

New

Ministry

Public Service Commission

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant / Branch Administrator

Requested Class

Administrative Support 6

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Leadership and Talent Management Branch

Current organizational chart attached?

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:

The Leadership and Talent Management (LTM) Branch is responsible for cultivating leadership capacity at all levels of the Alberta Public Service (APS), with a particular focus on executive and senior management development. The branch supports alignment with APS priorities, fosters a culture of continuous learning, and supports a culture of continuous learning and leadership excellence, aligning talent strategies with organizational goals.

As part of a newly created branch, the Executive Assistant/Branch Administrator is responsible for providing business support and coordination functions for the multi-disciplinary units of the LTM branch. This includes branch operations support in the areas of budgeting, contract administration, personnel/ payroll, records management, accommodation, ARTS coordination and Workplace Administrator (WPA) support. In addition, this role will perform key program administration functions, including direct contact with Deputy Minister Offices to schedule high-priority meetings and information sessions. The role will also support various different events and programs run by the branch.

Responsibilities

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

Outcome 1: Branch management is effectively supported in fulfilling strategic goals.

The role supports essential corporate functions of the branch such as:

- Working with the Executive Support team of the Assistant Deputy Minister's office to ensure LTM Branch processes are documented and in alignment with department expectations;
- Supporting subject matter experts with program administration tasks.
- Coordinating completion of Action Requests, Access to Information Act (ATIA) requests and other requests for information from internal and external stakeholders;
- Scheduling and organizing meetings and confirming meeting needs such as conferencing capacity and accessibility for meetings involving internal and external stakeholders;
- Responding to transactional inquiries on behalf of the ED; and
- Providing ad hoc logistical, administrative and/or business support to the branch as needed.

Outcome 2: Branch records are managed to support team success.

The role supports branch records management functions such as:

- Managing and maintaining security of information, including appropriate disposition of transitory records;
- Designing and maintaining databases and records systems for areas of LTM responsibility;
- Managing appropriate training for existing branch staff and onboarding instructions for new staff;
- Developing and maintaining databases of frequently asked questions; and
- Triaging and coordinating development of responses to new questions in a timely manner.

Outcome 3: LTM priorities are advanced through government's decision making process in a timely manner.

This position supports advancement of LTM decision-making via activities such as:

- Creating internal systems to allow quality control for fast-paced document development;
- Developing and updating multiple agenda planning documents by recognizing dependencies and making linkages to incoming/outgoing correspondence;
- Pursuing the appropriate modality for document distribution, considering sensitivities and organizational hierarchies;
- Following up with program areas to seek relevant inputs and confirm approvals for supporting documents; and
- Planning the practical requirements for distribution of print and electronic meeting materials for executives and officials.

Outcome 4: LTM provides relevant advice and meaningful consultation to ensure executives across the organization have access to appropriate information and resources.

This position resolves business concerns initiated from the Deputy Minister, Executive or Senior Management level across the APS such as:

- Serving as the main point of contact for external vendor inquiries, as well as identifying and understanding internal client needs;
- Conducting research and preparing material on an assortment of topics ranging in nature from potential new contract initiatives to general stakeholder and client inquiries;
- Maintaining a working knowledge of legislation, policy and processes that support the department's service delivery, ensuring a high level of stakeholder satisfaction and integrity of the LTM mandates;
- Developing and sustaining relationships with existing and prospective consultants and/or institutions;
- Actively participating in committees, project teams and special task groups related to LTM; and
- Liaising with other departments, PSC divisions and LETM leadership for information gathering and consultation.

Outcome 5: The APS receives appropriate advice and consultation on the use of LTM contracts and resources.

The role supports the administration of activities such as:

- Providing comprehensive contract administration services to ensure activities align with the Procurement Accountability Framework, Treasury Board Directives and industry best practices;
- Creating comprehensive systems that allow timely reports to manage cost recovery accounts, track spending, create forecasts and reconcile expenses in accordance with GoA legislation and policy;
- Monitoring trends and identifies opportunities for systemic or contractual improvements;
- Remaining current on all ongoing changes to 1GX financial and SCM functions and providing training to staff to self-serve as appropriate; and
- Administering procurement functions for new contracts or Purchase Orders to enable ongoing acquisition of goods and services.

Outcome 6: Programs across the branch are supported so they run smoothly and efficiently

- Ensuring that corporate leadership development programs are supported, including booking space, monitoring registration and attendance, coordinating information packages and materials, and supporting the coordination of various events.

Problem Solving

Typical problems solved:

As the administrative and technical lead for LTM, the incumbent must assess and reassess workload and priorities to determine what time-sensitive items must be completed urgently while still managing less urgent yet time-sensitive tasks.

This position works within the parameters of corporate policy and must be a subject matter expert of all impacting legislation, regulation, policies and delegations for their assignments and projects. Additionally, the role has considerable latitude and independence to design appropriate internal policies within those parameters.

As branch leadership are frequently in meetings, the incumbent must be able to work autonomously and be comfortable and competent making judgment calls, often with limited information and time available.

This position exercises initiative to ensure effective processes are developed and implemented to meet the business requirements of the ED and LTM as a whole.

Types of guidance available for problem solving:

As LTM is a new branch, process documentation is not readily available. The position will be responsible for determining appropriate and reliable sources of information through consultation with colleagues across many levels of authority.

The incumbent's ability to foster and maintain relationships, understand and action priorities, recognize when and how to brief up, and make critical decisions with client relationships is key. The position will require:

- The ability to work with a wide range of stakeholders to achieve common goals.
- Consultation and interpersonal skills, including the ability to build and maintain collaborative working relationships with service providers, stakeholders and cross-government representatives.
- Commitment to client service, confidentiality and discretion.

Direct or indirect impacts of decisions:

Internally, the position supports the LTM Branch, and therefore all LTM practices in the APS. The position's decisions impact branch activities by providing issues resolution, facilitation and implementation of plans, and the space and process to optimize executive decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

Within the Division: Daily interaction to provide corporate support and cross-training, receive direction or self-initiate action and bring forward issues and/or proposed solutions for consideration

- Executive Director and other leadership in the branch
- Office of the Assistant Deputy Minister
- PSC Corporate Services (e.g., accommodations)
- GoA Corporate Services (e.g., payroll, finance, procurement)
- other members of the division administrative team

Frequently - To be a the source of knowledge on LTM contracts, to problem-solve, assist with coordinating meetings, to collaborate and communicate status updates to APS LTM clients, including:

- Deputy Minister, Assistant Deputy Minister, and Executive offices across APS
- Leaders and colleagues within the broader PSC
- Non-government associations and other stakeholders

Sometimes - To identify, review, assess, and consult with contractual LTM vendors.

Required Education, Experience and Technical Competencies

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

If other, specify:

Four years of related experience.

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

Must have working knowledge of GOA corporate systems (1GX, ARTS, EPS, etc.). Must have knowledge of government finance, including Procurement Accountability Framework. Must have knowledge of government organization structures.

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"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	
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 multiple 	

		<p>priorities</p> <ul style="list-style-type: none"> • Operates within APS value system 	
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	