

## New

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Project Analyst

Requested Class

Program Services 3

Job Focus

Corporate Services

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

LAWS/Strategic Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Vacant

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 Analyst (Analyst) provides leadership and day-to-day management of assigned initiatives and projects. This position applies project management best practices to complete the pre-project, initiation, planning, monitoring and controlling, and closure phases of assigned projects.

The analyst also plays an internal consulting role, providing expertise and coordination to client projects to ensure ministry projects are well-positioned to successfully deliver the required products and outcomes, as described in the projects' charters. Improving project management capacity through this position will help ensure that efforts invested in projects can provide the expected benefits to the Government of Alberta and its citizens.

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. Directly manage the delivery of assigned projects, ensuring project scope, time, cost and quality objectives are met.

- Develop and document the project outcomes, involving project stakeholders to clarify and document expectations.

- Apply project management practices that include initiating, planning, organizing, controlling, monitoring, reporting, and evaluating.
- Employ a consultative approach with internal and external stakeholders to produce planning and project documentation.
- Ensure thorough quality assurance and organizational change management plans are incorporated within projects' plans.
- Ensure projects are executed and controlled within the agreed upon parameters, including ensuring qualified resources are performing the required project tasks.
- Manage teams of assigned professional staff (with no direct reporting relationship) using influence and a commitment to shared outcomes rather than direct authority to achieve results.
- Coordinate the in-house activities of team members, consultants and contractors.
- Oversee the development of formal and informal communications on such items as project status, project assignments, and risk and issue management, directing the work of Project Advisors and Administrative staff as necessary.
- Plan, monitor, and report on incurred project costs. Review quality and accuracy of reports produced by Project Advisors.
- Monitor project progress and alter project activities to deliver the defined products in a timely manner, within the expected quality.
- Evaluate, monitor and escalate risks as appropriate. Escalate issues and decision requests appropriately to ensure required action is agreed to by leadership.
- Collaborate with and direct the work of Project Advisors and Administrative staff to ensure effective records management practices that support project auditability.

2. Enhance the overall project management effectiveness in the ministry by ensuring project management practices are applied as appropriate and continuously improved.

- As an internal consultant, provide expert advice and assistance to internal clients and cross-ministry partners on project management frameworks and all phases of the project management cycle, while building capacity in client areas.
- Develop and maintain strong networks of contacts, building trust and rapport to facilitate effective collaboration on projects.
- Remain apprised of developments across the professional project management community to identify and recommend promising practices to leadership.
- Develop frameworks, approaches, tools and training to strengthen project management practice and actively encourage other projects to apply a project management framework.
- Monitor the ministry's portfolio of projects and recommend approaches to ensure project resources are effectively assigned across projects; foster communication and collaboration among project leads to enable high performance.
- Provide project management expertise for Government of Alberta corporate projects as a member of working groups, committees or other cross-ministry bodies.
- Ensure lessons learned are shared among JET Staff and partner ministries across the GoA as appropriate and that lessons are applied in continuous improvement efforts.
- Collaborate with staff in the Deputy Minister's and Assistant Deputy Minister's Offices to align project management capacity building with other corporate learning, development and engagement initiatives.

3. Contribute to an integrated approach for projects and deliverables within the Strategic Services Branch and the Labour and Workforce Strategies division.

- Participate on planning, reporting, scanning, foresight and measurement projects led by colleagues within the branch and across the ministry.
- Provide recommendations for integration of project management best practices in the branch.
- Build capacity within the branch and the ministry by providing cross-training opportunities to staff on project management; develop presentations using rich-media or other electronic tools; deliver lunch-and-learn sessions or other training opportunities.
- Work to integrate across disciplines by applying principles used in business and operational planning, results reporting, evaluation and performance measurement into the ministry's project management practice.

## Problem Solving

Typical problems solved:

The analyst is required to:

- Reconcile input and direction from a wide range of sources. For example, project stakeholders may have different or even conflicting opinions on project scope, quality or schedules. The analyst must drive for clarity and build consensus.
- Develop and articulate appropriate project management methodologies for each situation. The analyst must customize recommended approaches for each situation, given the client areas ability with formal project management.
- Develop innovative approaches and solutions to implement project management frameworks. Project management knowledge and buy-in will vary considerably among various clients and stakeholders. The analyst must articulate the benefits of project management in a clear and persuasive manner, and find ways to adapt practices from other disciplines or frameworks, e.g.: Agile Development, to improve the ministry's practice.
- Balance completeness with operational pressures and challenges for project sponsors. The analyst must constantly balance the scope, cost and schedule elements of projects to ensure the best value is accrued within operational constraints.

Types of guidance available for problem solving:

The Lead, Red Tape Reduction is available to support problem solving on a day-to-day basis.

Direct or indirect impacts of decisions:

Sound judgment is required in the development of innovative approaches and solutions to implement project frameworks. The decisions made by the analyst will have a direct impact on 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:** These team members will often be the project sponsors or members of the projects' governing bodies. The analyst will take direction from these individuals, but yet delicately assign activities to them when decisions, approvals, or support are required. Project statuses will be reported to them.

**Project Leads:** The analyst will often use these team members as advisors and resource coordinators. The work with this group must be collaborative as they are usually the first level acceptors of the projects and the projects' front line clients.

**Project Advisors:** The analyst must collaborate with these team members to ensure high quality project and portfolio coordination. The analyst will often direct the work of these team members 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, working sessions. The analyst will collaborate with the Project Advisors to produce

and route briefings to project sponsors or Executive Team.

**Stakeholders:** Stakeholders are the people that are impacted by the projects, either during the projects or upon their completion. The analyst needs to ensure effective communication is maintained with all stakeholders, ensuring acceptance and support for the project and its outcomes. All communications must be monitored to ensure they deliver the expected/required messages at the appropriate times.

**Team Members:** To accomplish the objectives of the project, the team members are expected to perform most of the development of project deliverables. Regular interactions providing support or information will be a key activity of the analyst. The analyst must also assess the progress the team members are making on their assignments and, potentially, alter their activities due to the progress not being at the expected point.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Public Administration	Project Mgmt

If other, specify:

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

#### Leadership & Management Skills:

- Proven leadership skills relating to managing a diverse set of individuals with experience where teams do not directly report to them.
- Well-developed analytical, planning, and research skills.
- Proven problem-solving skills, along with exercising of good judgment.
- Highly-developed skills in designing, scheduling, and monitoring concurrent assignments which may involve multiple clients and diverse requests for services.
- Demonstrated innovation and resourcefulness for the design of new processes and methodologies and for project planning.
- A solid understanding of the project management knowledge areas - integration, scope, time, cost, quality, human resource, communications, and procurement management.
- Team-building skills are essential, as well as a demonstration of trust and loyalty.
- Self-motivating and self-directing, a positive approach to the job and a willingness to guide and develop other team members (formally and informally) is critical.

#### Communications Skills:

- Skilled in one-on-one meetings and the ability to prepare and deliver group presentations.
- Well-developed written/verbal communication, public speaking/presentation, and professional conduct.
- Effective collaboration, mediation, training/teaching, and organizational skills.
- Promotion of ideas so they may be understood by a variety of audiences.
- Negotiation with departmental managers and executives, departmental stakeholders and partners to balance scope, quality and schedule expectations.

#### People Skills:

- Demonstrated a professional demeanor for associating with all levels of the organization including senior management and external stakeholders.
- Able to understand others and the complex business requirements of the ministry, and our partnering departments and agencies.

- Apply general management skills of planning, organizing, controlling and effectively using talents of each individual assigned to project tasks.
- Motivate a large diverse group of people within, and external to, the ministry to accept and commit to strategies and project work plans.

**Education:**

- A university degree in a relevant area of expertise (i.e. business, public administration, information technology, 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 supervision, management, or project management, including project definition, resourcing, planning, and reporting.

**Training/Experience:**

- Two or more years of progressively responsible experience in managing business or IT related projects.
- Experience in leading or participating in projects using a formal project management methodology.
- Leadership or supervisory experience in a diverse and complex environment, with professional staff.
- 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>The analyst will be required to understand and operate in the complex system of the ministry, taking a holistic view to solving challenges and identifying opportunities for collaboration, given differing knowledge, capacity and constraints in business areas.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> </ul>	<p>The analyst will be required to engage staff and leadership to develop and implement creative solutions to complex project management challenges, such as implementing formal frameworks on tight timelines.</p>

		<ul style="list-style-type: none"> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
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 analyst will be required to work in a dynamic environment where priorities can change on short notice.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>Looks broadly to engage stakeholders</li> <li>Open to perspectives towards long-term goals</li> <li>Actively seeks input into change initiatives</li> <li>Maintains stakeholder relationships</li> </ul>	<p>The analyst will be required to develop and maintain relationships with contacts from throughout the ministry to facilitate soliciting and receiving input for various deliverables. Stakeholder engagement skills are required to manage expectations and resources across a portfolio of projects.</p>

**Benchmarks**

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

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