Update

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Project Integration and Reporting Manager

Current Class

Job Focus

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

2025-04-18

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Project Integration and Reporting Manager plays a key role within the Program Management and Integration Branch, by providing expert advice, leadership and direction to branch staff. Reporting to the Director, Program Management and Integration, the incumbent will lead the collection, analysis, and presentation of project information for executive and project delivery team use. The incumbent will work closely with various internal and external partners to address issues, manage workflows and communicate project status and related information.

Responsibilities

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

1) Support the Director - Program Management and Integration Branch (PMI), Assistant Deputy Minister Capital Projects Delivery Division (CPD), Assistant Deputy Minister Strategic Partnerships and Learning Facilities Division (SPLF), and associated Executive Directors in achieving the mandate, goals, and objectives of the divisions and branches.

   - Provide the Director with advice and recommendations relating to project and portfolio status and trends.

   - Identify opportunities, challenges, and risks associated with CPD and SPLF capital project delivery.

   - Support decision making across the ministry by contributing data, analysis, and interpretations to briefing notes, presentations, and other internal and external communications.

   - Develop and maintain collaborative relationships with clients, stakeholders, and partners, especially project delivery teams.

   - Lead the Project Integration and Reporting team effectively to ensure outcomes are delivered in accordance with business and operational plans; leadership, coaching, and mentoring are provided to staff members to support continual improvement, capacity development, and effective decision making; and accountabilities of team members are defined and clarified to ensure alignment of team efforts.

   - Represent PMI on committees with a focus on achieving branch and divisional objectives through improved tools and processes related to project delivery and reporting.

2) Manage reporting processes for CDP and SPLF divisions and ensure that all necessary reporting is complete, accurate, and meets deadlines. The primary reporting focus of the Project Integration and Reporting Manager is project information (including status, schedule, budget and other details).

   - Lead the Project Integration Analyst team in the collection and verification of project information via existing tools and processes (PRF, PFMT, etc.).

   - Accountable for the completeness and accuracy of data and reports, including dashboards and project / portfolio key performance indicators (KPIs).

   - Identify and explain trends in project data and reports. Provide early warning of potential issues and highlight challenges and opportunities. Explain variances and changes.

   - Support divisional financial reporting, which is led by the Process, Integration and Reporting Manager but facilitated by Project Integration Analysts.

   - Ensure that CPD and SPLF data and reports are reconciled with data and reports from previous time periods and other reporting sources (such as different Infrastructure divisions and other ministries).

- Coordinate ad-hoc reporting, as required, including preparation of briefing notes, press releases, presentations, etc. to support executive decision making and communications.

3) Assist in the development and implementation of tools and processes for project reporting and controls.

   - Work closely with the Project Integration Analysts and the Process, Integration and Reporting Manager to identify challenges and opportunities in current process and tools.

   - As a subject matter expert, guide the development of new tools and processes through experience and expertise in project delivery, project controls, data analysis, and reporting. Development of the tools and process will be led by the Process, Integration and Reporting Manager.

   - Adopt and implement new tools and processes for project reporting and controls (from PMI, Strategic Integration and Operations, and other sources). These include dashboards, templates, software, and workflows. Support implementation through communication training of project delivery teams.

4) Manage and lead a team of 4-8 direct reports as required to achieve results. Success is ultimately achieved through the actions and performance of the team.

   - Build, develop and maintain a high performing team through recruitment, training, managing performance, communication, team building, etc.

   - Set, communicate, and achieve team specific goals and targets.

   - Provide mentorship and guidance to team members through the performance agreement process, regular communication and discussions.

   - Manage and balance team workload across staff and over time.

Support the overall PMI team by providing coverage to other managers and taking on opportunities to act as Director.

Problem Solving

Typical problems solved:

Ministry and division leaders rely on accurate and up-to-date information to provide make decisions and communicate with stakeholders. The necessary information may or may not be readily available from regularly collected data. The Project Integration and Reporting Manager must be able to facilitate the collection, interpretation, and presentation of the required data and ensure its integrity, often on very tight timelines. The Project Integration and Reporting Manager must also understand the purpose and importance of the information and determine how to ensure that it is readily available, accurate, and current for future requests.

A significant volume of data is collected and stored on an ongoing basis. The data is often difficult to interpret and seemingly meaningless in it's raw format. The Project Integration and Reporting manager must be able to lead the manipulation, interpretation, and presentation of historical, current, and forward looking data to ensure accuracy and integrity and provide project teams, Directors, Executive Directors, and Assistant Deputy Ministers with meaningful project and portfolio level summaries and interpretations.

The role of the Project Integration and Reporting Manager is far reaching and involves obtaining input from more than 100 project delivery staff and the distribution of information to dozens of ministry decision makers, external stakeholders, and occasionally the public. The Project Integration and Reporting will frequently be required to communicate requirements and information to a variety of individuals and teams with different background and knowledge and will be required to tailor their communication approach to suit. They will also be required to address communication and cooperation challenges among the various

individuals that they deal with (including team members and external stakeholders).

The Project Integration and Reporting Manager is supported by a network of contacts across the division and department to contribute to assessing problems and determining a course of action. Knowledge of current and best practices for capital project delivery, project controls, and data analysis, as well as direction from the Director, Program Management and Integration are sources of guidance.

Some solutions may require the creation or reorganization of information and process, while others will require clarification of existing requirements. The Project Integration and Reporting Manager will work closely with both the Process Integration and Reporting Manager and Continuous Improvement group in Strategic Integration and Operations (SIO) Division to solve problems related to process and tools.

Direct or indirect impacts of decisions:

The work of this position impacts:

- comprehensive and timely reporting of capital project delivery for government, health and learning facilities, which in-turn provides transparency in the utilization of public funds.

- understanding of capital project delivery approaches and methods through research and analysis of data and information from across the division.

- decisions taken by division and ministry leadership through reporting project status and other information.

- the working relationships and processes between the branch and other branches, divisions, and throughout the ministry.

the operational results achieved by Program Management and Integration and the achievement of division and department priorities.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Director, Program Management and Integration - Daily - Provide updates and advice on ongoing reporting, ad-hoc reporting, team activities, and projects related to process improvement and implementation.

- Process Integration and Reporting Manager - Daily - coordination of team activities, coordination of reporting requirements and shared resources, development and implementation of process and tools.

- Program Management and Integration team members - Daily - work assignments and coordination, leadership, supervision, coaching and mentorship.

- Project delivery Directors and Project Managers - Weekly - communicate updates and priorities, resolve challenges or issues with process and information.

- Representatives from other branches and divisions such as Finance, SIO, HR, Communications - Ongoing, as required - discuss reporting, and address requirements, collaborate on resolving issues and improving process and tools.

- Representatives from other ministries (Education, Health, Justice, etc.) - As required - collaborate on reporting requirements and ensure consistent reporting.

External

Not applicable.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Post-secondary degree in a related field plus 5+ years of directly related experience.

- Two years of experience leading teams to produce successful results and positive outcomes.

- Experience with project delivery and project controls is an asset.

- Understanding of project and portfolio level key performance indicators and metrics.

- Experience planning and completing complex tracking and reporting functions is an asset.

- Knowledge of budget and contract management and oversight involving multifaceted projects.

- Knowledge of information systems and data management techniques used in the development, management, evaluation and monitoring of capital project plans and project management activities.

- Technical computer literacy to use utilize information management systems and software tools (e.g., Excel, SharePoint).

- Leadership and team building skills to guide staff.

- Strong communication skills and application of different strategies to work with different audiences.

- Knowledge of division stakeholder groups and their broad perspectives to inform plans, projects, and decisions.

- Strong planning and coordination skills.

- Knowledge of different approaches for analytics and analyses of data in new ways.

- Skill in applying theory and principles for process development and evaluation.

- Standards and process knowledge experience.

- Ability to foster a culture of trust, innovation, and collaboration, removing barriers to the achievement of outcomes.

- Well- developed problem-solving skills to anticipate obstacles and plan for next steps, providing a clear rationale for the path forward.

Agility to proactively shift focus and activities in response to changing organizational priorities.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job

Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	Takes a long-term view of how reporting and project controls will influence decisions and performance of divisions. Understands how process must be designed to evolve with evolving tools and technology and positions the group to benefit from advances in tools and technology.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Understands the relevance of the available project information and can identify ways to synthesize it into meaningful, presentable formats. Engages subject matter experts to collaboratively resolve challenges with process and tools.
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Identifies changes in priorities in advance and can reposition the team to meet challenges of shifting priorities. Ensures that team does not lose sight of goals despite shifting priorities and urgent requests. Works with team to adjust approach to meet demands and fluctuating workloads.

Develop Self and Others	○ ○ ◉ ○ ○	Plans according to career goals and regular development: • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development	Proactively seeks out development opportunities and stretch assignments. Encourages team members to take on responsibility, learn new skills and understand value of information and reports in the larger context of the organization. Leverages diverse skills and background within the team to improve capacity and results.

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