

Update

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Industry Network Coordinator

Current Class

Administrative Support 5

Job Focus

Operations/Program

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

Apprenticeship Delivery and Industry Support Serv.

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position provides a variety of supports and coordinating activities that facilitate operations for industry consultation within Skilled Trades and Professions. The Coordinator works with the Program Development Specialists (PDS) and the Industry and Program Support unit to monitor the current status of trades-related subject matter expert (SME) groups, and ensures meetings are appropriately scheduled and prepared for, and processes all meeting minutes and financial payments. The position deals directly with unit director, supervisors, managers, PDSes, SMEs and other staff involved in the administration of industry consultation, and is responsible for management of financial processes related to reimbursement of SMEs using applicable financial systems (1GX, Concur, etc.). All work in this position is completed within the framework of established policies, processes, bylaws, and branch and ministry priorities.

Responsibilities

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

- Book SME meetings for trades groups, ensuring composition of group is representative of industry (employers, employees, union, non-union, post-secondary, etc), send out notification of meetings and handle meeting logistics (attendees, venue, SME expense forms and claims)
- Work with PDSes to ensure SME groups have appropriate number of attendees representative of different areas of industry, directly select SMEs to attend meetings as needed
- Monitor the status of SME groups, and raise awareness of when to provide new SME applications or update

SME system information as needed for industry consultation.

- Review eligibility of SME group members to ensure compliance with meeting requirements (e.g.: employee representative or employer representatives)
- Review SME applications and forms for accuracy and completeness, and submit information or edits to Industry and Program Support unit
- Monitor SME information in financial systems for accuracy, working with Service Alberta and Advanced Education Finance to ensure SME member claims and honoraria are reimbursed
- Developing internal financial processes as required to troubleshoot SME claim payment
- Provides consistent and efficient administrative support services to unit director, supervisors, managers, PDSes, SMEs and other staff involved in the administration of industry consultation.
- Coordinates and follows up on all relevant information for ADISS SME meetings for the province; prepares and distributes agendas, meeting materials, post-meeting minutes as required
- Keeps stats on SME meeting attendance and any SME member rotation in working groups
- Prepares meeting packages for PDSes and collects paperwork from completed SME meetings
- Edits/corrects meeting minutes and obtains appropriate approvals prior to distributing or posting meeting materials post-meeting
- Must have up-to-date knowledge of SME meeting guidelines and any changes that happen within them
- Manage and maintain current information, files and records for SME meetings to demonstrate compliance with required processes, and generate attendance and meeting reports as needed.
- Monitor various SME group statistics, and provide reports to director, supervisors, managers, PDSes and other staff members as requested
- Maintain awareness of changes to policies or procedures that could impact SME groups (Treasury Board changes to remuneration and expense claim processes) and communicate changes to Ldepartment staff and SMEs
- Prepare any reports on trade and/or apprentice activity as attachments to SME meeting agenda as needed, to inform meeting discussions
- Enter all SME meetings in unit calendar to facilitate awareness of current activities and facilitate planning of unit resources
- Book meeting rooms, catering/refreshments, manage meeting notifications and attendance for SME meetings
- Once SME meeting date is established, ensure meeting materials are prepared and distributed as required
- Follow up on electronic distribution of meeting materials to ensure all SME members have received it; update SME contact information as needed
- Prepare invoice forms and manage creation and administration of SME business partner information for honoraria and expense reimbursement
- Process honorarium and expenses for SME members post-meeting
- Review, distribute and post meeting documents in accordance with established policies; manage queries/comments regarding content with PDSes, supervisors, managers and director as needed
- Update spreadsheets, templates and reports after SME meetings
- Scan approved documents into relevant systems and post and/or distribute as required

Responsible for on-boarding SME members in 1GX and with Finance (obtaining business partner numbers and documentation, working with Finance and Service Alberta).

- Create lower level position in 1GX
- Create new profile in APS for committee member
- Facilitating issuing of business partner numbers
- Complete position profile in 1GX once requisition number is received from run tower
- Continues communication with members throughout on-boarding process

Problem Solving

Typical problems solved:

- SME member composition for meeting
- Facilitating addition/swaps of SMEs in working groups to address gaps in expertise

- Ensuring correct balance of SMEs at meetings (employer, non-employer, union, non-union, etc)
- Keeping stats of types/occurrence/frequency of SME meetings to address industry enquiries or provide evidence of industry consultation on legislated matters
- Coordinating SME meeting stats for department use and reporting
- Facilitating and monitoring all finance related issues and policies with industry consultation groups/SMEs

Types of guidance available for problem solving:

This position works within the parameters of established policies, processes, and procedures, with the Manager providing general objectives and direction. The Coordinator works closely with other staff (supervisors, managers, PDSes and Industry and Program Support unit) to ensure industry consultation mechanism is run smoothly. Latitude to determine day-to-day scheduled and priorities is delegated to the incumbent and work is often performed with limited supervision once general instruction has been provided. The position requires broad awareness of relevant policy initiatives (across Skilled Trades and Professions and other GoA ministries, such as Treasury Board and Finance, and Service Alberta systems) that inform the Coordinator's work.

Direct or indirect impacts of decisions:

Meeting SME work group/meeting deadlines, monitoring and facilitating correct balance of members on committees, working with SMEs, supervisors, managers, PDSes, director and Industry and Program Support unit to facilitate the department's industry consultation process. Completes all finance aspects for committee members, including honoraria/expense reimbursement, and reviewing and providing interpretation of GoA financial policies.

Key Relationships

Major stakeholders and purpose of interactions:

- SMEs, supervisors, managers, PDSes, director and Industry and Program Support unit- coordinate SME meetings and activities, provide meeting statistics for department reporting, coordinate meeting agendas and edit/format minutes; manage financial administration for SMEs; raise awareness of policies/procedures as needed and provide guidance
- Board Activities Manager- report to position; provide updates on SME meeting coordination
- PDSes - work with PDS staff to organize and facilitate SME meetings, expense/honoraria payment, follow up with any SME requests/enquiries
- Staff in other AIT Units (e.g., Board support staff , finance, payroll) - provide information; liaise to set up and coordinate expense and honorarium payments and resolve related issues)
- SMEs - assist with applications, finance forms, meeting activities and guidance with meeting procedures

Required Education, Experience and Technical Competencies

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

If other, specify:

Business or Administrative Diploma

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

- Thorough knowledge and proficiency in using Microsoft Word applications (specifically Word, Excel, Outlook, Teams), Adobe, AIT Encyclopedia, TradeSecrets, SharePoint, 1GX, ARTS
- Thorough knowledge of the policies and procedures needed to facilitate SME meetings
- Knowledge of the Skilled Trades and Apprenticeship Education Act, the AIT system, and how the Alberta Board of Skilled Trades, Apprenticeship Administrator and Apprenticeship Registrar functions impact and influence industry engagement in Alberta's trades
- Knowledge of the general business of different units in the AIT sector
- Knowledge of Freedom of Information and Protection of Privacy Act.
- Sound written and oral communication and interpersonal skills to work with SMEs, internal and external stakeholders, and other government staff
- Ability to prioritize own work and adapt to shifting priorities
- Problem Solving.
- Strong administrative skills
- Results Oriented
- Exceptional attention to detail

- Teamwork and interpersonal skills
- Time management and multitasking
- Strong knowledge of finance procedures
- Experience with data entry and systems
- Strong communication skills

Business Administration Diploma, SCP (Supervisors Certificate Program), First Aid, FOIP, Respect in the Workplace, Indigenous Awareness Training, Crucial Conversations, Foundations of Unconscious Bias, Excel & Word 2007-level 2, 1GX courses and Noverant courses, Fundamentals in Occupation Health and Safety, Gender and Sexuality in the Workplace, SharePoint, editing documents and revising documents with track changes and comments.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<ul style="list-style-type: none"> - Uses multiple systems to facilitate and maintain industry engagement meetings and ensure SME information is current (1GX, ATOMS, Concur, Microsoft Office, and unit databases) - is responsible to work independently to ensure meetings are booked, catering is ordered, invoiced and reimbursements are paid - is responsible to work independently to ensure SME information is up to date, SME meetings are booked, appropriate representation of SME subjects are attending the meeting (finding SME alternates if necessary), working with PDSes to ensure correct materials and forms are distributed to meeting attendees before meetings - supports outcomes of meetings through reporting, documentation, report preparation, information distribution - supports administration of Alberta's apprenticeship and skilled trades systems through facilitating positive and

			productive working relationships with SMEs, other government staff, and internal and external stakeholders
Systems Thinking	○ ○ ● ○ ○	<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 	<ul style="list-style-type: none"> - has working knowledge and understanding of apprenticeship processes and decision matrix when it comes to ABST Board/Administrator/Registrar and why meetings are taking place to support Alberta's apprenticeship and education and skilled trades professions - understanding of the <i>Skilled Trades and Apprenticeship Education Act</i>, and roles the department plays in delivering apprenticeship education - responsible for implementing GoA policies and processes as required (financial processes from Treasury Board and Finance, Service Alberta systems, etc.)

Benchmarks

List 1-2 potential comparable Government of Alberta: