

## New

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

IAPS Executive Support

Requested Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

PSD, IAPS

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Director

Executive Manager 1

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The *Public Safety Statutes Amendment Act, 2024* (the Act) received royal assent in May 2024. The Act is designed to enhance public safety by enabling the creation of a new independent agency police service (IAPS). The agency will assume functions currently carried out by the Alberta Sheriffs, who have increasingly taken on complex, police-like roles. Transitioning these functions to a police service under the *Police Act* will enhance civilian oversight, transparency, and accountability.

The IAPS implementation team is established on a temporary basis to implement, in collaboration with the IAPS Chief, the amendments to the Act and develop this new provincial corporation, including organizational structure, funding, policy, engagement, governance and resource allocation, among others.

Establishing the IAPS is a novel, highly complex and high-profile undertaking. The IAPS will need to seamlessly integrate into the Alberta policing landscape, while maintaining the current, critical services the Alberta Sheriff's provide.

The Executive Support position reports to the Executive Director of the IAPS Implementation Team. This position is critical for the accurate and efficient delivery of core business services for the IAPS implementation team and the development of the IAPS itself. This position will develop administrative processes and systems to increase team efficiency along with recommending and implementing program policy changes in accordance with divisional and ministry business plans. This position will oversee and provide a variety of senior business administration supports for the implementation team including managing the Executive Director's schedule, coordination of all signings and approvals, administrative management of the ARTs system and all ARTs requests, coordination of financial tracking budget preparation and monthly forecasting, procurement, records management, contract administration, space planning/infrastructure support, FOIP coordination, and human resources support as the IAPS's workplace administrator (WPA) in 1GX. This position will establish sound administrative processes for the IAPS and mentor/train IAPS staff in same. The position also provides executive support to the IAPS Oversight board (meeting coordination, scheduling, minutes, expenses, honorariums, etc.), other administrative services essential to the effective and efficient organization and operation of the branch, as needed.

This position requires dealing professionally with senior government officials, including ADM's and executive and Senior level management, department and other government officials, the IAPS Chief and executive leadership team, vendors, and division support staff. These dealings required the position to utilize specialized communication, organizational, and technical skills, requiring diplomacy and sensitivity to discern between common and confidential knowledge and to treat matters accordingly.

## **Responsibilities**

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

1. Coordination - excellent coordination enables the IAPS implementation team to achieve effective time management.

a. Uses judgment and knowledge of agency issues, priorities, and relationships to respond to requests for meetings with the Executive Director and IAPS Chief by booking appointments or referring requests for meetings to other senior IAPS staff.

b. Organizes and coordinates IAPS workshops, and planning sessions.

c. Schedules and organizes meetings including major stakeholder engagements, and those involving senior department, government, public and private sector representatives and officials.

d. Manages the Executive Director's and IAPS Chiefs schedule, coordinates travel and arrange accommodations.

e. Manages the Executive Director of the IAPS implementation teams and IAPS Chiefs expenditures in an accurate and timely manner.

f. Attends management meetings, prepare minutes, agendas, and follow up on action items.

g. Implements and maintains systems and procedures to meet the administrative requirements of both the implementation team and the IAPS leadership team.

h. Acts as a resource to the IAPS Chief's office on a variety of items such as exchange of information and coordinating workflow.

i. Develops sound administrative processes for the IAPS provincial corporation and trains and/or mentors IAPS staff on same.

2. Organizational support and record keeping - the IAPS is supported in achieving its mandate through the provision of excellent support for human resource activities and leadership functions.

a. Oversees approval processes for staffing requests, raise job requisitions, complete 1GX processes as Workplace Administrator (WPA) and communicate with Human Resources as required; supports the IAPS

executive in these same functions.

b. Interprets the collective agreement, and agency administrative policies such as banked overtime and vacation accruals to provide advice to staff and managers regarding coding in 1GX.

c. Ensures accurate employee and position records are kept for the IAPS implementation team.

d. Prepares ad hoc human resource related reports and documentation (i.e. general illness, leave of absence, acting and other forms).

e. Represents the IAPS implementation team at various administrative meetings (e.g., agency administrative meetings and events).

f. Mentors administrative staff assigned to the IAPS, including recruiting, training, and supervision where required.

g. Provides backfill to other executive administrators where necessary.

h. Maintains IAPS organization charts, and support office space planning.

3. Effective administration - the IAPS and implementation are supported through a variety of administrative support functions.

a. Purchases and maintains office supplies and inventory, including liaising with suppliers and vendors to procure supplies for the IAPS and ensures that purchases are completed within directives and guidelines.

b. Administers IAPS budget, reconciles IAPS expenditures with financial reports, identifies and investigates discrepancies, and verifies accuracy of payments and coding. Follows up with financial services division to investigate any disputed charges or transactions.

c. Gathers financial information from IAPS managers to ensure their financial needs are tracked (e.g., travel, contract requirements, etc.).

d. Ensures contracts are prepared, reviewed and routed according to the government's contract routing guidelines.

e. Monitors routing lifecycle of contracts to ensure appropriate review, final sign-off is obtained and contracts are appropriately discharged.

f. Works with the Planning Coordinator and others to manage any IAPS fleet vehicles including vehicle maintenance requests, reconciling monthly fleet expenses (e.g., fuel, maintenance, etc.), and provide guidance to staff on fleet procedures and policies when required.

4. Issues and correspondence management - the Executive Director is supported by the timely review and routing of correspondences and issues, often of a sensitive and highly confidential nature.

a. Reviews and assesses correspondence directed to the IAPS implementation team or the Executive Director to identify and bring forward urgent and important concerns and issues to the Executive Director.

b. Forwards correspondence to the appropriate area within the IAPS or implementation team for information, feedback, or comments.

c. Reviews written responses based on direction of the Executive Director, ensuring revisions are completed as requested.

d. Facilitates handling of confidential budget and personnel materials on behalf of the Executive Director.

e. Reviews contractual documents for completeness and compliance with policies, procedures, and regulations.

f. Coordinates responses and composes correspondence for general information, statistics, financial information, and where appropriate, compile related historical information, reports, statistics, and financial

documentation.

g. Responds to and coordinates responses to enquiries from various key stakeholders requesting information.

h. Determines and performs necessary follow-up and research to clarify issues relating to requests for action or information received by the Executive Director.

i. Manages distribution lists and tracking of correspondences.

j. Oversees maintenance of filing and bring-forward systems for the implementation team.

#### 5. IAPS Oversight Board Support

a. Manages scheduling of board meetings and coordination and dissemination of meeting materials, in collaboration with the IAPS implementation team leadership and the Board chair.

b. Manages expense claim and honorarium processes for Board members.

#### 6. ARTS coordination

a. Assigns, tracks, routes AR's and related assignments.

b. Tracks AR's to ensure timelines are met.

c. Communicates any updates on AR's post-submission.

### Problem Solving

Typical problems solved:

The Executive Support is expected to apply creativity, initiative, and originality to all responsibilities. Exceptional judgment and respect for confidentiality of information is critical, as decisions and recommendations made directly impact the development and operations of the IAPS. This position is required to develop new administrative processes and support administrative policy development for a new provincial corporation. This position is required to solve problems of an administrative and policy nature, often related to scheduling, procuring goods/services, or supporting staffing processes, ensuring correct information is gathered from all the correct sources, and in a timely manner. The position requires in-depth knowledge of the administrative policies and procedures of the branch as well as working knowledge of the IAPS.

Types of guidance available for problem solving:

This position works within the parameters of department policies, processes, and procedures as well as a variety of acts, regulations, and standards. It will further be developing new novel policy to support the administration of the new provincial corporation. Direction and guidance is provided by the Executive Director, the IAPS Chief, and other senior leaders. Sound judgment, discretion and political acumen are critical to the position. Further guidance and support is available from managers and directors, and other executive administrators.

Direct or indirect impacts of decisions:

The Executive Supports responsibilities have an IAPS wide impact where decisions and recommendations will directly impact the agency's development and operations. This role is required to proactively identify areas for improvement and make recommendations regarding enhancements to administrative and operational support processes. This position manages information flow between the branch Executive Director, Chief, key stakeholders, senior government representatives and officials. The Executive Support must be able to effectively consult with agency, department, and stakeholder representatives, balancing the diverse, and occasionally conflicting priorities of individuals representing a variety of projects and programs with department wide needs.

### Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - to receive direction and advice, share information, receive coaching and

mentorship, and discuss/resolve operational issues as necessary.

- IAPS team staff - support and share and provide information; collaborate and coordinate on project(s) and other documents.
- Office of the IAPS Chief - provide support, share information, receive direction, or action requests.
- Cross-ministry staff - collaboration, seek and share information.
- IAPS Oversight Board - support required needs.
- Other internal and external stakeholders - share and seek information.

#### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Three years of related experience; or equivalent as described below

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

#### Skills:

- Demonstrated senior/executive administration skills
- Demonstrated expertise in developing and implementing new administrative processes, and ability to train and mentor others in the use of same
- Experience in developing administrative policy
- Experience working with agencies, boards and/or commissions
- Excellent computer skills, including the use and understanding of Microsoft Office applications such as Word, Excel, Outlook, Adobe Acrobat and SharePoint
- Advanced skills in ARTS and 1GX
- Written and verbal communication skills, including ability to communicate effectively with offices of government executives and key stakeholder
- Excellent Interpersonal and consultative skills, including ability to handle sensitive and/or difficult situations and negotiate agreement and commitment to action relating to varied processes and assignments
- Soft skills and flexibility with a customer service focus.
- Organizational, administrative, and time management skills, including ability to prioritize multiple responsibilities
- Analytical and research skills to develop and recommend viable administrative solutions and compile and summarize information
- Supervisory/mentorship experience
- Commitment to confidentiality, tact, and diplomacy

#### Knowledge of:

- Government financial policies and budget processes
- Government records management policies and procedures including the classification and disposition of documents, and file room operations

- Legislation and regulations pertinent to the position (e.g. FOIP, FAA, etc.)

#### Ability to:

- Ability to work in a complex, multi-disciplinary and fast-paced setting
- Ability to provide effective resolutions for difficult situations
- Ability to work independently as well as contribute to a team environment
- Ability to meet tight deadlines and adapt to change
- Ability to perform and engage in politically sensitive environment

### 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>	Anticipates and adjusts behavior to change. Remains optimistic, calm, and composed in stressful situations. Seeks advice and support to change appropriately. Works creatively within guidelines competencies.
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Works in an open honest manner with colleagues:</b> <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	Expected to communicate clearly and effectively with all team members and branches/divisions as required to achieve a common goal. Ability to recognize conflict and opportunities and communicate in a respectful manner.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Focuses on continuous improvement and increasing breadth of insight:</b> <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> </ul>	Understand priorities to determine the best approach to deal with stakeholders, and staff. Know when to provide the ED with necessary information, and make recommendations to improve efficiency and

		<ul style="list-style-type: none"> <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>	processes.
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiple priorities</li> <li>• Operates within APS value system</li> </ul>	Expected to focus on what is important and timelines while successfully managing multiple priorities by implementing follow-up mechanisms to ensure timely delivery and quality.

### Benchmarks

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

021AN08

021AN02

### 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

[Redacted]

[Redacted]

[Redacted]

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

[Redacted]

[Redacted]

[Redacted]

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

[Redacted]

[Redacted]

[Redacted]

ADM Name

Date yyyy-mm-dd

ADM Signature