

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current 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

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position exists to provide senior level of administrative support to Executive Director and to support the entire branch when required.

Responsibilities

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

Manage all administrative operations for the Executive Director (ED) office:

- Manage all aspects of scheduling for the ED including scheduling and prioritizing meetings, tracking deadlines, ensuring meeting materials are ready and available, preparing meeting agendas, recording and distributing meeting minutes;
- Coordinate efforts with external stakeholders administrators in administrative and logistics support of meetings;
- Coordinate travel and accommodation arrangements for the ED as required;
- Review and handle all incoming correspondence such as meeting notices, general information requests, urgent matters;
- Draft routine correspondence;
- Coordinate responses to Action Requests and Ministerial Briefings including distribution, follow-up, review and editing for grammar and style;
- Forward to the ED for signature or back to originator for revisions;
- Review all incoming correspondence, prioritizing issues and taking appropriate actions-responding directly, assigning tasks, or bringing significant items to the ED's attention;
- Compile reports, statistics and background information as required;
- The ED is kept informed as appropriate of work delegated to others and contentious issues;
- Track deadlines for projects and assignment (e.g. business plan responses, targets and measures information) and ensure submissions meet target time-lines and coordinate workflow;
- Assist with gathering documentation from branch Team Leads for the ED's review; and
- Manage branch records to ensure appropriate coding, storage and retrieval, maintaining all the ED office files according to iRIM policies and procedures.

Coordinate Branch Business Activities:

- Provide direction and advice to other staff relating to administrative policies and procedures to ensure processes are aligned with ministry and government-wide protocols;
- Track financial expenditures and assist with forecasting as directed by the ED;
- Act as the Branch Worksite Contact to coordinate staff and contractor commencements, orientations, terminations or resignations;
- Oversee the maintenance of branch Organization charts and space planning;
- Represent the branch at various meetings (e.g. division administrative meetings and events); and
- Organize and coordinate branch workshops, meetings and planning sessions.

Management of Branch Financial Activities:

- Administer branch budget including conducting basic analysis of expenditures, roll-up and reporting of figures, monitoring of expenditures and forecasting;
- Identify potential issues and bring to the attention of the ED;
- Recommend and implement corrective action as directed;
- Design and implement reporting systems for branch activities for the ED' s use;
- Prepare monthly budget forecasts for the branch in compliance with guidelines and time frames;
- Track transfers and expenditures for contracts to use as a reference when compiling forecasts;
- Gather information from branch Team Leads to ensure their needs are incorporated (e.g. travel projections, contract requirements and potential projects); and
- Monitor routing life cycle of contracts to ensure appropriate review, final sign-off is obtained and contracts are appropriately discharged.

Problem Solving

Typical problems solved:

The Assistant to the Executive Director provides ongoing solutions for the below problems:

- Meeting conflicts
- Action Request deadlines that are not met
- Time management issues
- IT issues coordinating
- IT equipment malfunctions
- 1GX resource coordinating
- Internal process improvements

Types of guidance available for problem solving:

The types of guidance provided to this AS5 position regarding problem solving is the support of the other fellow Administrators with in the Department and Ministry. Also, ongoing guidance and mentoring from the Executive Director.

Direct or indirect impacts of decisions:

Direct impacts of decision making for the this position would be the chance of not meeting deadlines that will impact the Division/Ministry.

Key Relationships

Major stakeholders and purpose of interactions:

Interacting with various different internal and external stakeholders in a positive and approachable manner is crucial in this position. This position works closely with the Assistant Deputy Ministers Office to provide quick and accurate information and responses when requested. The Executive Assistant also works with many different areas within the Ministry.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Minimum Grade 12 education level with a minimum 2 years if senior level administrative experience;
- Some understanding of the Alberta Health system, current challenges faced by the Health system and strategic initiatives intended to renew and reform the Health system;
 - Sound knowledge of administrative procedures, human resource policy and government financial policies;
 - Some working knowledge of government policy development processes and procedures;
 - Excellent working knowledge of Microsoft Office Suite including Word, PowerPoint, Excel, Outlook, Visio,

and SharePoint; and
 - Working knowledge of ARTS, 1GX, Service Now and BERNIE.

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		
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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>For Example: When an urgent request has arrived from the ADMO and they has asked for a quick turn around but the content experts are not in the office, this position could search through ARTS for an acceptable response and provide to ED for approval.</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"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>For Example: In the past this position would take the lead when organizing and planning branch engagement events. These events would allow for the entire branch to join together and connect on a personal level. This allowed fellow teammates to develop interoffice relationships and trust.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>For Example: This position gives many opportunities for an incumbent to showcase their agility competencies. An example is when there is an urgent request that requires a fast turnaround, the current commitments of the ED needs to change to align with the request. Therefore meetings need to be rescheduled and replanned.</p>
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p>	<p>For Example: Organizing lunch and learns with fellow colleagues can be</p>

		<ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>a great way to build trusting and collaborative environments. Lunch and learns can be an informative experience that helps us all better understand our scope of work.</p>
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Benchmarks

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