

### Update

Ministry

Environment and Protected Areas

#### Describe: Basic Job Details

##### Position

Position ID

Position Name (30 characters)

Branch Administrator

Current Class

Administrative Support 5

Job Focus

Supervisory Level

Operations/Program

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

##### Employee

Employee Name (or Vacant)

##### Organizational Structure

Division, Branch/Unit

Water & Circ Economy/Water & Waste Sustainability

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

5

Executive Manager 1

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

2023-04-05

Responsibilities Added:

None - clarification of competencies

Responsibilities Removed:

None

##### Job Purpose and Organizational Context

Why the job exists:

The Branch Administrator supports the effective and efficient function of the Executive Director Office, and supports the day-to-day operations of the Branch Leadership Team, with expert coordination of financial tracking, budget preparation and forecast, 1GX, staffing and onboarding, contracts, branch coordination and communications, FOIP, other applicable assignments and functions, as assigned, to

support the branch and/or division.

The Branch Administrator reports to the Executive Director and is responsible for providing a variety of senior administrative support services to the Executive Director and branch leadership team to ensure effective operations, and delivery of functional programs and priorities. This position handles a variety of sensitive matters and requires an ability to remain organized with a diversity of information in peak periods.

This position is responsive and agile to a dynamic environment, proficient in the Government of Alberta's financial and corporate processes, is organized and able to work independently without significant supervision.

## Responsibilities

### 1. Executive Support & Administrative Support Services

- Provides administrative support to the Executive Director Office and Branch Leadership Team to ensure effective branch operations, prioritization, and communication flow.
- Manages all aspects of scheduling for the Executive Director, including but not limited to: scheduling and arranging logistics for meetings, acquiring and distributing agendas and associated materials, liaising with stakeholders and senior executives with professionalism and tact, setting up and take-down for meetings and events.
- Prepares, formats and proofreads documents (quality control/check)
- Review, triage and action out correspondence (electronic and paper), action requests and information requests for response.
- Participates, organizes and records branch decision from meetings.
- Represent the branch at departmental forums regarding administration, financial and human resources.
- Provides cover off for other branches in the division and ADMO, as required.
- Direct detailed external inquiries to appropriate branch staff.

### 2. Delivery of the Branch Action Request (AR) Process

- Coordinates action requests assigned to the Branch using the Action Request Tracking System (ARTS), including assignment to appropriate staff members, logging, tracking, adjusting format, proofreading ARTs submissions.
- Ensures action requests are submitted to the ADM's office within the requested timeframe and formatted according to the department guidelines for ministerial correspondence.
- Liaises with the Assistant Deputy Minister's office in the exchange of information. Ensures requests are handled promptly, courteously and with discretion, while maintaining confidentiality.
- Provides monthly ARTS results tracking and analysis for the Branch.

### 3. Managing Records and Information Flow

- Coordination in response to FOIP requests (branch contact for FOIP requests.)
- Design and implement branch administrative processes to support business needs and enhance operational efficiencies. Identify administrative issues with the potential to impact operations, and recommend solutions.
- Manage information flow and records management via the branch SharePoint and SharedDrive in alignment with record management policies and guidelines.
- Provides quality control on external correspondence (formatting accordance with department style guidelines, ensure clarity in response, proofreading, etc. )
- Maintains professional and timely flow of communication with all stakeholders, including Assistant Deputy Minister's (ADM) Office, Ministry colleagues, agency colleagues and branch staff.

### 4. Financial Tracking, Budgeting and Forecasting

- Compiles reporting and tracks Branch expenditures for branch leadership.

- Prepare expense claims on behalf of branch leadership as required
- Reviews Section expenditure reports to identify, investigate and resolve any discrepancies.
- Work with Finance to track and report on actual expenditures and reconcile with forecasts.
- Works with branch leadership team to set up, manage and close contracts and grants.
- Prepares monthly detailed reports of actual and forecasted expenditures for the leadership team, coordinates review with branch leadership team.
- Coordinates materials and supply requirements for the section including the purchasing and ordering as necessary.
- Uses the Section Procurement Card (if assigned) for expenditures in accordance with the Department's Financial Policy and Procedures Manual.

#### 5. Workplace Administrator & Staffing Support Services

- Workplace Administrator role in 1GX, and coordinator for staffing requests and staff administrative changes.
- Tracks branch allocation of FTEs, changes to position numbers, and the organization chart (and run reports as required)
- Manages the reporting and organization of flex time, overtime, positions, hybrid arrangements, etc. Respond to ADMO or other division's request for reporting in relation to these arrangement.
- Support onboarding and orientation of new staff to the branch (telephone, office space/equipment, moving requests, etc).
- Provide coordination of activities, and communications to ensure health and safety in the workplace.
- Provides monthly ARTs results tracking and analysis for the Branch.
- Provide information and facilitate access to GOA's human resource policies.
- Manage sensitive information in personnel records for annual performance agreements and reviews.

### Problem Solving

Typical problems solved:

Strong problem-solving and resourcefulness, sound judgment and adaptability are required to proactive, identify, mitigate and address issues and/or escalate the matters appropriately with the right contacts.

Priorities and timelines must be independently triaged and adjusted on a regular basis in response to external factors and pressures.

This position provides oversight for the budget and forecasting for the branch, and advises the branch leadership team on budget, expenditures, processes, policies, and human resources. The position is reliable source of knowledge in navigating IT systems and processes in relation to human resources, budget, expenditures, administration, etc.

Types of guidance available for problem solving:

The Executive Director and branch leadership team supports and informs this position's sound decision-making ability with respect to priorities and advice on handling sensitive matters or with specific individuals.

A network of administrative professionals in the division and department meet to support each other and share best practices.

Direct or indirect impacts of decisions:

Lack of judgment, organization and time management have consequences on relationships, delivery of priorities, teamwork and efficiency of business operations

### Key Relationships

Major stakeholders and purpose of interactions:

This position has daily contact with the Executive Director, Branch Directors, and branch staff.

The position may also have interaction with executive, branch heads, senior management, staff, and administrative staff from the department's work areas, the DM's offices and may have contact with staff in other departments.

External Contacts include but not limited to Branch Heads and Management within the department, executives and staff in other departments, stakeholders (Committee Members, external parties), Agencies, Boards and Commissions, Consultants and Vendors.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)			

If other, specify:

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

Position requires experience in office administration, knowledge of administrative systems, government policies and procedures, knowledge of financial policies and procedures.

It is critical to have experience and proficiency with the Government of Alberta's 1GX system, as well as knowledge of key systems such as ARTS and BERNIE.

Proficiency with Microsoft suite of productivity applications (Word, PowerPoint, Excel, Teams, Outlook) as well as Adobe Acrobat is essential.

Sound knowledge of the department's structure, policies (directive, rules, and procedures) and processes around human resources, administration, IT, records and information management, FOIP and related activities.

Position must have excellent time management and organizational skills, as well as excellent interpersonal skills and communication competencies (verbal and written abilities)

Position must be able to work independently and able to juggle multiple requests and tasks, adapting to a dynamic working environment. Success will depend on the position's ability to organize priorities to deliver quality work in a timely manner.

**Behavioral Competencies**

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a</li> </ul>	

		backup plan	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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>	
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"> <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>	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <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>	

