions, and a strong understanding of Alberta's apprenticeship education and skilled trades system.
- Knowledge and experience in project management and grant program management, with the ability to develop, implement, and improve the processes and methods that support effective program delivery.
- Knowledge of and ability to apply change-management principles to policy, process, and operational improvements.
- Strong interpersonal and communication skills to consult with program areas, provide advice on grant programs, and support collaborative problem-solving.
- Well-developed critical thinking and analytical skills to assess challenges, opportunities, risks, and impacts in complex program and funding environments.
- Ability to create clear and effective documents, tools, and presentations for diverse audiences.
- Strong organization and prioritization skills to balance multiple concurrent projects and operational responsibilities.
- Agility to adapt to shifting priorities and emerging issues across multiple subject areas.
- Ability to maintain resiliency and momentum when leading work with significant ambiguity or evolving direction.
- Ability to work independently and as part of a team, exercising sound judgment and taking initiative as required.

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 	Considers multiple inter-relationships; seeks opportunities to collaborate with program areas to evolve programs and grants; anticipates outcomes and potential impacts of different paths; considers longer-term opportunities and risks prior to presenting recommendations; thinks broadly about grants and programs to consider how changes will be integrated and transitioned into existing operations.

		collaboration	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <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 	Proactively engages relevant stakeholders to scope and solve issues and find the best solutions; collects information from multiple areas and uses it to assess issues and determine solutions.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Works creatively within policies and processes to proactively meet goals; anticipates obstacles to change and thinks ahead about next steps.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Identifies key stakeholder contacts specific to each initiative, builds trust by being open to different perspectives; considers how change will impact the grant or program and engages them in the path forward; communicates regularly with stakeholders and sustain working relationships.
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 	Values and respects others' opinions and is open to learning from other; creates space for collaboration within initiatives, addresses conflicts, recognizes performance and achievements of individuals and groups.

		resolution • Recognizes and appreciates others	
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Benchmarks

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

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

Manager/Director Name

Date yyyy-mm-dd

Manager/Director Signature

Executive Director Name

Date yyyy-mm-dd

Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature