

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:

- Updated organizational information
- Updated employee signature
- Deputy Minister's Performance Agreement

Responsibilities Removed:

- Shared services support to Affordability & Utilities
- Coordinate bi-annual reviews of Energy and Minerals' alberta.ca content (Transferred to Communications)

Job Purpose and Organizational Context

Why the job exists:

The Business Services Branch is responsible for Ministry business planning and reporting, supporting the Government of Alberta's strategic planning and reporting process, the Deputy Minister's Performance Agreement, enterprise risk management, performance measurement and evaluation, operational planning, and all related processes and products. The branch supports the ministry's participation in the Committee of Supply and Public Accounts Committee processes. The branch also leads the business continuity function for the department. The branch is also responsible for coordinating and providing accommodations services, assisting with end-user escalations, and supporting corporate operations and initiatives to help department staff carry out the business activities of the ministry.

Position Summary:

Reporting to the Manager, Business Planning, this position is part of a team of professional staff dedicated to support the business planning and reporting processes as identified above. This position establishes relationships with internal and external clients to deliver on core responsibilities. This is done by consulting with executive, senior leadership and key branch contacts within the ministry and with key contacts in Treasury Board and Finance and other ministries.

The position requires significant collaboration and coordination within the Ministry as well as across government.

Responsibilities

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

1. Collaborate on development of the Ministry's annual report to ensure the document effectively communicates the results achieved by the department, meets the requirements of the Annual Report Standards issued by Treasury Board and Finance, and fulfills the recommendations set out by the Auditor General's audit of the Ministry's performance measures.

- Provide advice and support to divisions related to data/information reporting requirements.
- Coordinate input from divisions and synthesize information for the Ministry Annual Report, including summarizing, re-writing, and/or editing material as necessary.
- Identify reporting gaps and/or issues in terms of the processes and content and present solutions / recommendations to the Manager.
- Collaborate with ministry staff to ensure production of the annual report efficiently and effectively, including coordination of approvals with regard to both content and design.
- Support the Manager as required to administer contracts related to the production of the annual report, including liaison with the Office of the Auditor General, Treasury Board and Finance, Communications, and contractors.

2. Support preparation of the Ministry's submission the Government of Alberta's Annual Report.

- Provide advice and support to divisions related to data/information reporting requirements.
- Coordinate and compile department input and summarize, re-write, and/or edit submissions material as necessary.
- Provide liaison with Treasury Board and Finance, the Office of the Auditor General and other ministries as required.

3. Coordinate the collection and analysis of performance measures data and maintain logic models for the Ministry and for the Ministry's contribution to the Government of Alberta (GoA) Strategic Plan.

- Provide consultation, advice and expertise to Ministry operational divisions regarding development of performance measures and logic models and the collection and analysis of performance measures data.
- Coordinate and maintain the collection of performance measures data and logic models, ensuring validity and accuracy.
- Prepare performance measures control documents, methodology, and supporting documentation, ensuring that documentation satisfies the requirements set out by the Office of the Auditor General and Alberta Treasury Board and Finance.
- Coordinate the audits of ministry performance measures data (for Measuring Up and the Ministry Annual

Report), including the provision of information and other supporting documentation as necessary.
-Represent the department on TBF's Performance Measurement Task Team, as required.

4. Support the development of briefing binders for legislative committees, including Committee of Supply and Public Accounts Committee:

- Assist with the production of a comprehensive package of briefing materials covering the scope of ministry accountabilities for the Minister, Deputy Minister, and ministry executives.
- Coordinate input from divisions and agencies.
- Assist with the distribution of briefing binders.
- Provide advice and recommendations to the Manager on areas of focus and messaging.

5. Provide support/cover-off for the Senior Analysts, with regard to Ministry Planning processes, including:

- Business Planning
- Enterprise Risk Management planning
- Operational planning
- Business Continuity
- DM Performance Agreement
- Strategic planning (include Executive/Senior Management planning sessions)
- Government-wide committees related to business planning, including the GoA Business Planning Working Group

6. Complete secondary research and special projects as required.

- Compile, analyze, and synthesize data/information from a number of sources and prepare relevant documents.
- Develop briefings and reports and provide advice / recommendations to the Manager.
- Other special projects or supports, as assigned.

Problem Solving

Typical problems solved:

The position is responsible primarily for coordinating the management of issues, projects, briefings and reports and may be involved in data collection and analysis, and developing recommendations or ideas for further discussion with management.

The Analyst conducts standard data collection and analysis, with precedents to follow for briefing notes and reports. Within the context of these assignments, this position must determine the most appropriate approach and practice to use to achieve results. Performs analysis, reasons and draws inferences from data to assist in developing recommendations.

Types of guidance available for problem solving:

The primary guidance is from the Senior Analysts and the Manager, from past work, and from lead ministries and agencies including Treasury Board and Finance.

Direct or indirect impacts of decisions:

Decisions will directly impact the timely management of issues, ensuring that advice developed by themselves and other branch staff is not unnecessarily delayed in being delivered to Energy and Minerals executive.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager
- Director
- Executive Director

- Branch Heads
- Finance and Administration
- ADM Ministry Services Division
- Executive Advisor of Ministry Services
- Department Business Leaders - all business units are engaged and accountable for some aspects of business planning and reporting, performance measurement and evaluation, and ERM.
- Key contacts at agencies, boards and commissions - most of the ministry's ABC's are engaged and accountable for some aspects of business planning and reporting, performance measurement and evaluation
- Alberta Emergency Management Agency - as required related to business continuity
- Business Continuity Officer - as required, to discuss/brainstorm/strategize on issues related to the work unit and to discuss and negotiate facility management requirements
- Other Government Departments - Cross-government work related to position deliverables

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Knowledge/Skills and Abilities:

- Understanding of the government of Alberta's business planning and strategic priority setting processes.
- Understanding of the department's business plan, strategic priorities, mandate, and programs and functions of business areas across the Ministry.
- Knowledge of government strategic and policy direction and priorities.
- A thorough understanding of government and departmental processes for planning and financial management. Understanding of departmental business plans, reporting and priorities.
- Detailed knowledge and experience in strategic business planning, performance measurement and evaluation, performance reporting, policy development, and issues management.
- Knowledge of the structure, operation and decision-making processes of the department and government.
- Should have knowledge of relevant acts including the *Sustainable Fiscal Planning and Reporting Act*.
- Knowledge and experience in performance measurement development as well as in-depth knowledge of reporting and evaluation, problem solving techniques, analytical tools and methodologies for research and gathering business intelligence.
- The ability to think strategically, relating information from a broad range of sources to the department's businesses, anticipating future issues, and assessing how they could affect the department. Understanding of corporate governance requirements and the function of internal controls.
- Knowledge of the process and best practices for developing business continuity plans, including

knowledge of risk management and mitigation strategies and techniques. Certification (CBCP or ABCP) would be an asset and provide additional authority/credibility when decisions are made relevant to the various components of the area of responsibility.

- Strong analytical and creative thinking, as well as organizational and project management skills are required to manage multiple projects under tight timelines ensuring they are completed on time, and that they meet expectations and standard.
- Strong leadership and communication skills are needed to develop processes and finding solutions that are effective for the department as a whole.
- Understanding of government and the department, and ability to take a corporate perspective -- having an awareness of the department's priorities and strategic objectives.
- Ability to take a client service approach to work.

Experience:

- Progressively responsible experience in all or a combination of the following areas: business planning and reporting, issue identification, and performance measurement and evaluation, risk management, business continuity. Experience in government (preferably the Alberta Government) and/or in large private sector organizations preferred. Experience working in the energy industry is valuable as well as an understanding of department programs, inter-relationships within the department, the IRMS ministries and government.

Education:

- University Degree at the Bachelors level in Economics, Political Science, Public Administration, Planning, Business Administration or related discipline with considerable related experience. A graduate degree is considered an asset, as is project management certification and/or membership in the Canadian Evaluation Society.
- Additional education may be considered in lieu of experience.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Planning work requires the analyst to be up to date on the current economic and political environment as it relates to ministry outcomes. The broader context is also crucial when providing advice to senior leadership and when completing reporting.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues:	The analyst will be required to facilitate sessions of professionals

		<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 	from various roles across the department to develop logic models and performance metrics.
Build Collaborative Environments	○ ○ ● ○ ○	<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 	Planning and reporting requires input from numerous stakeholders within Energy and Minerals and across government, particularly Treasury Board and Finance. Building relationships with key contacts is a key component for success in this role as these contacts possess information and knowledge necessary for completion of work.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> Uses variety of resources to monitor own performance standards Acknowledges even indirect responsibility Commits to what is good for Albertans even if not immediately accepted Reaches goals consistent with APS direction 	Time constraints and competing tasks can be significant during peak periods. This position will need to balance various requirements while meeting deadlines.

Benchmarks

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