

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:

As a dedicated AI champion and change agent, the Coordinator leads the transition toward modernized operations. This position actively embraces Artificial Intelligence and helps develop real-time dashboards to showcase the success of Alberta's innovation system, ensuring all programming and reporting align directly with the goals of the Alberta Technology and Innovation Strategy (ATIS).

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Technology and Innovation has a strategic role within government to support Alberta's economic growth by driving technology and innovation policy and strategy, creating programs and tools that help grow Alberta's economy, modernize government, and foster efficient delivery of government programs, services, and information. The ministry's focus is to develop and deploy modern, secure digital services that allow Albertans to easily access government services online and support government to operate more efficiently; ensure the privacy and personal information of Albertans is protected and managed through a privacy by design approach; and support the growth and development of Alberta's technology and innovation sector to make Alberta a destination of choice for entrepreneurs, researchers, innovators, and investors, and foster economic growth and diversification.

Within the Innovation, Privacy and Stewardship Division, the Innovation, Partnerships, and Governance Branch has accountability to support Alberta's innovators, researchers, businesses, and entrepreneurs as they drive economic and social growth, develop partnerships, attract investments, and create jobs through strategic initiatives, programs, and investments. The Branch has responsibility for leading and managing innovation strategies and initiatives and programs to enhanced research and innovation across the province's key sectors and improve competitiveness. These programs are informed by government priorities such as the Alberta Technology and Innovation Strategy (ATIS) and intended to attract relevant talent and expertise, train the next generation of innovators, and attract impactful innovation investments.

The branch's Innovation Discovery and Collaboration Programs Unit builds, supports, and promotes innovation capacity in Alberta's post-secondary institutions (PSIs), non-profits and industry by ensuring the province has world leading talent and state of the art facilities to drive growth and attract investment.

Position Summary

Reporting to the Manager, Discovery Programming, the Program Coordinator ensures the operational effectiveness, data integrity, and modernization of a \$100M+ research portfolio. This role is central to the unit's digital transformation, focusing on piloting AI tools and optimizing workflows to enhance program management while reducing manual burden. As the primary Data Custodian, the incumbent safeguards the accuracy and reliability of all grants management systems, ensuring funding processes remain transparent, compliant, and defensible. Beyond core operations, the Coordinator supports major programs—including RCP, MIF, ICG, and SRI—by validating performance data for executive reporting and creating materials that showcase Alberta's innovation successes through data-driven storytelling. By combining meticulous organization with a proactive approach to new technology, the Coordinator ensures that program operations are professionally managed, digitally optimized, and clearly understood by all stakeholders.

Responsibilities

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

1. AI Integration, Workflow Modernization & Data Integrity Leadership

- Serve as the unit's AI Champion and Change Agent, leading the responsible integration of AI tools to modernize program workflows while strengthening governance controls.
- Act as the Data Integrity and Workflow Optimization Lead, accountable for ensuring all program systems, datasets, and reporting mechanisms are accurate, defensible, and audit-ready.
- Identify systemic inefficiencies in reporting intake, compliance review, competition processing, and data reconciliation processes; design and implement structured improvements using AI-enabled tools and automation.
- Develop and deploy AI-assisted solutions to streamline triage of incoming reports and inquiries, automate structured data extraction, and improve dashboard population -- while retaining human validation at all decision-critical checkpoints.
- Establish validation protocols to verify AI-generated outputs, ensuring completeness, accuracy, and compliance with funding agreements and government standards.
- Ensure all AI integration aligns with Government of Alberta governance, privacy, records management, and information security requirements.
- Monitor and measure operational efficiency gains resulting from AI-supported workflows and continuously refine tools to improve performance without compromising accountability.

2. Program Data Governance and Lifecycle Control

- Maintain structured oversight of the full grant lifecycle, ensuring reporting compliance, amendment tracking, and documentation integrity across 500+ active files.
- Reconcile and validate critical datasets (funding allocations, leveraged funding, milestones, sector classifications, outcomes metrics) across multiple systems to ensure consistency and reliability.
- Prevent incomplete or inaccurate submissions from advancing to financial review or executive consideration by applying structured

quality control checkpoints.

- Maintain master datasets and tracking systems that serve as the authoritative source for executive reporting and public accountability outputs.
- Serve as the Data Custodian for all program information (funding awards, applications, program reports) within the Grants Management System (CRM). Ensure the accuracy, reliability, and security of all data records.
- Actively monitor the CRM and related digital platforms for operational deficiencies or data anomalies. Report and track technical issues to ensure system performance is maintained and that all program transactions are recorded accurately.

3. Competition and Decision Infrastructure

- Execute end-to-end competition workflows, ensuring submissions are complete, compliant, and ready for technical and panel review.
- Structure and prepare validated briefing materials and scoring summaries to support defensible funding recommendations.
- Optimize competition workflows using AI-supported tools to reduce manual processing time while preserving independent oversight and review integrity.
- Safeguard documentation flow, reviewer access, and scoring compilation processes to maintain fairness, transparency, and defensibility.

4. Reporting, Accountability & Executive Support

- Populate and maintain dashboards and performance reports used for executive decision-making, public reporting, and cross-ministry accountability requirements.
- Extract, structure, and validate project outcome data to ensure reporting outputs accurately reflect program performance and impact.
- Translate complex datasets into concise, decision-ready materials that support senior leadership oversight.
- Strengthen internal controls to ensure modernization efforts enhance reporting reliability and audit resilience.
- Serve as a primary point of contact for post-secondary institutions regarding program inquiries and reporting requirements. Prioritize building collaborative working relationships to ensure mutual understanding of program guidelines and reporting expectations.

5. Support Core Unit and Branch Operations: Digital Workflow Optimization

- Track issues and provide advice and recommendations related to the CRM grants management system, utilizing data analytics within the CRM to identify bottlenecks, usage trends, and areas for process automation.
- Provide support as required for Manager/Director involvement in committees/meetings with stakeholders from the post-secondary ecosystem, employing AI tools for meeting preparation (e.g., summarizing past minutes, drafting key talking points based on stakeholder profiles).
- Contribute to the creation and development of action requests by researching and providing information, key messages and support materials, including the preparation of briefing notes, letters, memos and other related correspondence, using AI-assisted writing tools to ensure compliance with government style guides and policy positions.
- Provide quality assurance with respect to action requests by reviewing and editing information being submitted to Manager or Director for sign-off, utilizing automated text-editing and compliance-checking software to verify accuracy, clarity, and adherence to established departmental standards.

Problem Solving

Typical problems solved:

Analytical problems, such as resolving data discrepancies across programs to ensure reliable reporting, analyzing and streamlining content development workflows, and interpreting policy changes to update standard program documents. The role requires sifting through multiple sources of information to synthesize clear options for decision makers and designing methods to fulfill non-standard data requests while maintaining compliance and accuracy.

Types of guidance available for problem solving:

This role will work closely with the Manager and unit staff. They will be guided by experience, established best practices, policy and directives.

Direct or indirect impacts of decisions:

This position will contribute directly to the development of program policy and the ability of the unit to effectively deliver funding programs. Decisions have a direct impact on the operational quality, compliance, and professionalism of all internal and external program materials, including the accuracy and utility of the unified metrics dashboard. By providing the analytical foundation and performance evidence (dashboard metrics), the position indirectly shapes strategic policy advice, resource allocation decisions, and external perception of Alberta's innovation success.

Success in this role is integral to demonstrating the department's accountability and transparency in the promotion and dissemination of knowledge of its programs. By providing data-driven updates, the Ministry can effectively communicate the value of programs.

Key Relationships

Major stakeholders and purpose of interactions:

Ministry Leadership: Provide background information to support advice and recommendations.

Manager, Discovery Programming: Discuss deliverables, and provide updates, analyses, and reports.

Program Staff: Engage with program team staff for unit operations, CRM system management, reporting updates, and opportunities for program announcements.

External Stakeholder Interaction: Interact primarily with researchers within grant recipient organizations (i.e., PSIs, research institutes, non-profit organizations). External stakeholders will be interviewed by the Communications and Reporting Coordinator to gather information on publications and social media updates.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Business, science, or related field, or working towards completion of a degree

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

Core Knowledge and Experience

- Completion of relevant post-secondary management diploma courses and 1 year of experience working in an Innovation / Research Planning environment. Equivalencies may be considered.
- Deep level knowledge of research funding at the provincial and federal levels, in particular post-secondary institution discovery and applied research. Understanding of the key factors influencing research funding levels from all sources.
- Strategic thinking to interpret and accurately convey information related to the research roles of Alberta's 26 post-secondary institutions.
- Proficiency in grants management systems (e.g., Microsoft ADX, CRM) with demonstrated ability to input, update, and extract data accurately
- Deep knowledge of grant funding programs such as the Research Capacity Program and the Canada Foundation for Innovation, including core responsibilities, guidelines, agreements, program delivery processes and accountability requirements.

Technical and Analytical Skills

- Sufficient proficiency in data analysis and insights generation, including the ability to utilize or learn AI and Natural Language Processing (NLP) tools for rapid synthesis of complex policy documents, grant applications, and research reports.
- Advanced skills with Microsoft Office programs with a focus on technical Excel including pivot table generation and analysis, complemented by experience with data visualization tools to interpret and present complex programmatic data.
- Extensive knowledge of grants management tracking systems such as Microsoft Client Relations Management (CRM), with the ability to identify opportunities for integrating AI-driven automation into grant tracking, compliance checks, and reporting workflows.
- Strong working knowledge of Action Request Tracking System or equivalent, SharePoint, ProGrid, Peer Review websites, etc., and a demonstrated ability to quickly adopt new digital platforms and AI-powered workflow tools.

Key Competencies and Communication

- Excellent prioritization, time management and organizational skills.
- Well-developed analytical and independent decision-making abilities.

- Excellent interpersonal and communication skills.
- Strong presenting, writing, editing and researching skills, with proven experience leveraging generative AI tools to enhance the clarity, speed, and audience-specific tailoring of policy documents, briefings, and communications.
- Advanced tact, judgment, negotiation, and troubleshooting skills.
- Ability to cultivate strong stakeholder relations, both internal and external, and effectively collaborate on information with department and partner ministries.
- Ability to analyze information, summarize and synthesize feedback and make recommendations based on findings, leveraging AI for rapid synthesis of large qualitative and quantitative data sets.
- Well-developed project management/coordination capabilities and the ability to work both independently and as a team member.

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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>With rapidly shifting priorities, the Coordinator needs to be able to quickly change course of action, or re-prioritize work to reflect current needs.</p> <p>The Coordinator will also need to research timely and relevant innovation topics, recommend options to contribute to social media and/or web content, and work with external stakeholders to develop news stories and promote research initiatives in alignment with the Alberta Technology and Innovation Strategy and priorities.</p>
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 resolution • Recognizes and appreciates others 	<p>In order to be effective in the delivery of funding programs, the Coordinator is required to be able to develop and build collaborative environments with other team members, across the branch, division, ministry and government, and with other key stakeholders. This is critical to achieve desired</p>

			cooperation, and requires strong interpersonal skills and tact.
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 	<p>In order to maintain the continued support of key stakeholders, the Coordinator is required to interact proactively with stakeholders such as program recipients, building strong relationships that can be leveraged for current and future cooperation. Seek opportunities for partnership and collaboration with stakeholders to expand consumer education on Alberta's research and innovation system - includes development of social media or marketing campaigns.</p>
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 	<p>The Coordinator is required to think creatively in order to analyze and interpret data collected from program recipients, and used in the formation of recommendations that feed into policy development, briefing notes, and other documents used to inform leadership.</p>
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 	<p>Monitoring and analysis of website and social media statistics as sources for consumer education and information.</p> <p>Content development for Alberta's research and innovation programs and updates on social media channels. Considering the unique information needs of diverse groups</p>