

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Executive Administrator

Requested Class

Administrative Support 5

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

Public Security Div/PRC Implementation

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

ED, PRC Implementation

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The *Police Act* was amended in December 2022 to create the legislative authority to establish an independent agency, the Police Review Commission (PRC), to manage complaints against police and conduct disciplinary proceedings. The Police Review Commission implementation team was established to develop this new public agency under the *Police Act*. The implementation team is responsible for developing the necessary provincial regulation, policy, and organizational structures in order to adopt complaint and disciplinary processes from police services across Alberta by end of 2025.

Establishing the Police Review Commission is a highly complex and high profile undertaking, and will be a “first” for Alberta. This effort is analogous to creating a new police service that will be responsible to oversee other police services with the distinction that this new agency will be required to transition police complaint oversight work that is currently occurring in ten independent municipal and First Nations police services into a singular new provincial entity. As such, this effort will require a robust and fully dedicated implementation team.

Reporting to the Executive Director, the Executive Administrator will provide a variety of senior administrative supports for the Executive Director's office and business administration services for the branch. The role manages the Executive Director's schedule and coordinates all signings and approvals. They also ensure coordinated and timely responses are provided for action requests (ARs), inquiries and correspondence that are assigned to the branch, coordinate budget preparation and monitoring, records management, contract administration and space planning, and provides other administrative services essential to the effective and efficient organization and operation of the Branch.

As the PRC agency begins staffing and establishing, the role will support the ministerially appointed CEO, and will mentor and provide advice to the administrative functions of the new agency. This includes mentoring new permanent administrative staff coming into the PRC, guiding the establishment of records processes, administrative workflows, and goods/services management.

Responsibilities

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

1. Issues and correspondence directed to the PRC implementation branch and/or PRC agency CEO are reviewed and managed effectively and efficiently. These are often of a sensitive and highly confidential nature.

Activities:

- Reviews and assesses correspondence directed to branch or ED/CEO; identifies and brings urgent and important concerns and issues to the attention of the CEO or ED.
- Forwards correspondence to appropriate area within the division for information, draft reply, and/or comments
- Reviews draft replies for the ED/CEO signature, ensuring revisions are completed as requested.
- Drafts written responses for ED/CEO signature on own initiative or according to general instructions from ED.
- Facilitates handling of confidential budget and personnel materials of behalf of the ED.
- Determines and performs necessary follow-up and research to clarify issues relating to requests for action or information received by the ED or CEO.
- Manages distribution and tracking of correspondence and ED requests for action.
- Administers the PRC's electronic mail system.
- Oversees maintenance of filing and bring-forward systems for the PRC implementation branch.
- Point person for all FOIP related processes for the PRC.

2. ED's and CEO's personal schedules are coordinated to facilitate effective management of time.

Activities:

- Uses judgment and knowledge of division issues, priorities, and relationships to respond to requests for meetings with ED by booking appointments or referring requests for meetings to senior division staff.
- Schedules and organizes meetings including major stakeholder engagements, and those involving senior department, government, and private sector representatives and officials.
- Ensures travel and accommodation arrangements are made and expense accounts for ED and CEO and others are prepared and submitted in an accurate and timely manner.
- Collects and prioritizes discussion items for meetings; prepares agendas and minutes; and follows up on action items as required.
- Maintains accurate record keeping of all travel related expenses and reports for annual reporting related purposes.

3. Administrative functions for the PRC are provided with leadership and coordination.

Activities:

- Coordinates human resources-related activities for PRC, including overseeing approval process for staffing requests; raising requisitions and completing 1GX processes as Workplace Administrator role, and communicating with Human Resources as required.
- Participates in budget-related activities for PRC, including providing input to budget preparation, forecasting expenses, tracking expenditures, preparing variance reports, and supporting expenditure officer.
- Manages facilities-related activities for PRC, including preparing space utilization reports and

- coordinating major changes to office facilities and moves.
- Mentors administrative staff assigned to PRC, including recruiting, training, and supervising staff; establishing service standards for work performed; and preparing performance assessments and learning plans.
- Identifies administration issues with potential to impact operation of ED/CEO's office; recommends solutions and courses of action to deal with issues; and advises ED of general administrative operation of the branch.
- Creates and maintains filing systems to support the flow and retrieval of information for the PRC implementation office.
- Organizes events for the branch staff to boost morale and cultivate team culture

4. Ensures timely delivery of ARTS and ensures effective communication and working relationships with the Deputy Minister's office, the Minister's office, division and department staff members, and stakeholders are developed and maintained to ensure effective communication flow to and from ED office and timely responses to inquiries and requests.

Activities:

- Responds to enquiries from Minister's, Deputy Minister's, and Assistant Deputy Minister's offices.
- Provides direction and functional supervision to administrative staff in division Directors' offices to ensure timely responses to enquiries and consistency of administrative processes.
- Provides cover-off services in ADMO as requested.

5. Background and research materials are prepared and coordinated for the CFO and DCFO in an effective and timely manner.

Activities:

- Compiles, summarizes, and assembles background and research materials, including scheduling briefing meetings, to ensure ED and/or CEO is appropriately prepared for meetings and events.
- Coordinates and compiles briefing binders for the management team, ADM office, Deputy and Minister as required. Compiles and distributes up-to-date versions of documents for resource binders, including maintenance of distribution lists.
- Directs projects assigned by ADM to appropriate area of PRC team for coordination and/or completion.
- Coordinates and carries out special projects on behalf of or as requested by the ED or CEO.
- Drafts any follow up briefing reports on behalf of ED and CEO to meet necessary timelines.

6. Supports the effective administration of the PRC through the provision of a variety of administrative support services.

Activities:

- Receive and distribute mail, including actioning any instructions received.
- Maintains supply inventory, monitoring inventory to determine requirements, liaising with suppliers and vendors to obtain supplies.
- Purchase supplies and services using a variety of procurement methods including P-Card and web based standing offers.
- Codes and processes Branch payments and invoices as needed, reconciles branch expenditures with financial reports; identifies and investigates discrepancies, verifies accuracy of payments and coding.
- Produce routine correspondence including memorandums, letters, minutes and reports from copy or general instructions.

- Maintain mailing lists
- Arrange for meeting rooms, food and beverage as appropriate. Ensure appropriate approvals are in place while following GoA and Ministry directives/guidelines for hospitality/working sessions/corporate events.
- Coordinates responses and actions related to specific requests for IMT services from Technology & Innovation or Service Alberta. This includes generating and submitting BERNIE requests, initiating support calls, and escalating any service issues. Mentor other staff as requested.
- Records management including inventory, storage, archival and establishment of new files.
- Assist with fleet management
- Assists with procurement activities including ordering of supplies.
- Assists staff with staffing actions, 1GX questions, supports with org chart development and other tasks.

Problem Solving

Typical problems solved:

The Executive Administrator is expected to apply creativity, initiative, and originality to all responsibilities. excellent judgment and respect for confidentiality of information is critical, given that decisions and recommendations made impact directly on the operation of the branch and the establishment of the new Police Review Commission. In addition, this position is assigned to special projects that can require research and analysis and the synthesis of information into reports for the ED and CEO and other senior or executive level managers.

The position will be required to solve problems of an administrative nature, often related to scheduling, procuring goods/services, or supporting staffing processes - ensuring correct information is amassed from all the right sources, in appropriate timeframes.

Position requires in-depth knowledge of the administrative policies and procedures of the branch (i.e. action requests, correspondence, records management) as well as working knowledge of the programs. The AS5 level reflects the depth of the knowledge required in order to provide lead-hand expertise to other administrative support staff who will be hired to the agency regarding GOA administrative policies and procedures. A full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) who must have an understanding of the work of the branch to complete its functions.

Types of guidance available for problem solving:

This position works within the parameters of established division and department policies, processes, and procedures as well as within directives established by the Minister, Deputy Minister, ADM and ED. The ED sets general objectives for the position, with work typically delegated verbally or in writing by the ED and CEO and on occasion by the Minister's or Deputy Minister's offices. The Administrative Assistant has considerable latitude to determine areas of focus and priorities, and can exercise complete initiative and authority to act for assigned responsibilities.

The Executive Administrator will take direction and guidance from the ED, CEO, and senior management team. They will need to exercise judgment and discretion in addition to political acumen, but their activities will be guided by a number of ministry and GOA guidelines and standards, including manuals like 1GX guides, procurement rules and procedures, fleet vehicle procedures.

Direct or indirect impacts of decisions:

The responsibilities of this position have branch and division-wide impact in that the role ensures the timely, consistent, and effectively delivery of information and assignments to and from the PRC implementation team and the new agency as it becomes established. This position also manages information flow between the ED, CEO, and those of key stakeholders and senior government representatives and officials. The Administrator must be able to effectively consult with division, department, and stakeholder representatives, balancing the diverse and occasionally conflicting priorities

of individuals representing a variety of projects and programs with significant branch-wide impact.

Communication from this role also provides detailed policy and procedure information to other division administrative staff and those administrative staff who are onboarded into the new Police Review Commission agency.

Key Relationships

Major stakeholders and purpose of interactions:

Internal to Ministry:

Executive Director and PRC CEO - Daily, to give direction, receive advice, share information, coach, mentor, enhance policy capacity. Resolve operational issues when necessary.

PRC branch leadership team - daily, to support activities and assist with tasks.

PRC branch staff - daily, to provide support and to assist with tasks. Communication is usually internal to the office and for the purpose of providing information or receiving instructions.

PSD ADMO administrative team - daily, for ARTS purposes, information routing, decision routing

External to Ministry:

Clients, general public, stakeholders

Receipt of queries, sharing of information, coordination of meetings with:

- Municipal police services
- First Nations police services
- Royal Canadian Mounted Police
- Police associations
- ASIRT
- AUPE
- Public Safety Canada
- Public Service Commission
- Infrastructure
- Justice
- Information and Technology
- Service Alberta and Red Tape Reduction
- other provincial ministries, as required
- Municipalities with their own police service
- First Nations
- Police commissions

Required Education, Experience and Technical Competencies

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

If other, specify:

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

EDUCATION

- Education/Experience:
 - Grade 12 diploma (or equivalent) supplemented by several years of related experience.
- Skills:
 - Proficiency in Microsoft Office applications such as Word, Excel, and Outlook; Adobe Acrobat
 - Proficiency in ARTS and 1GX
 - Excellent computer skills in order to create spreadsheets and enter data into various programs.
 - Superior keyboarding skills.

- Oral and written communication skills to correspond with internal and external stakeholders.
 - Time management skills and the ability to organize and prioritize tasks.
 - Written and verbal communication skills, including ability to communicate effectively with offices of government executives and key stakeholders
 - 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
 - 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 skills
 - Commitment to confidentiality, tact, and diplomacy
- Knowledge of:
 - Government financial policies and budget processes.
 - Government of Alberta 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, Police Act)
 - Ability to:
 - Obtain a Security Clearance conducted by the RCMP.
 - Manage and monitor several tasks at the same time.
 - Determine priorities in order to meet operational requirements.
 - Research, gather and prepare information for the ED managers and staff within the office as related to administrative matters.
 - Learn new and proprietary software applications
 - Plan and coordinate multiple tasks and projects under time pressures
 - Manage complex information flow and assignments within short time frames
 - Proactively identify concerns, issues, and potential solutions and recommendations relating to responsibilities
 - Function independently as well as lead and contribute within a team environment
 - Demonstrate initiative, sound judgment, and creativity
 - High degree of professionalism
 - Strong sense of team

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how 	

		organization adds value for clients and stakeholders	
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"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Maintains collegial internal relationships and understands external network: <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	

Benchmarks

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

015AS05 - Facilities Manager's Assistant
015AS01 - Senior Secretary
015AS08 - Office Administrator