

## New

Ministry

Transportation and Economic Corridors

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Railway Program Coordinator

Requested Class

Program Services 3

Job Focus

Policy

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

CPGES, Technical Services/Passenger Rail

☐ 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:

On July 11 2023, Premier Danielle Smith tasked Minister Dreesen and Transportation and Economic Corridors (TEC) with exploring cost-sharing arrangements with the private sector and/or municipalities that support economic investment in Alberta's transportation network, including public transit, heavy rail and bridge infrastructure that better connects the Calgary and Edmonton airports to their downtowns, regional communities to Calgary and Edmonton, and Calgary to the province's Rocky Mountains parks system.

Reporting to the Executive Director, Passenger Rail, the Rail Program Coordinator is responsible for supporting the development of quality policy in a timely manner to senior policy advisors, branch and department officials, while keeping supervisor fully informed and obtaining the necessary approvals. The Rail Program Coordinator will support overall coordination of issues, research and information collection, development of supporting materials, attending meeting and developing meeting minutes, and program and issues coordination for passenger rail-related work.

#### Responsibilities

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

1) Provide support for information and coordination in the development of policy and issues related to

passenger rail transportation.

Activities:

- Outline, research, prepare and draft policy issues/options for senior leadership.
- Support and coordinate efforts with other departments and governments and other committees, as appropriate.
- Coordinate and prepare a range of materials (e.g., letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation for senior officials and executive team (e.g., Director, Executive Director, Assistant Deputy Minister, Minister, etc.).
- Develop briefing materials (presentations, documents, proposals, etc.) in a timely manner, often under short timelines and with competing priorities.
- Scan external sources, such as the media, research and academic publications, etc., for emerging and factual information.

2) Coordination of timely and high quality execution of passenger rail and divisional team deliverables.

Activities:

- Collaborate with Section and Division operations in coordinating, facilitating, developing, and managing internal communications for Passenger Rail related items.
- Conduct review of documents, such as power points, key messages, speaking notes, briefing notes, correspondence etc. to ensure they are aligned with current status and meet quality expectations.
- Develop effective and efficient tracking mechanisms and tools to communicate and support timely and high-quality deliverables.
- Respond to emergent requirements for the Executive Director, Passenger Rail and other branch needs.

3) Prepares and updates reports, discussion papers, and specific strategies and operational goals on passenger rail mandate.

Activities:

- Support project teams to identify research and develop policy proposals and actions; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding and operation of programs and/or services.
- Analyzes data to identify opportunities for Alberta to remove barriers to passenger rail.
- Undertakes research particularly with respect to passenger rail development in the province.
- Presents conclusions and results in various different formats including reports, briefings, spreadsheets, tables, etc.

4) Manage complex issues management and departmental representation.

Activities:

- Provide concise and relevant information and analysis/review on various action requests.
- Lead or coordinate the development of a resolution, response or development of recommendations for action by other areas or executives, to complex issues related to aspects or clients of the transportation system.
- As part of the Rail Team, initiates activities and discussions, through collaborative efforts with

stakeholders to ensure that the province's transportation policies, programs, and interests are represented, protected or advanced, within the framework of the branch and department's organizational structure.

- Participates on joint government initiatives by attending workshops, conventions or industry events. Interacts with consumer groups, stakeholders, industry, various federal, provincial, and international government departments and agencies.

## Problem Solving

Typical problems solved:

This position requires analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the transportation system. Collaboration with stakeholders, integration of evidence into policy, and understanding and working within the governance relationship between the department, other governments, and other stakeholders are key aspects of this position.

This position will deal with issues that entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner.

The position will be required to manage multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties are:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Databases and statistical software;
- Historical records that provide previous research and examples; and
- Regular conversations with the Manager and other departmental experts with subject matter expertise.
- Assignments require the application of theoretical knowledge and extensive experience to identify the problem or issue and develop innovative and creative solutions. The outcome is not always known.

The help with problem solving in this role, the position must:

- Demonstrate excellent organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information, analysis and recommendations in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks with colleagues and key stakeholders, and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with ministry staff to provide advice and recommend innovative solutions to senior management and/or external stakeholders (e.g., external industry representatives, other provincial or federal jurisdictions, etc.).
- Be highly self-motivated requiring minimal direction to drive for results.
- Develop high-quality deliverables and reports aligned to the needs of decision makers.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Management relies on the accuracy and skills in developing recommendations that incorporate all

relevant factors (e.g., trends, ministry position, stakeholder interests).

· The deliverables and actions taken by this role have the potential to affect the direction of passenger rail in the province through influence to development of the Passenger Rail Master Plan. Priorities defined in the Master Plan have the potential to reshape Alberta's transportation system for generations.

## Key Relationships

Major stakeholders and purpose of interactions:

- ADM/Executive Director - Provide support towards attainment of division/department goals, information sharing, and resolution of issues, as required.
- Manager - On a daily basis, provide information on project progress, identified risks, and proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Rail Team Members - Daily information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GoA Staff - Information sharing, data sharing, coordination of input, and updates on project status, as required.
- Passenger rail stakeholders and the public - information sharing, relationship building, and coordination of input, collaboration to meet project goals, as required.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Pubic Admin, Business, Science or Economics. Graduate degree in policy is preferred.

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

### Education:

- Undergraduate degree in a relevant field, such as public administration, social sciences, planning and related work experience.
- Graduate degree in policy would be considered an asset.

### Knowledge:

- Highly proficient in using Microsoft Office tools including: Word, Excel, Share Point and PowerPoint.
- Knowledge of Adobe Acrobat Pro.
- An understanding and familiarity of the transportation system and modes in Alberta.
- Knowledge of transportation legislation, regulation, and policy.
- Strong understanding of the theory and practice of policy development and planning.

### Skills:

#### Interpersonal

- Strong teamwork, relationship building and interpersonal skills (e.g., networking, relationship building, active listening)
- Demonstrates flexibility and adapts to new situations.

#### Coordination and Policy Development

- Strong skills in coordinating and developing administrative processes in support of branch.
- Applies appropriate policy research/evaluation and option development techniques.

#### Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills.
- Excellent skills in communicating through writing (ie. powerpoints, briefing notes, etc.)
- Strong skills in communicating and supporting administrative processes in support of branch.
- Skills in consensus-building, use of influence, listening and verbal communication are required and used on a daily basis.

#### Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

#### Abilities:

- Self-motivated, capable of handling a wide range of administrative and project responsibilities.
- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple stakeholders, particularly at a senior level and to manage varied expectations through the process.
- Ability to coordinate a variety of projects, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to review branch deliverables to ensure high quality - clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences.
- Ability to scan a substantial amount of material to determine relevant information.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.
- Ability to develop creative solutions.

#### Work Experience:

- Several years of experience coordinating and supporting the management and implementation of complex issues or projects.
- Several years of experience in policy analysis, development, and evaluation.
- Experience in external/public engagement and consultation.
- Experience in transportation systems (including rail) would be an asset.

#### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>This position will need to view work completed with railways in a holistic and long-term view as the outcomes and anticipated outcomes will affect road and rail users potentially for decades after decisions are made.</p> <p>Considers the whole system when evaluating, researching, and conducting program analysis.</p>

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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Ability to assess options and implications in new ways to inform decision making in order to achieve outcomes and solutions.</p> <p>Employs subject matter experts from other areas to solve problems</p>
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"> <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>	<p>Readily and willingly changes and adapts to new priorities or emerging issues.</p> <p>Is aware that adjustments to projects and deliverables are needed to take advantage of opportunities, and can explain the impact of changes.</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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Ability to resolve complex political and strategic passenger rail-related issues.</p> <p>Ability to work under political pressures and within tight timelines to develop innovative and practical solutions for consideration by the DM/ Minister.</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>Actively supports the interests of colleagues, clients and stakeholders by making choices and setting priorities that incorporate their needs.</p> <p>Uses enthusiasm to motivate and guide project teams.</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p>
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