New

Ministry

Public Service Commission

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Development Coordinator

Requested Class

Program Services 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code | Cost Centre | Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

LETM, Learning and Development, Exec Devel

☐ Current organizational chart attached?

Supervisor's Position ID | Supervisor's Position Name (30 characters) | Supervisor's Current Class

Team Lead, Exec Development | Human Relations Level 3

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Executive Development Secretariat (EDS), part of the Learning and Development Branch within the Public Service Commission (PSC), supports executive development and corporate succession planning for Alberta Public Service (APS) executives, including Executive Directors (EDs), Assistant Deputy Ministers (ADMs), and Deputy Ministers.

EDS leads the design, build-out and implementation of the Executive Review and Development (ERD) process that is applicable to ADMs and EDs and leads the implementation and evaluation of learning and development opportunities for APS executives. Examples include onboarding, executive development learning sessions, executive coaching and mentoring.

Reporting to one of the unit's Team Leads, the Coordinator provides functional knowledge and support for the implementation and delivery of the EDS team's priorities.

Responsibilities

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

1. Executive Development Program Support

The incumbent supports shaping and delivering executive development programs within the APS by:

- Assisting in the development of resources, tools, and job aids to deliver on executive development programs e.g., session agendas, checklists, reference guides, meeting minutes, e-binders, name tags etc.

- Conducting research and analysis to ensure alignment with best practices and emerging trends in executive development.

- Assist with preparing briefing materials, reports, and recommendations for senior leadership to support informed decision-making.

- Coordinating logistics for executive development sessions, including booking meeting rooms, arranging catering, sending meeting invitations, and managing participant lists.

2. Stakeholder and Issues Management

The incumbent facilitates strong engagement and responsiveness to executive leadership needs by:

- Drafting content to support internal communications (e.g., emails).

- Providing timely responses to inquiries, ensuring alignment with policies, programs, and leadership development objectives.

- Identifying and escalating sensitive or high-impact issues, recommending solutions to mitigate risks, enhance program/process effectiveness and meet high quality standards.

3. Program Administration

The incumbent ensures effective program administration and record-keeping by:

- Documenting and maintaining executive development processes, ensuring accuracy and consistency.

- Maintaining electronic files and executive development records in an organized and secure manner.

- Managing email communication, program webpages and sharepoint sites.

- Assist with project management by monitoring program activities and tracking key milestones to support reporting and decision-making.

4. Leadership and Accountability

As part of a high-performing team, the incumbent upholds a culture of excellence, professionalism, and collaboration by:

- Exercising sound judgment within established policies and processes.

- Promoting a strategic, forward-thinking approach to executive development and leadership initiatives.

- Fostering mutual trust and respect among colleagues, stakeholders, and senior leadership.

- Ensuring secure handling and appropriate disposition of confidential executive development records.

- Delivering assignments on time while meeting the expectations and requirements set by management.

Problem Solving

Typical problems solved:

Coordinating executive development requires the position to address a large variety of issues for which there may be no direct precedence or immediate assistance available. The position must independently work on project assignments within established priority and process guidelines.

The position is required to filter through information when researching solutions for issues, questions, or requests, such as those stemming from IT systems, user errors, knowledge gaps, or program implementation. The position must work with multiple teams to ensure support and coordination services are maintained.

The Executive Development Coordinator must break down the problem into manageable components to determine potential avenues for solution. In doing so, they must continually assess and reassess work priorities to ensure time sensitive tasks are completed before incidents require intervention from higher levels of the organization.

Issues are diverse and complex; and the position is expected to be agile in maintaining a broad view of the PSC's and/or government's strategic priorities when providing recommendations to senior leadership. The position is also expected to work collaboratively with various staff across the PSC and government departments when creating and implementing executive development processes that effectively meet the needs and challenges of the organization. It is expected this role will demonstrate initiative and creativity when creating, implementing, reviewing and evaluating related processes, programs and/or activities. The Coordinator must also be aware of trends, issues and best practices to effectively analyze diverse issues and develop recommendations to present to senior and/or executive leadership as required.

As a key connector with HR partners, this position must work to engage and consult on processes, and then support and mobilize stakeholders. This will require navigating multiple perspectives and working to achieve collaborative and practical solutions with a variety of stakeholders. This role must also work closely with other team members to identify current challenges around, and create solutions for challenges related to executive succession and strengthening the talent pipeline.

Types of guidance available for problem solving:

The position typically works within the parameters of established processes, and guidelines, but will often address issues that have no specific precedent. The manager sets general objectives for this position and checks in to steer priorities; however, the position is expected to apply considerable latitude and independence to find solutions and determine which tasks are crucial on a given day. This position exercises initiative to ensure effective coordination meets the business requirements of unit as a whole.

Direct or indirect impacts of decisions:

Work performed by the Executive Development Coordinator directly affects executives across the Alberta Public Service. This position provides functional expertise and support to all the executive development activities, and is a critical resource supporting a strong corporate talent pipeline and supporting growth and development of all APS executives. The Executive Development Coordinator must remain continuously sensitive to the larger branch context in which their objectives are to be achieved.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Development Consultants: partnering in achieving operational outcomes to support a coordinated approach to executive development and succession planning
- Lead, Executive Development: seek approvals and advice; exchange information and provide updates
- Manager, Executive Development: seek approvals and advice; exchange information and provide updates
- Executive Director, Learning and Development: seek approvals and advice; exchange information and provide updates
- Staff within Learning and Development branch: partner on project work as required; exchange information and updates
- HR Partners: provide consultation on executive development programs

- PSC colleagues in other branches or APS colleagues in other departments: collaborate to design reporting framework solutions; seek and provide advice and/or consult; partner on project work; exchange information and updates

Required Education, Experience and Technical Competencies

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

If other, specify:

Job-specific experience, technical competencies, certification and/or training:
- Excellent verbal and written communication abilities;
- Excellent attention to detail to provide top-tier service to executives
- Create checklists and well-document processes to enhance efficiencies
- Maintain accurate, accessible, and up to date records for executive programming
- Ability to understand policy and process implications;
- Ability to analyze information and make recommendations to find solutions based on findings;
- Ability to anticipate and positively influence the actions of others;
- Ability to manage competing priorities;
- Ability to work independently as well as in a team environment;
- Ability to exercise discretion and diplomacy in a highly sensitive environment.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ◉ ○ ○ ○	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Position must consider how different elements of the organization are interconnected, anticipate challenges, drive efficiencies, and enhance alignment
Agility	○ ◉ ○ ○ ○	Works in a changing environment and takes initiative to change: • 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	Position must be able to prioritize and manage competing priorities. Also pivot between emerging issues and day to day requests (i.e. urgent requests from leadership)

Drive for Results	○ ◉ ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Position is required to achieve results on priorities despite ambiguity in process, evolving challenges, and tight timelines.
Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Position must work in a proactive, collaborative and integrated fashion to support ongoing executive development activities. Must be a team player, with clear communication to ensure client needs are addressed.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

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

_____   _____   _____
Supervisor / Manager Name   Date yyyy-mm-dd   Supervisor / Manager Signature

_____   _____   _____
Director / Executive Director Name   Date yyyy-mm-dd   Director / Executive Director Signature