

Update

Minist

Transportation and Economic Corridors

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Director, Program Management and Reporting

Current Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

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:

- Increased the oversight/supporting role in Capital Program Development, as well as the role in developing, actively monitoring, and reporting on the Operating Program.
- Added oversight role in reporting and monitoring Department's Disaster Recovery Program (DRP).

Responsibilities Removed:

Instead of "Lead the development of the Capital Program", "support the development of the Capital Program".

Job Purpose and Organizational Context

Why the job exists:

The Director, Program Management & Reporting (PMR) is responsible for leading the development, administration, and in-year financial management of the Ministry's Capital Investment Programs and some Operating Programs, such as the Highway Maintenance Program and Assessment and Support Program. The role ensures that capital and operating program planning, expenditures, forecasts, and reporting are accurate, timely, and aligned with Government of Alberta (GoA) priorities, Treasury Board requirements, and the strategic direction of the Executive Director, Program Planning and Management (PPM).

This position provides strategic leadership, oversight, and expert advice to support evidence-based decision-making across the Ministry. The Director leads a team responsible for program oversight, expenditure monitoring, performance reporting, and program compliance, ensuring clarity and consistency in how capital and operating programs are developed, managed, monitored, and reported. The Director also plays a key role in enhancing and developing frameworks, documenting and improving processes, & create and maintain analytical tools that support the Ministry's capital planning cycle and operational financial management.

The Director is also responsible for overseeing the reconciliation of Disaster Recovery Program (DRP) financial information and related reporting to the designated ministry, as well as providing support in the development of DRP budgets.

As part of the Branch Leadership Team, the Director collaborates closely with Regions, Technical Services, Finance, Procurement, Alberta Infrastructure, Treasury Board and Finance, and other internal and external partners. This position strengthens strategic relationships and ensures a shared understanding of program requirements, operational needs, and government expectations. The Director represents the Section and the Branch on cross-ministry committees and contributes to continuous improvement, operational excellence, and the integration of strategic priorities across the Ministry.

Program Management & Reporting plays a vital role in ensuring that the Ministry's investments in provincial transportation infrastructure are well-managed, transparent, and aligned with long-term provincial priorities. The Director ensures robust financial stewardship and program accountability, supporting the Executive Director and senior leadership in achieving the Ministry's mandate and advancing the effectiveness of Alberta's transportation system.

Responsibilities

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

1. Program Management Leadership and Oversight

Provide leadership and direction for the Ministry's program management functions, ensuring the Construction Program is supported with accurate information, strong financial controls, and consistent processes. This role ensures effective program administration, in-year oversight, data integrity, and timely program status reporting.

Key Activities:

- Direct program management activities, including coordination of financial inputs, schedule updates, and data validation to support Investment Programs development.
- Lead in-year program oversight, including budget allocations and monitoring expenditures, commitments, variances, and forecasts for both the Capital Investment Programs and some Operating Programs (Assessment & Support and Highway Maintenance).
- Ensure consistent application of program management frameworks, financial standards, and documentation requirements.
- Oversee the review and approval of Work Activities, Job Costers, Change Requests, and expenditure reconciliations.
- Provide analysis, risk assessments, and recommendations to support executive decisions regarding program adjustments.
- Lead improvements to program management tools, systems, and analytics to enhance forecasting, tracking,

and performance measurement.

- Coordinate with Regions, Technical Services, Financial Planning, Financial Reporting, Alberta Infrastructure, and Treasury Board and Finance to ensure program information is accurate, aligned, and validated.

2. Disaster Recovery Program (DRP) Financial Reconciliation and Support

Provide oversight, leadership, and financial control for Disaster Recovery Program (DRP) reconciliation and reporting.

Key Activities:

- Direct the reconciliation of DRP financial information and ensure timely and accurate reporting to the designated ministry.
- Support the development of DRP budgets, costing summaries, and fund allocation.
- Ensure DRP reporting meets audit requirements, transparency standards, and financial controls.
- Provide guidance to internal teams regarding DRP financial processes, expectations, and compliance requirements.

3. Program Reporting, Analytics, and Performance Management

Ensure transparent, accurate, and timely reporting across capital and operating programs to support informed decision making, financial accountability, and executive oversight.

Key Activities:

In-Year Financial Management

- Track and report in-year financial performance of the Capital Investment Programs and operating/maintenance spending on road and bridge assets.
- Ensure approved budgets are allocated appropriately and expenditures align with program requirements, reassigning funds as needed.
- Identify and coordinate required approvals to add, defer, or modify projects within the Construction Program.
- Assign Work Activities and Job Costers, allocate funding, review and process Change Requests, and conduct expenditure reconciliations.
- Track and report year-end forecasts, expenses, variances, and budget related information monthly to Financial Planning and Reporting sections and Executive leadership.
- Serve as the business owner for the Program Management Application (PMA-Delivery) and ensure its effective use in supporting program oversight.

Reporting, Analytics, and Performance Measurement

- Lead development of monthly, quarterly, and annual reports on capital and operating program performance.
- Oversee the accuracy and integrity of program data within PMA-Delivery and other program reporting systems.
- Develop dashboards, performance indicators, and analytics to support executive review, program improvement, and strategic planning.
- Prepare responses to action requests, audit inquiries, legislative questions, and briefing materials for senior leadership.

4. Support to Capital Planning and Construction Program Development

Support the application of consistent frameworks for technical, economic, social, and environmental evaluation of projects and prioritization.

Key Activities:

- Provide assurance regarding the rigor and validity of analysis and planning processes by sharing insights from current program status.
- Review and provide expert advice on investment options, ensuring alignment with overarching provincial priorities.
- Support and review the development of investment planning documents (e.g., annual Capital Plan submission, Construction Program, project priority lists and maps) for executive review and submission.

5. Strategic Advisory Support, Policy Alignment, and Issue Management

Support the Executive Director by providing strategic insights, analysis, and coordination on program and financial matters.

Key Activities:

- Analyze emerging issues, risks, and trends related to capital and operating program performance.
- Provide recommendations and strategic advice to support executive decision making.
- Contribute to the development and enhancement of program policies, internal controls, and process improvements.
- Participate in and coordinate Branch representation on cross_ministry working groups, committees, and strategic initiatives.
- Develop briefing notes, presentations, and decision documents for senior leadership.

6. Stakeholder Engagement and Relationship Coordination

Build and maintain collaborative relationships to support effective program delivery, financial management, and cross organizational coordination.

Activities:

- Engage with Regions, Technical Services, Finance, Procurement, Alberta Infrastructure, Treasury Board and Finance, and other partners to support accurate program administration and reporting.
- Communicate program expectations, financial requirements, and process updates to internal and external stakeholders.
- Facilitate issue resolution and support integrated decision making across business units.
- Promote consistency, information sharing, and alignment across divisions and ministries.

7. Branch Leadership, People Management, and Continuous Improvement

Provide leadership and guidance to staff while fostering a culture of excellence, collaboration, and continuous improvement.

Activities:

- Manage staffing, performance planning, coaching, mentoring, and professional development.
- Foster a psychologically safe, inclusive, and collaborative workplace aligned with GoA values.
- Lead continuous improvement initiatives to modernize and streamline program management, financial oversight, and reporting processes.
- Develop operational plans, internal controls, service standards, and performance measures to support the Section's objectives.

Problem Solving

Typical problems solved:

The Director, Program Management & Reporting operates within a highly complex and continually evolving environment shaped by shifting provincial priorities, emerging financial pressures, new analytical tools, and increasing expectations for transparency and accountability in infrastructure program delivery. The scale, interconnectedness, and financial magnitude of the transportation infrastructure system add to the complexity of problem-solving, requiring the Director to synthesize large volumes of financial, operational, and program data into meaningful insights that support executive decision-making. In this context, the Director must anticipate and respond to issues arising across multiple program streams including the Construction Program (Capital Maintenance and Renewal, Roads and Bridges), the Operating Program (Assessment & Support and Highway Maintenance), and the Disaster Recovery Program, each governed by distinct policy frameworks, reporting requirements, and stakeholder expectations.

A key challenge for the Director is ensuring the accuracy, integrity, and defensibility of program information used to support the development of the Construction Program and ongoing financial management. While the Director does not lead capital plan development, they must interpret trends, identify risks, and ensure that program information provided to the Executive Director is reliable, evidence-based, and aligned with Government of Alberta financial and policy standards. Problem-solving often involves reconciling inconsistent or incomplete data, resolving discrepancies across systems, and working closely with Regions, Technical Services, Finance, and external partners to validate information and maintain program cohesion. These issues frequently require a high degree of analytical reasoning and sound judgment, particularly when financial implications are significant, timelines are constrained, or the outcomes have direct impacts on public infrastructure investment.

The Director must also navigate competing priorities, conflicting perspectives, and sensitive issues that arise across divisions, regions, and central agencies in terms of program delivery. Effective negotiation and mediation skills are essential when addressing disagreements related to program priorities, expenditure pressures, or delivery risks. Many issues require engagement with senior officials in Alberta Infrastructure, Treasury Board and Finance, and other ministries, making political awareness, diplomacy, and an understanding of government decision-making processes critical. The Director must be able to recognize situations with potential political or reputational risk, assess their broader implications, and proactively inform the Executive Director with recommended mitigation strategies.

A further challenge is modernizing program management practices within an environment where financial systems, reporting expectations, and analytical tools continue to evolve. The Director plays a key role in driving continuous improvement by promoting new approaches, supporting the adoption of enhanced data tools, strengthening internal controls, and guiding staff and stakeholders through transition. This requires not only technical expertise but also strong change-leadership competencies, the ability to foster openness to innovation, and the skill to communicate complex concepts clearly.

Problem-solving in this role demands a holistic, systems-based approach that considers operational realities, financial constraints, stakeholder expectations, and long-term strategic implications. The Director must determine when broader engagement is necessary, identify appropriate contributors, and facilitate collaborative processes that uncover root causes and lead to sustainable solutions. Exercising sound judgment is essential, particularly when making recommendations with significant financial, operational, or reputational impacts. The Director must ensure that all advice is grounded in validated evidence, consistent with government requirements, and aligned with ministry and Government of Alberta strategic objectives.

Types of guidance available for problem solving:

Guidance for problem solving is drawn from a combination of formal governance frameworks, established financial and program management policies, executive direction, and cross ministry collaboration. The Director receives broad strategic direction from the Executive Director, Program Planning & Management, as well as from Branch operational plans, Ministry Business Plan priorities, and Government of Alberta legislation, policies, and financial management frameworks. These sources provide the overarching parameters within which decisions must be assessed and recommendations formulated.

Additional guidance is available through consultation with senior ministry staffs across Regions, Technical Services, Financial Planning, Financial Reporting, Treasury Board and Finance and other ministries (as needed). These partners offer specialized expertise, contextual knowledge, technical analysis, and operational insights that support the

Director in evaluating risks, validating data, and determining the feasibility of program adjustments. The Director may also rely on established capital program methodologies, program management standards, audit requirements, internal controls, and reporting protocols, which collectively shape expectations for accuracy, compliance, and due diligence.

When navigating complex, sensitive, or multi faceted issues, the Director has access to collaborative forums such as inter branch committees, cross ministry working groups, and technical advisory teams. These provide opportunities to test assumptions, gather diverse perspectives, and ensure alignment with broader government priorities. Although the Director is expected to work with a significant degree of independence, these formal and informal guidance structures help ensure decisions are grounded in validated evidence, consistent with government requirements, and aligned with Ministry direction.

Direct or indirect impacts of decisions:

Decisions made by the Director, Program Management & Reporting have significant implications for the Ministry's financial accountability, program integrity, and overall ability to deliver transportation infrastructure and services. The Director's oversight of financial controls, reporting accuracy, and program management processes directly influences executive decision making and supports the Ministry's compliance with Government of Alberta requirements.

Direct Impacts

- Ensures the accuracy, integrity, and reliability of capital and operating program financial information, including forecasting, expenditure monitoring, variance analysis, and reconciliation.
- Directly affects the Ministry's ability to manage the Construction Program, Operating Program (Assessment & Support and Highway Maintenance), and Disaster Recovery Program in alignment with policy, financial, and audit requirements.
- Influences executive decisions by providing validated, evidence based analysis that supports Construction Program development and in-year financial adjustments.
- Shapes the effectiveness and consistency of program management practices by approving Work Activities, Job Costers, Change Requests, and related documentation.
- Determines the quality and defensibility of monthly, quarterly, and annual reporting to senior leadership, Treasury Board and Finance, and other oversight bodies.

Indirect Impacts

- Supports Ministry decisions on infrastructure investment, resource allocation, and risk mitigation by providing reliable financial and operational insights.
- Contributes to the Ministry's ability to demonstrate accountability, transparency, and alignment with provincial priorities through improved reporting and strengthened program controls.
- Influences broader operational outcomes, including program delivery efficiency, internal collaboration, and the Ministry's readiness to respond to emerging fiscal pressures.
- Enhances cross-ministry coordination and stakeholder relationships by ensuring consistent interpretation of program requirements and promoting effective information sharing.
- Supports achievement of the Ministry's Business Plan commitments -such as financial sustainability, operational excellence, and employee engagement, through leadership in continuous improvement and staff development.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Executive Director

Engages daily or as issues arise to provide updates, flag emerging risks and opportunities, and raise matters

requiring executive attention. Supports the Executive Director's work on broader Branch initiatives and contributes to strategic direction setting.

Section Staff

Leads Section planning and operations; provides guidance, coaching, and support to advance operational performance and professional development. Fosters collective learning, knowledge sharing, and collaborative problem solving to address complex issues.

Directors (Other Sections, Branches, or Divisions)

Interacts daily, weekly, or biweekly to collaborate on shared initiatives, provide advisory support, and coordinate planning activities. Participates in and leads committees and working groups, promoting consistent approaches and integrated processes across the Branch.

Manager - Budget Development

Engages regularly to support the development of capital and operating program budgets for the Ministry and to ensure alignment between budget development, program financial management, and the Ministry's overall budgeting processes. Provides guidance, analysis, and recommendations to the Manager regarding program financial requirements, expenditure pressures, forecasting trends, and in-year adjustments. Collaborates on the preparation of budget submissions, ensuring program information is accurate, defensible, and integrated into Ministry-wide budget planning. Offers expert advice to interpret program implications, strengthen financial controls, and ensure consistency with Government of Alberta financial management frameworks.

Branch Management Team

Participates regularly to shape and implement Branch plans, support strategic priorities, and promote information sharing and coordinated action across Sections.

Offices of the Assistant Deputy Minister, Deputy Minister, and Minister

Engages as needed to respond to inquiries, provide briefings (verbal or written), and support senior executive understanding of program, financial, and operational matters.

Other Ministries (e.g., Infrastructure, Treasury Board and Finance)

Collaborates to ensure alignment between transportation capital and operating programs and broader Government of Alberta planning requirements. Integrates planning inputs, coordinates financial and reporting expectations, and represents the Ministry's perspective on cross government initiatives.

External

Industry Organizations and Associations

Shares information and leverages research or practices applicable to the Ministry. Liaises and engages as needed during the development of investment related analyses, business cases, and program improvements.

Other Government Jurisdictions

Shares information, collaborates on common initiatives, and identifies opportunities to leverage external work to support Ministry objectives.

Contracted Resources

Leads procurement processes, manages contracts, provides direction, and reviews deliverables to ensure compliance with standards and alignment with program requirements.

Required Education, Experience and Technical Competencies

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

If other, specify:

For degree: business, engineering, public administration. For designation assets: CPA/CMA/CGA/PEng

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

- Comprehensive knowledge of Government of Alberta (GoA) and Ministry financial management frameworks, timelines, and requirements relevant to capital and operating program oversight, reporting, forecasting, and in-year program management.
- Strong financial and business acumen related to program budgeting, expenditure monitoring, forecasting, variance analysis, and financial controls for both capital and operating programs.
- Comprehensive knowledge of legislation, policies, directives, and Treasury Board requirements that govern financial reporting, program management, disaster recovery funding, and transportation infrastructure related financial administration.
- Strong understanding of the Branch mandate and its relationship to departmental and GoA plans, priorities, and strategic objectives.
- Knowledge of GoA and Ministry organizational structures, roles, governance frameworks, and decisionmaking processes, including human resources, information management, and financial accountability structures.
- Political acumen and awareness of the broader governmental environment, including emerging provincial priorities, fiscal pressures, and potential political risks.
- Knowledge of relevant internal and external stakeholders --including Regions, Technical Services, Alberta Infrastructure, Treasury Board and Finance, and other jurisdictions and an understanding of their perspectives and interdependencies within Alberta's transportation context.
- Knowledge of effective consultation, facilitation, negotiation, and issue resolution methods to address complex program, financial, and operational challenges.
- Strong leadership acumen and knowledge of effective people management practices, including coaching, mentoring, workload planning, and performance management.
- Broad understanding of the transportation system and its connections to Alberta's economic, social, operational, and environmental priorities, as they relate to program delivery and financial stewardship.
- Knowledge of program management systems, financial reporting tools, and data sources used within the Ministry (e.g., PMA-Delivery), including an understanding of how data should be structured, validated, and leveraged for forecasting, reporting, and risk assessment.
- Knowledge of current and emerging data needs, analytics capabilities, and performance measurement methodologies required to support program oversight and inform executive decision making.
- Understanding of the technical analyses and operational inputs generated by Regions, Technical Services, and other program areas, and how these inform program forecasting, reporting, and support to Construction Program development.
- To be successful in this role, the Director must be analytically strong and have a solid understanding of data structures, data tables, query languages, and related tools (e.g., Oracle Toad, Power BI) to extract, analyze, verify, and validate information. The role requires strong data analytics skills to interpret data and generate meaningful insights to support decision making by senior leadership. The Director should also be proficient in independently using data tools and application software for project management and program planning, drawing conclusions from analysis, guiding staff in reporting and program management, and staying current with emerging data analytics techniques.

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"/>	<p>Integrates broader context into planning:</p> <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 	<ul style="list-style-type: none"> Takes a long term view of Ministry and GoA objectives and considers how current program, financial, and reporting decisions will affect future program delivery outcomes. Thinks holistically by recognizing interdependencies across the Construction Program, Operating Program, and Disaster Recovery Program, as well as across regions, technical areas, and financial functions. Anticipates the impacts of emerging risks, fiscal pressures, system changes, and data trends on program performance and ministry priorities. Aligns actions, analysis, and recommendations with APS values and the Ministry's strategic direction, ensuring program oversight supports long_term stewardship of public infrastructure and financial resources. Works collaboratively with Regions, Technical Services, Finance, Alberta Infrastructure, Treasury Board and Finance, and other

			<p>partners to identify opportunities for integration, alignment, and improvements in program oversight and reporting.</p> <p>Context for the Role:</p> <p>The Director applies systems thinking by understanding how program management, financial oversight, data integrity, variance trends, and operational risks interact across the Ministry. This role anticipates how changes in one program stream may affect others and ensures that program oversight and reporting support informed, strategic decision_making across the organization.</p>
<p>Agility</p>	<p>○ ○ ○ ● ○</p>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<ul style="list-style-type: none"> • Adapts approach when program requirements, financial pressures, risks, or reporting expectations shift. • Identifies alternative options for managing financial or operational challenges and supports staff in adapting to new ways of working. • Proactively explains the impact of process, system, or policy changes on roles and integrates those changes into ongoing program management.

			<p>Context for the Role:</p> <p>Because program requirements, forecasting assumptions, and in-year financial priorities frequently change across the Construction Program, Operating Program, and DRP, the Director must adjust plans and guide the team through shifting expectations while maintaining accuracy and continuity of program oversight.</p>
<p>Drive for Results</p>	<p>○ ○ ○ ● ○</p>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<ul style="list-style-type: none"> • Takes responsibility for program oversight outcomes and delegates work effectively to achieve high quality results. • Uses multiple sources of information to monitor performance standards, financial accuracy, and reporting timelines. • Accepts accountability for both direct and indirect impacts of program oversight decisions. • Commits to delivering outcomes that serve Albertans and support effective stewardship of public funds. • Achieves goals in alignment with APS direction, Ministry priorities, and financial management requirements.

			<p>Context for the Role:</p> <p>Managing capital and operating program oversight requires strict adherence to financial deadlines, monthly and quarterly reporting cycles, and year_end requirements. The Director ensures rigorous self monitoring and team coordination to deliver accurate, timely, and reliable financial information.</p>
<p>Develop Networks</p>	<p>○ ○ ○ ● ○</p>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<ul style="list-style-type: none"> • Prioritizes working with a wide range of internal and external partners. • Builds impactful relationships with key contacts across the Ministry, other ministries, and external stakeholders. • Ensures the needs and perspectives of diverse groups are understood and represented in program oversight and financial decision support. • Goes beyond formal expectations to support stakeholders, resolve issues, and strengthen program alignment. <p>Context for the Role:</p> <p>Building strong relationships with Regions, Technical Services, Finance, Treasury Board and Finance, and other government miniatures is essential to maintaining</p>

			<p>trust, resolving issues early, and ensuring that program information is accurate and reflective of operational needs.</p>
<p>Build Collaborative Environments</p>	<p>○ ○ ○ ● ○</p>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<ul style="list-style-type: none"> • Collaborates across functions and addresses conflict constructively. • Encourages broad thinking and integration across program, financial, and operational areas. • Facilitates progress by bringing people together to solve issues and align processes. • Anticipates areas of conflict and mitigates them early. • Promotes commitment to shared goals and consistent program management practices. <p>Context for the Role:</p> <p>Effective program oversight and financial management require extensive collaboration across Regions, Technical Services, Procurement, Finance, Alberta Infrastructure, and Treasury Board and Finance. The Director plays a central role in coordinating these relationships to ensure consistent processes, shared understanding, and integrated approaches to program delivery.</p>