

## New

Ministry

Infrastructure

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Project Integration Analyst

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Capital Projects Delivery, PMI

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Reporting Coordinator supports the Capital Projects Delivery Division (CPDD) through accurate reporting of project information and tracking/ management of operational improvement projects. The incumbent works with various internal and external stakeholders to address issues, manages reporting workflows, and communicates project status and related information. The incumbent is responsible for updating the branch intranet site, developing and monitoring the branch operational plan, providing training and support to branch staff as it relates to communications processes and procedures, and researching and providing advice to senior management on strategies and measures. The incumbent plans and assists in facilitation of branch meetings, supporting the branch's continuous improvement framework, implementing improvement initiatives through CPDD, and coordinating updates of information systems.

#### Responsibilities

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

Ensure project status reporting is accurate, timely, and consistent. This is achieved by:

- Developing responses to non-project specific action requests and briefings as required;
- Providing branch input into the Ministry's Capital Plan, Annual Reports, Public Accounts, Committee of Supply,

Session, and Budget documents;

- Training new project team hires and other divisional/ministry staff on reporting processes and standards;
- Maintaining, updating, and developing reporting processes, procedures, and standards based on the evolving needs of the organization;
- Responding to inquiries about high-level project information; and
- Building, maintaining, and modifying tools used in the reporting process including databases, automated workflows, spreadsheet models, and user interface forms.

Ensure branch's operational plan reflects the branch's key objectives and includes suitable approaches toward achieving those targets. This is achieved by:

- Collaborating with the department's business planning group to provide input and solicit feedback on goal congruency with department, division, and branch;
- Coordinating and inputting branch activities into the Divisional Operational Plan;
- Consulting with branch Directors and Executive Director on best practices to achieve goals and strategies recommended for implementation through the business plan;
- Developing and implementing follow-up strategies to assess the ongoing achievement of the Branch Operational Plan; and
- Evaluating new ministry and Government policies, determining policy impacts on the branch, and developing strategies to ensure branch processes are in place with new and existing policies.

Ensure the branch has a continuous improvement framework in place that holds process/project owners accountable for results. This is achieved by:

- Coordinating and facilitating branch sessions to develop branch operational objectives;
- Coordinating and facilitating sessions with project managers, coordinators, and administrative staff to collect improvement ideas, solicit feedback on potential improvement projects and provide status updates on improvement projects underway;
- Maintaining a Continuous Improvement issues register to track all improvement initiatives in the branch;
- Implementing branch business projects to develop new processes or improve existing processes;
- Leading working groups through the development and improvement of business processes;
- Developing branch policy documents, manuals and communication tools to support the use of standard practices in the branch; and
- Developing and maintaining measures to monitor the performance of key branch processes.

Ensure the branch has adequate resources to accomplish its operational goals. This is achieved by:

- Developing a process and methodology to track and report vacancies, recruitment, and staffing efforts;
- Tracking staff utilization and proposing resourcing strategies/opportunities with Project Directors in order to achieve operational goals; and
- Tracking use of funding on operational projects (such as business case consultants) and reporting financial requirements to the Division.

Other related duties as required.

## Problem Solving

Typical problems solved:

Checking data is accurate and up to date, that project time lines are appropriate based on planning to construction completion cycles. Data is confirmed through discussion with Project Directors.

Reconciling financial systems (CMS, PFMT, PRS) each month and investigating discrepancies to identify and correct the transaction.

Project budget is not sufficient to process an invoice. This occurs if a transaction has been coded against the wrong project or an approved change in project cost was not entered into the financial system in a timely manner.

Types of guidance available for problem solving:

If the Reporting Coordinator is unable to solve a problem they can discuss the situation with their direct supervisor, the PM&I Director, Project team members or Finance if the problem involves CMS.

Direct or indirect impacts of decisions:

Decisions directly affect information reported to the Minister, both project status and the financial health of government

and health facility capital projects. This information can be reported publicly so it must be accurate.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Branch Directors, Project Managers, Project Teams; Ongoing contact to clarify project information; clarify issues, solicit feedback, share information, etc.

Other Branches within the Infrastructure - regular (weekly/ monthly) contact with Finance, Strategic Services, Project Services, Communications, Information Management Branch, Human Resources, etc. to discuss projects, processes, branch requirements, and share information.

External:

Education Capital Planning group - ongoing contact to discuss projects, processes, branch requirements, and share information.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

University degree in Business, Economics, Public Administration or equivalent education and experience.

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

Knowledge of Microsoft SharePoint and strong skills in Excel are required.

## 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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Works in a changing environment and takes initiative to change:</b> <ul style="list-style-type: none"><li>• Takes opportunities to improve work processes</li><li>• Anticipates and adjusts behaviour to change</li><li>• Remains optimistic, calm and composed in stressful situations</li><li>• Seeks advice and support to change appropriately</li><li>• Works creatively within guidelines</li></ul>	This position requires the ability to develop communication materials on complex topics to a variety of audiences. An ability to distill information into its core is essential. Multiple requests will be received under tight timelines so an ability to handle stress, to manage time, and to prioritize is essential. Ability to understand requirements and prepare briefings for a variety of different audiences.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Works to exceed goals and partner with others to achieve objectives:</b> <ul style="list-style-type: none"><li>• Plans based on past experience</li><li>• Holds self and others responsible for results</li><li>• Partners with groups to achieve outcomes</li></ul>	This position requires an understanding of planning, project management and process improvement practices. The incumbent is expected to manage business process projects directly and to communicate with others who manage capital projects.

		<ul style="list-style-type: none"> <li>• Aims to exceed expectations</li> </ul>	<p>The incumbent will suggest business project priorities and propose and implement business projects.</p> <p>This position requires a balance between technical and creative thinking. The incumbent supports the achievement of branch goals and the development of branch standards. The responsibilities of the role require a thorough understanding of Government processes and ability to work within them. The incumbent is also expected to use their knowledge of business processes and available technology to develop information technology solutions to increase efficiency in the branch.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>The incumbent will need to have or develop a strong organizational awareness to understand how internal groups work together, and an awareness of the external environment in order to respond appropriately to requests for information.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Often collaboration with other groups is required to ensure that messaging is provided that best meets the needs of the organization. This position will have to build consensus in a large group and will require an ability to resolve conflict.</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Learning Facilities Branch Program Coordinator position number 00049600.