

Public (when completed)

Common Government

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## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

[?](#)

Supervisory Level

Agency (ministry) code

Cost Centre

[?](#)

Program Code: (enter if required)

[?](#)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context [?](#)

Why the job exists:

Within Jobs, Economy and Trade ministry, under the direction of the Lead, Red Tape Reduction, the Project Advisor provides coordination and project management support to a portfolio of projects across the ministry. This position applies project management best practices to support project leads throughout the pre-project, initiation, planning, monitoring and controlling, and closure phases of assigned projects.

The position works closely with the Lead, Red Tape Reduction and the Project Analyst to ensure ministry projects are well-positioned to successfully deliver the required products and outcomes. The Advisor also provides secretariat support for project governance committees and working groups to ensure the ministry's leadership can focus on producing project deliverables. The position takes a leading role in maintaining a set of tools and resources to support capacity building and excellence in project management across the ministry.

Occasional travel may be required when supporting projects in regional offices.

#### Responsibilities [?](#)

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

1. Support internal clients with all phases of the project management cycle.
  - Develop and maintain project plans for various initiatives, including tracking and monitoring project schedules and deliverables in consultation with the project manager, using software appropriate to project

complexity.

- Liaise with subject matter experts in client areas to ensure concise, high-quality information is available to project leads and team members in a timely manner.
- Facilitate or co-facilitate sessions to support project managers with detailed tasks such as project planning, work breakdown structures, project budgets and controls, risk identification and lessons learned.
- Coordinate and maintain project documentation such as communications plans, risk management plans, flagging and escalating issues for the RTR Lead and Project Analyst as required.
- Maintain project documentation according to sound records management practices.
- Recommend and support comprehensive approaches to project communications, e.g.: project and team sharepoint sites, JET intranet (MEET) content, progress reporting, stakeholder communication and communication with partners and the public. This includes writing, editing and proofreading to a professional standard.

2. Serve as a member of project teams for various internal and cross-government initiatives.

- Support the Corporate initiatives Lead and ADMO Champion on implementation of the GoA Occupational Health and Safety program within the ministry.
- Support the Corporate initiatives lead and ADMO IMIT Lead with coordinating planning, prioritization and budgeting for IMIT projects, including maintaining documentation and providing secretariat support for governance committees.
- Support accommodations with facility-based projects including furniture installs, construction projects, and handling surplus goods.
- Support business continuity, facility emergency management and consequence management projects.
- Work with the Lead, Red Tape Reduction to coordinate and support logistics and reporting for the ministry's portfolio of RTR Projects.
- Serve on project teams for ministry corporate initiatives related to planning, measurement, and evaluation.
- Write and edit communications materials, reports, correspondence, briefing notes and presentations aimed at an Executive-level audience.

3. Contribute to enhancing project management capacity within the ministry

- Develop communication materials and approaches, including presentations, posters, newsletters and articles that promote good project management practice.
- Support information sharing initiatives among staff managing the ministry's portfolio of projects.
- Contribute to the development of recommendations for improvements to project management practices within the ministry.
- Develop and maintain a toolbox of resources to support project management practice, e.g.: process documentation, templates and training materials.

4. Manage projects or sub-projects of larger initiatives

- Lead small project teams
- Manage scope, cost and schedule according to agreed upon parameters
- Ensure lessons learned are captured and documented

## Problem Solving

Typical problems solved:

The advisor is required to:

- Reconcile input from a wide range of sources. For example, monitoring project progress requires triangulating information from various project team members to assess the progress toward task completion and surface any risks to the project schedule.
- Support complex projects without having subject matter expertise themselves. For instance, creating a communications plan for a project requires using consulting skills to understand project outcomes and leaders' /stakeholders' needs. This in turn requires building trust and rapport while increasing their knowledge of business and tailoring products to the client.
- Support continuous improvement in project management practice without having positional authority. This requires tact and well-developed communication skills to articulate the benefits of sound project management. It also requires that the position recommend approaches that meet business needs, rather than relying exclusively on standard approaches or rules-based solutions for every project management challenge.

Types of guidance available for problem solving:

The Lead, Red Tape Reduction and Project Analyst are available to support problem solving on a day-to-day basis.

Direct or indirect impacts of decisions:

The decisions made by the project advisor will have a direct impact on the efficacy of project management in the ministry. Their work impacts the quality of projects and programs delivered by the ministry, which ultimately impacts the effectiveness of services delivered to Albertans. Sound project management affects the ministry's reputation within government and with external stakeholders. Delays and quality issues could negatively impact the ministry's reputation with elected officials and the public.

## Key Relationships

Major stakeholders and purpose of interactions:

**Assistant Deputy Ministers/Executive Directors/Directors:** The Advisor will provide support to these individuals as project sponsors or members of the projects' governance committees.

**Project Leads:** The project advisor will provide direct support to project leads by producing project documentation, recording and or facilitating working sessions.

**Project Analyst:** The Advisor must collaborate with the Project Analyst to ensure high quality project and portfolio coordination. The Project Analyst will often direct the work of the Advisors in producing and updating project documentation such as project plans, communications plans, risk management plans or other project documents, and in logistics planning for meetings and working sessions.

**Stakeholders:** The Advisor produced documentation and communications materials to meet stakeholder needs.

**Team Members:** The Advisor deals directly with project team members in the execution (monitoring and controlling) phase of the project to gather input into project plan updates, progress reports and communications plans.

**Internal Communications:** The Advisor will consult with internal communications to draft and publish newsletters, web or intranet content, articles or other communication tools for various projects.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Public Administration

Designation

Project Mgmt

If other, specify:

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

### Leadership & Management Skills:

- Exemplary organization skills.
- Highly-developed skills in designing, scheduling, and monitoring concurrent assignments which may involve multiple clients and diverse requests for services.
- A solid understanding of multiple project management knowledge areas such as integration, scope, time, cost, quality, human resource, communications, or procurement.

### Communications Skills:

- Ability to prepare and deliver group presentations.
- Effective facilitation and consultation skills.
- Strong written/verbal communication skills and the ability to write persuasively to a professional standard.

### People Skills:

- Professional demeanor for interacting with staff all levels of the organization including senior management and external stakeholders.
- Able to understand the complex business requirements of the ministry, and interdependencies between JET's partnering departments and agencies.

### Education:

- A university degree in a relevant area of expertise (i.e. business, public administration, communications, etc.), plus several years of related experience.
- Equivalences may be considered on a case-by-case basis, where a potential incumbent demonstrates a successful track record with a combination of education and directly related experience in project management and project communications.

### Training/Experience:

- Two or more years' experience in planning and coordination in a large organization.
- Experience in writing persuasively for a variety of purposes and audiences in a professional context.
- Experience in leading or participating in projects using a formal project management methodology.
- Experience in using software to manage projects, create reports, or create visual representations to communicate progress.
- A project management certification or designation is an asset.

### 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"><li>• Seeks insight on implications of different options</li><li>• Analyzes long-term</li></ul>	The Advisor will be required to support a portfolio of projects that may have complex interactions or interdependencies. For example, the advisor will need to understand

		<p>outcomes, focus on goals and values</p> <ul style="list-style-type: none"> <li>Identifies unintended consequences</li> </ul>	<p>implications of delays in one project across the ministry and pursue collaborative solutions with clients.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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>	<p>The Advisor will be required to engage staff and leadership to in improving project management capacity without having formal positional authority.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 backup plan</li> </ul>	<p>The Advisor will be required to work in a dynamic environment where priorities can change on short notice.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <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>	<p>The Advisor will be required to develop and maintain relationships with contacts from throughout the ministry to undertake effective project planning, monitoring and communications.</p>

