

New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Strategic Operations

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:

Reporting to the Director, Resource Strategy and Maintenance, the Manager, Strategic Operations, manages and coordinates the Strategic Operations team and provides strategic leadership in learning and teaching resources processes that are crucial to the successful piloting and implementation of new curriculum. The role of the Manager, Strategic Operations is to:

- lead and coordinate complex projects that support successful development and implementation of curriculum and involve collaboration with internal and external stakeholders;
- provide objective and strategic advice on sector processes and policies to ensure high-quality learning and teaching resources are available to the K-12 school system in alignment with policy documents, including the Ministerial Order on Student Learning and *The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum (The Guiding Framework)*;
- lead the design and delivery of professional learning for a variety of internal and external stakeholders to deliver, maintain and continually improve a digital collection of K-12 learning and teaching that align with the application of the vision, guidelines, considerations and features identified in *The Guiding Framework*;
- provide strategic leadership in the development of dynamic and responsive support documents and

guides to identify and clarify roles, responsibilities, and processes for learning and teaching resources development; and

- support the director in the accomplishment of branch goals.

The Manager, Strategic Operations plays a key leadership role in ensuring that the collection of learning and teaching resources on New.LearnAlberta.ca meets the highest standards, includes the knowledge and skills necessary for students to form foundations for successful and fulfilling lives, and has a strong focus on literacy, numeracy, and competencies.

Responsibilities

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

1. Lead the strategic operations for learning and teaching development, authorization and maintenance processes and guidelines in English and French languages to ensure that new Alberta Kindergarten to Grade 12 curriculum aligns with policy, and meets the diverse needs of Alberta students, including Francophone and French immersion students, by:
 - leading the Strategic Operations team in English and French by providing objective review, feedback, recommendations, and advice related to K-12 learning and teaching resources collections;
 - overseeing the sector's consistent application of the vision, guidelines, considerations, and features of *The Guiding Framework* in all aspects of the learning and teaching resources identification, procurement, development, review, authorization and maintenance processes in English and French;
 - managing and coordinating the development of learning and teaching resources considerations, tools, and processes to support development consultants and authorization analysts;
 - strategically identifying opportunities for improvements and efficiencies in learning and teaching resources development processes in English and French;
 - providing leadership and mentoring Strategic Operations team members on effective collaboration strategies; and
 - managing high priority policy projects for the sector.
2. Plan and manage professional learning to support common understanding of high quality learning and teaching resources in English and French across the division through:
 - working with developers, analysts, and subject area team leaders to address learning and teaching resource gaps;
 - establishing, managing, and continuously improving processes for responsive networks of internal and external stakeholders; and
 - establishing, managing, and continuously improving processes for professional learning, and collaboration.
3. Strategically lead projects and processes for identifying and clarifying roles, responsibilities and processes for the learning and teaching resources sector through:
 - establishing and overseeing consultation processes that include all branches and units involved;
 - applying knowledge of curriculum and assessment development theory, models, processes, and trends and *The Guiding Framework* to resource development;
 - planning and managing the development and continuous improvement of a responsive and dynamic

learning and teaching resources collection on New.LearnAlberta.ca; and

- advising and guiding the sector on strategies for building consensus among teams with differing perspectives, interests and priorities.
4. Support internal and external stakeholders in successful implementation of curriculum in schools and classrooms through:
- leading the design, delivery and provision of learning and teaching resources for piloting and implementing teachers, schools, and school authorities;
 - reviewing responses to requests for information from the field to ensure they include accurate and current information and consistent communication; and
 - collaborating with Provincial Assessment Sector to support common understandings of the architecture and design of new curriculum including literacy, numeracy and competencies.
5. Support the director in the accomplishment of branch goals through:
- managing the day-to-day operations of the Strategic Operations unit and assisting in the general operation of the branch in both English and French;
 - recruiting, training, and supervising employees to develop and maintain a highly skilled, motivated and productive staff in both English and French;
 - providing strategic advice and recommendations in both English and French; and
 - researching, developing and coordinating briefings on issues, policy and programs in response to requests or in support of recommendations in both English and French.

Problem Solving

Typical problems solved:

The Manager of Strategic Operations is responsible for leading a team that ensures consistent and effective learning and teaching resources collection that provides equitable learning opportunities for all Alberta Kindergarten to Grade 12 students. Primary challenges derive from implementing standardized processes throughout the sector and collaborating with external stakeholders as vendors, sole-source contractors and grant recipients. The Manager drives results for the sector by fostering creativity and innovation in processes and products, and resolving issues related to achieving desired outcomes for learning and teaching resources identification, procurement, development, review, authorization and maintenance. Challenges faced by this position include:

- negotiation, compromise and consensus building among parties with multiple perspectives, interests and priorities when developing provincial curriculum;
- providing leadership in the consistent application of the vision, guidelines, considerations, and features identified in *The Guiding Framework* while respecting subject matter expertise; and
- managing priority projects with competing deliverables.

Types of guidance available for problem solving:

The Manager works within a broad framework of policies including:

- Education Act, Funding Manual, and Guide to Education, ECS to Grade 12
- Ministerial Order on Student Learning: Goals and Standards Applicable to the Provision of Education in Alberta;
- The Guiding Framework for the Design and Development of Future Kindergarten to Grade 12

Provincial Curriculum (2020)

- Freedom of Information and Protection of Privacy Act (FOIP)
- Department goals and policies that relate to provincial curriculum development and implementation

The Manager collaboratively leads a team comprised of policy, engagement and operational professionals and can seek advice from direct reports with specialized knowledge, other teams and branches, as well as from their direct supervisor, the Director of the Resource Strategy and Management branch. The Manager also benefits from the collegiality of 3 peer managers across the sector with whom they will engage on a daily basis and can seek support from.

Direct or indirect impacts of decisions:

The Manager contributes to the content and quality of new and existing learning and teaching resources in alignment with *The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum*. This position impacts programming for K-12 schools in Alberta, and thousands of teachers and students. The work of the Manager, Strategic Operations will impact stakeholder reaction and support for the piloting and implementation of new curriculum, as well as continuous improvement of curriculum for years to come.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Deputy Minister, Assistant Deputy Minister, Executive Director, Director: provide briefings, advice and recommendations

Unit members: work closely with team members to determine priorities and develop work plans, provide recommendations and advice, lead projects and initiatives

Direct reports: hire, mentor, guide, develop and lead in order to plan, manage workload and priorities, coordinate operational requirements and initiatives

Division and ministry staff: share information and maintain effective working relationships in order to understand and incorporate multiple perspectives into priority work, contribute to various departmental priorities as appropriate, provide recommendations and advice, and exchange information

External:

Stakeholder leaders (CASS, ATA, ARPCD, etc): provide information and guidance

CMEC: represent the Ministry on the working group, provide information and recommendations

School authorities, teachers, administrators: provide information and advice

Representatives of other governments: establish collaborative working relationships and exchange information

Other GoA ministries, agencies and crown corporations: network and maximize internal resources

Non-profit organizations: network and maximize external resources

Required Education, Experience and Technical Competencies

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

If other, specify:

Alberta Teacher Certification

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

Experience as a K-12 educator or administrator
Experience in K-12 French Education
Fluency in English and French (verbal and written)
Understanding of GoA business and decision-making processes

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"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <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 	<p>Anticipates shifts in work priorities and impacts of decisions. Works with internal and external partners to support learning and teaching resources identification, procurement, development, review, authorization and maintenance in alignment with departmental priorities and policy documents.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Communicates and collaborates with subject teams and other branches to deliver efficient and effective learning and teaching resources identification, procurement, development, review and authorization processes. Anticipates potential areas of conflict and negotiates collaborative solutions.</p>
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 	<p>Leads the development of dynamic and responsive processes and support documents. Identifies opportunities for continuous improvement of learning and teaching resources processes.</p>

