

Manager, Corporate Services (M2)

Reporting to the Assistant Deputy Minister, Strategic Services and Public Agency Secretariat, the Manager, Corporate Services oversees a central business support services unit, leading the coordination of emergency management, strategic business planning and reporting, FOIP, accommodations, and administrative services for the Public Service Commission (PSC), as well as corporate membership related to HR resources for the Alberta Public Service.

The Manager provides leadership to a team of professionals working in various disciplines. This role is accountable for building collaborative partnerships with leadership across the department, as well as across the Government of Alberta (GoA), where applicable, such as Service Alberta (FOIP), Infrastructure (accommodations and parking) and Treasury Board & Finance (TBF).

ACCOUNTABILITIES

- Accountable for the department's Business Continuity Management Program and functions to support the department's preparation and response in the event of a business (short and long term) disruption. This includes accountability for the Business Continuity Plan and contingency plan to address a job action.
- Accountable for the Strategic Business Planning and Reporting Program, including coordination of PSC business plan, annual report inputs for inclusion in the TBF's materials. Also, accountable for preparation and coordination of briefing materials for the Deputy Minister and Minister for the Committee of Supply and Public Accounts. Additionally, responsible for strategic business planning and reporting, including organizing and hosting strategic planning sessions, coordination of operation plans and reporting as well as the development of tools and resources in support of the program.
- Coordinates collection, review and sign-off of PSC led FOIP requests. Also, develops and implements a streamlined approach for processing FOIP requests on behalf of the department and other tools and resources to support PSC staff and FOIP Community.
- Oversees the procurement of corporate goods and services impacting the department may include review and/or approving of contracts, fee-for-service and invoicing.
- Coordinates the implementation of approved construction/renovation projects ensuring that program requirements and timelines are met.
- Accountable for accommodations across the department, including requests for new space, long and short-term accommodations planning, and coordination with Infrastructure; may be involved in complex requests or projects.
- Accountable for parking administration for the department, ensuring consistent application of parking policy; may be involved in complex requests.
- Accountable for providing coordination and secretariat support to the PSC Executive Directors' Council, including preparation of agendas, meeting minutes, management of SharePoint site, annual reviews of the council.
- Accountable for corporate memberships/subscriptions related to HR resources for the Alberta Public Service.
- Accountable for other projects as assigned (e.g. collaborating with Service Alberta on workstation strategy).

OUTCOMES

- Coordinated, effective, and efficient corporate services are delivered across the department in alignment with business priorities and operational demands.