

New

Ministry

Executive Council

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Committee Administrator

Requested Class

Administration 2

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

Policy Coordination Office

☐ 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:

Under the general direction of the Assistant Deputy Minister, this position provides leadership, coordination, advice and support to Cabinet Policy Committee's via records and attendance management in accordance with established Committee processes. This position provides administrative expertise in the support and coordination of Cabinet Policy Committee's through liaison with the divisions within Executive Council and all government ministries. This position is responsible for establishing the internal processes for attendance management of Cabinet Ministers (and Caucus). This position also ensures the creation, handling, archiving, and disposition of committee records. This position reviews all committee material for completeness, editing and formatting and requires the capability to prioritize and perform multiple tasks autonomously. This position works closely with Minister's offices on a cross government basis and builds effective working relationships to enable Ministerial attendance at and preparation for Cabinet Policy Committees. This is achieved through the accessibility of and quality control of committee documents. The Administrator also provides support to an Assistant Deputy Minister and a team of policy managers who lead the development and review of committee material. Executive support is provided to the internal team including: scheduling, DMX, 1GX, facilities, Bernie and procurement, among other tasks as requested. The Administrator, reports to an Assistant Deputy Minister and is a member of a team of three administrators and is required to provide cover-off for other Cabinet Policy Committees and Executive Support when requested.

Responsibilities

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

1) Cabinet Policy Committees - Document Review, Processing and Updating:

The Policy Coordination Office develops agendas, receives documents, and prepares material packages for Cabinet Policy Committee (CPC) meetings in a timely and effective manner. Generate agendas based on information from the

Cabinet Coordination Office, ADM, and Directors.

- Revise and update agendas in real-time, as requested, and as material is submitted to PCO;
- Organize and ensure that all CPC documents are provided;
- Review all documents for completeness and formatting, editing;
- Organize and ensure that all information is correct on Committee Agendas in ITS;
- Work directly with the Directors to ensure annotations and Committee Briefing Notes are completed and approved by ADM;
- Significant interaction with Minister's Offices on scheduling, attendance;
- Track attendance for Cabinet committee meetings, follow-up with Ministers' offices across government as required, and provide a detailed overview of absences for each Cabinet meeting, highlighting any potential concerns relating to quorum;
- Develop draft attendees templates based prior to meeting date;
- Generate meeting folders and post meeting documents onto DMX for pre-brief and CPC meetings;
- Facilitate access to CPC materials for the members in advance of pre-brief meeting dates; and
- Compile CPC Chair's Package and ensure it is accurate and posted in a timely manner.

2) Meeting Packages: CPC members are provided with meeting packages in advance of the meetings through DMX.

- review document submission deadlines and follow-up internally, with Cabinet Coordination Office, Ministers' offices and Cabinet Coordination Office regarding document status, as required;
- review document packages for completeness and follow-up with the ADM, Directors, and Cabinet Coordination Office on any questions;
- create and update the electronic agenda and upload all of the committee documentation for CPC meetings;
- liaise with IT services on the maintenance and use of DMX to ensure users have access and the application remains secure and relevant; and

3) Meeting Support: Effective planning and execution of CPC Meetings enables the Policy Coordination Office to effectively deliver on its core mandate, thereby positively contributing to government decision making.

- confirm technical, video or telephone conferencing with Ministers' Offices and Government Buildings;
- attendance tracking to ensure that Minister office and Staff will be present, if absent, confirm back-up;
- work with DMX and VIP Support to ensure all remote participation mechanisms are fully operational for each meeting;
- act as an ambassador for Executive Council in written and verbal communications; and
- coordinate with Sheriffs to ensure CPC attendees have access to meeting location.

4) Corporate Support: The Policy Coordination Office provides effective corporate support and operational priorities are achieved in a timely and effective fashion.

- complete searches in response to *Access to Information Act* requests;
- participate in cross-training activities within the PCO and Cabinet Coordination Office to facilitate knowledge transfer and business continuity;
- Compliance Statements, ensure completion and distribution to the Legislative Counsel Office;
- Provide executive support to ADM and Directors on issues related to scheduling, DMX, 1GX, Bernie, procurement, travel and training requests, among others as requested; and
- Special projects and other duties as required including the on boarding of new staff.

Problem Solving

Typical problems solved:

This position works independently within the parameters of established policies, processes and procedures as well as within established directives. General objectives are set for the position, however the position has considerable latitude in determining areas of focus and priorities and can exercise complete initiative and authority to act for assigned responsibilities; e.g. in completing complex projects; establishing project management parameters, and recommending solutions to complex administrative issues. Considerable autonomy is provided for this position to prioritize workload.

Types of guidance available for problem solving:

Administrative issues without established policies, processes and guidelines or without clear precedent are discussed with the ADM and policy managers, typically in terms of recommendations made by this position to deal with the situations.

Direct or indirect impacts of decisions:

Decisions have impacts on CPC ability to perform duties, which has a significant indirect impact to Cabinet, other areas within Executive Council (including the Cabinet Coordination Office), Minister's and Deputy Minister's offices across government.

Key Relationships

Major stakeholders and purpose of interactions:

This position regularly provides support to the Policy Coordination Office and the Cabinet Coordination Office. This position works closely with policy managers in the Policy Coordination Office to support Cabinet Policy Committee meetings and with Minister's and Deputy Minister's offices regarding committee attendance and documents. This position works closely with contacts in IT and facilities to ensure that committee meetings run smoothly.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

This position requires a two year diploma in a related field with a minimum of five years progressively responsible related experience or a high school Diploma and a minimum of seven years progressively responsible related experience. Secretariat experience and experience working with various Government Members in the Legislature would be assets.

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		
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none">• Identifies key stakeholder relationships• Has contact with range of interested parties• Actively incorporates needs of a broader group	Position is required to know who the members of the CPC's are and maintain up to date contact information on their staff for attendance tracking and material distribution. Position is required to

		<ul style="list-style-type: none"> • Influences others through communication techniques 	leverage contacts to ensure accurate information is provided for CPC members.
Creative Problem Solving	○ ● ○ ○ ○	<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 	<p>Position includes a considerable degree of autonomy in prioritizing work and requires ability to manage competing tasks under tight timeframes.</p> <p>Consequences of inaction or incorrect action need to be avoided, independence in learning how to complete tasks correctly is required.</p>
Build Collaborative Environments	○ ● ○ ○ ○	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	This position provides a service for all of government and is required to maintain open and respectful communication.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>This position has a large degree of autonomy that requires self-reflection to ensure that tasks are completed.</p> <p>This position provides both committee and corporate support and requires an ability to identify needs, solutions and a commitment to achieving solutions.</p>
Agility	○ ● ○ ○ ○	<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, 	Although committee processes are generally set, changes occur and need to be accommodated. Further, scheduling and attendance management are fluid/evergreen.

		calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	
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Benchmarks

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

Cabinet Coordination Officer - Administration 2 - Cabinet Coordination Office/Executive Council

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
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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