

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Project Coordinator

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Business Development, this position is responsible for coordinating the Alberta Food Centre's portfolio of interim processing clients onboarding requirements and identifying ongoing continuous improvement for interim processing operations for increased booking efficiencies. The position leads the Branch's promotion and communication plan for the Alberta Food Centre and the Bio Processing Innovation Centre including development and

distribution of the monthly Food News, coordination of in-person workshops, special events and industry tours, and the creation of videos and promotional materials. This position is responsible for leading the collection of client information related to program evaluation and analysis which is used by management team for decision making and area reporting. This position also supports responding to Action Requests as required.

Responsibilities

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

1. Leads the coordination of the Alberta Food Centre interim processing clients requirements and the Science and Development Section's portfolio of internal effectiveness and client support projects and process improvements to ensure risk is managed while supporting staff and management to achieve client and stakeholder satisfaction by:

- Responsible for coordinating the Alberta Food Centre's portfolio of interim processing clients onboarding requirements, confirmation of receiving ingredients and packaging, tracking inventory, and identifying ongoing continuous improvement for interim processing operations.
- Leading and coordinating internal effectiveness and continuous improvement projects identified by management and staff using project management tools and techniques.
- Contributing to continuous improvement ideas and suggestions through ongoing assessment and analysis of section processes and client feedback.

2. Lead the Branch's Communication and Promotion Activities by:

- Developing, implementing, and maintaining the Branch's communication plan to provide effective information distribution to team members and stakeholders including delivery of a monthly Food News newsletter.
- Assisting with Section promotional and tech transfer activities, including workshops, conferences, seminars and meetings. This position will lead some of these activities.
- Utilizing a range of creative approaches to develop informational and promotional materials to effectively communicate about the Branch and its programs.
- Contributing to the facilitation of creativity, writing, presenting, team collaboration and networking to result in creative and impactful projects.
- Leading the Section's peer review process for all external scientific and technical reporting including proofing and editing scientific and technical reports.
- Leading and/or participating in the organization and execution of workshops and seminars supporting product and process development of food products as well as business development. This will involve working collaboratively with and seeking support from branch and division staff.
- Leading and/or participating in the organization of Alberta Food Centre facility tours to ensure rooms and personal protective equipment is prepared, tour requirements are communicated to tour participants including location, parking, dress protocol, safety, photography and waivers are signed and collected.

3. Support the Director and Manager to deliver on programs, services, continuous improvement, and reporting to facilitate effective section leadership by:

- Facilitating the development and collection of, and lead the reporting on, the Food and Bio Processing Branch's operational plan measures reporting and represent the branch for updating/changing performance measures as required.
- Providing support for the Branch's contribution to building policy capacity initiatives and resulting actions including the Red Tape Reduction (RTR) initiative.
- Supporting Section management in responding to action requests coming through the ARTS system.
- Providing ongoing communication and updates to the Director with a focus on continuous improvement and risk mitigation.

Problem Solving

Typical problems solved:

Typical problems solved is responding to manager or staff on internal projects, project reporting, supporting various internal effectiveness and continuous improvement projects. The incumbent has the knowledge to immediately provide the correct advice or course of action and may need to think outside the box to achieve this.

Types of guidance available for problem solving:

Incumbent has knowledge and familiarity with government policies, programs, and procedures both external and

internal in order to solve issues as they arise and utilizes project management skills working with project teams.

Direct or indirect impacts of decisions:

Direct impact on internal decisions for managers and staff and efficiency of the operation. Coordination of multiple projects on an ongoing basis. These projects are diverse in both variety and size, covering a wide range of continuous improvement endeavours and ongoing FPDC programming areas. Projects range from a few weeks long up to two years.

Key Relationships

Major stakeholders and purpose of interactions:

- Food and Bio Processing Branch staff, up to Executive Director level
- Communications and Public Engagement staff
- Branch project teams
- Division Monitoring and Evaluation staff
- Financial Services, up to Director level
- Alberta Justice lawyers assigned to the Ministry
- Collaborators (post-secondary, commodity associations, private industry)
- Ministry Planning and Measurement staff

Required Education, Experience and Technical Competencies

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

If other, specify:

Minimum 4 years related experience

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

- A degree in food science or related discipline is preferred
- Project management certificate from a recognized program is preferred
- Creative problem solving skills
- Excellent written and verbal communications skills in both scientific and non technical areas
- Highly motivated; self directed and team oriented
- Flexible with excellent time management skills
- Extensive computer skills and experience with MS Project, Word, Excel, Power Point, Publisher and Project Management software
- Must have, or be prepared to obtain, WHMIS certification, and First Aid certificate
- Understanding of science-based research protocols

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <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	When asked for information from senior management, the incumbent has information at the ready, understanding time sensitive impacts.

		organization adds value for clients and stakeholders	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Incumbent takes meeting minutes of important meetings and upon reviewing them will ask questions to understand and will provide a creative solution if a problem exists.
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>Incumbent takes on multiple tasks and completes them calmly and composed even in stressful situations.</p> <p>Incumbent uses all their knowledge about government policies and procedures and creatively seeks solutions.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Because of excellent knowledge and past experience, incumbent can provide immediate information to senior managers when asked.

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

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature