

TITLE: BRANCH COORDINATOR

CLASSIFICATION: ADMIN SERVICES 5

ORGANIZATIONAL CONTEXT
MINISTRY: SERVICE ALBERTA AND RED TAPE REDUCTION

DIVISION: CONSUMER, REGISTRY, AND STRATEGIC SUPPORTS

BRANCH: REGISTRIES AND RESOLUTIONS

UNIT: EXECUTIVE DIRECTOR'S OFFICE.

JOB OVERVIEW

Reporting to the Executive Director, Registries and Resolutions, the Branch Coordinator provides budget, purchasing, service request, information management, and action request support and coordination to the units within the Branch. Also provides executive support to the ED including calendar management, email management, and support in organization and collaboration with the Branch's leadership team.

ACCOUNTABILITIES
BUDGET, FORECAST, PURCHASING, AND FINANCIAL ADMINISTRATION

- Prepare, consolidate, and administer budget plans in consultation with other Branch Administrative Support, the Branch's Directors and the ED.
- Ordering supplies to support the office and equipment needs of staff in the Branch's units while monitoring the overall expenditures for these items.
- Monitor, reconcile and analyze budget expenditures and cash flows; identify cost pressures and variances; and prepare financial reports and forecasts along with rationale for significant variances for presentation to the Directors and ED.
- Serve as the contract coordinator for the Branch, monitor invoices and payment schedules to ensure accurate and efficient processing of payments in 1GX; and resolve contract and invoice issues as required.

ACTION REQUEST COORDINATION AND INFORMATION MANAGEMENT

- Compile, summarize, and assemble background information, research and briefing materials when required to support the operational and policy efforts of the teams in the Branch, and to respond to requests for information from the Assistant Deputy Minister's Office.
- Coordinate action requests for all units in the Branch:
 - Review and edit responses to ensure they meet department style guide standards, are understandable and clear.
 - Determine and perform necessary follow-up with writers.
 - Coordinate responses to requests that span multiple units in the Branch.
 - Coordinate and communicate with the ADMO, Unit Directors, and AR writers to ensure ARs are assigned and routed in ARTS in a timely and efficient manner.

- Apply and continually improve information management practices in the branch in terms of filing and electronic records.

STAFF SUPPORT FOR ENTERPRISE SYSTEMS AND ACTIVITIES

- This role is the Workplace Administrator for the Branch in 1GX and has the responsibility of assisting with position management, schedule adjustments, job requisitions, and other key activities in collaboration with the Executive Director and Directors.
- Main contact for all Bernie requests related to staff equipment, cell phones, and file/folder access.
- Main Branch contact for facilities and parking

EXECUTIVE SUPPORT TO ED

- Provide scheduling and calendar support to the Executive Director including making decisions about how to manage scheduling conflicts, booking meetings on the ED's behalf, and entering notes and reminders as required.
- Provide email management and light issues management support to the ED in order to help prioritize items for the ED's attention.
- Attend Branch Leadership Team meetings in order to capture notes on deliverables, answer questions about Branch administration, and provide updates from the ADMO, MCU or other key business areas.

JOB REQUIREMENTS

- The Branch Coordinator must have the following skills and attributes:
 - Writing, proofreading, editing, and verbal communication skills;
 - Leadership and relationship-management skills, including emotional intelligence and sound judgement with the management of sensitive or confidential information;
 - Analytical, research and problem-solving skills in order to proactively identify operational and administrative issues and independently develop solutions.
- The Branch Coordinator requires:
 - Experience in budgeting, analysis, forecasting, costing, financial reporting and contract administration.
 - Experience with GoA procedures and guidelines pertaining to the delivery of financial administration, human resource services, procurement, and other operational requirements.
 - Strong understanding of FOIP, particularly related to the protection of personal information.
 - Experience and proficiency working in the systems and software tools used to carry out responsibilities (e.g. Microsoft 365 (Teams, Word, Excel, Powerpoint), 1GX, Bernie).

BEHAVIOURAL COMPETENCIES

- **Systems Thinking:** This position looks beyond the immediate by anticipating change in own area based on activities in other areas. Understanding how work contributes to the achievement of department goals. Considers how own work impacts the work of others and team success. Observes how the work of others impacts own work. Asks questions to understand broader goals and objectives. Works with others to align activities.
- **Creative Problem Solving:** Breaks straightforward problems down into manageable components to identify what needs to be done. Constructively questions and challenges the way things have always been done, when there is a clear opportunity for improvement. Is aware of own assumptions and perspectives and is open to new and different approaches and ideas. Contributes ideas for how work can be done differently to solve common problems. Uses or adapts existing processes or products to address both new and old problems.

Career Group:

Job Class:

Job Stream:
Management

Occ Code:
Job Code:

Revised Date:

- **Agility:** Recognizes how own emotions affect performance. Knows the signs that indicate feelings and uses them as a guide. Ensures that own emotions do not affect others negatively. Sees the need and readily steps into co-workers tasks to help out when needed. Is open to new or diverse ideas, and to doing things in a new way.
- **Build Collaborative Environments:** Contributes positively by actively sharing information, and listening and accepting others' points of view in an open, honest and non-defensive way. Identifies ways to support and encourage group members in accomplishing their tasks. Uses mistakes as learning opportunities thereby empowering others to take risks. Understands, considers and respects the impact that differences may have before taking action; recognizes that own interpretation may not be correct