

Update

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Resource Development

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:

Reporting to the Director, this position leads the development of learning and teaching resources for provincial K-12 curriculum in English and French. This position identifies projects for digital resources that are required to be developed, maintained or transitioned from legacy sites to support piloting and implementation of curriculum while ensuring that all resources are able to move through the authorization process, conform to inclusive education principles and can be integrated into Education's Curriculum application. The manager leads a team of skilled staff that can support the design, development and delivery of learning and teaching resources, including the utilization of contingent resources and vendors to support the creation and maintenance of high-quality resources for use by all teachers, students, parents and other educational stakeholders.

The Manager, Resource Development also oversees any projects that are part of the delivery of resources, provides advice to internal and external education stakeholders, collaborates with other teams to identify needs or gaps, helps to inform senior leadership on development and maintenance to enable informed decisions on priorities, estimated budget costs and trends and evolution of resource development. The position establishes and maintains strong communication and working relationships with key internal and external partners to ensure accurate and timely flow of information about learning and teaching resources.

The Learning and Teaching Resources Sector contributes to the ongoing work of the Curriculum and Career Education Division by ensuring the delivery, sustainability and scalability of authorized learning and teaching resources to support Alberta's provincial kindergarten to Grade 12 curriculum. This sector provides a centralized model for learning and teaching resource identification, procurement, development, authorization and maintenance. To enable the sustainment and scalability of this work, the sector also leads resource strategy, intellectual property services and resource management services.

The RDRA branch leads the development, maintenance and support of Learning and Teaching resources to support K-12 curriculum. As part of this work, the branch identifies resources required for development, maintenance and/or transition to support piloting and implementation of curriculum.

Responsibilities

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

Reporting to the Director, this position leads the design, development and delivery of resources to support the K-12 curriculum that enables a scalable and sustainable approach to crown-owned resource collections. In this role, the position will:

- Focus on the delivery of learning and teaching resources to support piloting and implementation of K-12 provincial curriculum;
- Lead the development of learning and teaching resources, supporting the the implementation of the K-12 curriculum (from pilot to updates/improvements to sunset if appropriate);
- Lead a team to identify resource gaps by subject area in accordance with curriculum and resource guidelines;
- Develop a plan for how to address these resource gaps and request and oversee the use of contingent (contract) labour if required;
- Manage various resource projects that will enhance the learning and teaching experience in Alberta's education system by ensuring that development includes inclusive, scalable and sustainable approaches;
- Oversee the maintenance of resources including but not limited to change to design, technology or usability;
- Collaborate with a large and diverse internal and external stakeholder community; and
- Respond to action requests and other requests from leadership.

The position is essential for managing a team and contributing to the management of the RDRA branch by:

- leading and effectively managing team operations to ensure outcomes are delivered in accordance with business and operational plans;
- leading the team in decision making regarding content, development processes and planning;
- preparing department response materials, including briefings and correspondence related to resources to assist decision making processes;
- leading the team on researching issues and gaps in resources;
- overseeing the maintenance of resources that require attention to design, technology or usability;
- providing leadership with advice and recommendations on emerging issues, opportunities and challenges;

- developing and managing detailed project plans; and
- leading complex projects.

Other responsibilities include:

- Coordinating and enabling the team to achieve results in an effective, expeditious and productive manner;
- Fostering a collaborative, nimble and innovative culture;
- Providing recommendations and advice to inform decision-making by executive leaders and government officials; and
- Working collaboratively with leaders across the unit, branch, sector and division to advance the goals and priorities of the division.

Problem Solving

Typical problems solved:

This position identifies gaps, assesses requirements and informs priorities for the design, development and delivery of teaching and learning resources. Maintenance of resources and the decision on what to transfer from legacy sites are essential to ensure the educational system is equipped with quality tools for learning and teaching.

The Resource Manager manages the development of projects and addresses issues as they arise. Thus the position is accountable for achieving results that include the deployment of provincial learning and teaching resources for a diverse audience.

Employing effective practices resulting in the design, development and delivery of new teaching and learning resources (including digital), to be used by school authorities.

This position is key in the workflows that will inform how resources are delivered, maintained and applied for use across the province.

Challenges faced by this position include:

- research and analysis on creating a collection that is usable by a diverse set of stakeholders while considering scalability and sustainability;
- being able to synthesize multiple perspectives across the education system, including those of internal and external stakeholders;
- pivoting and adjusting project plans according to changes to requirements and insights from leadership;
- taking initiative to propose a planned approach with little direction or communication;
- delays to project plans due to shifts in Ministerial priorities; and
- providing leadership and advice on the resources that need to be developed for the implementation of curriculum at the provincial level while respecting local decision-making.

Types of guidance available for problem solving:

Manager may seek guidance from their direct supervisor as well as experts located across the division as needed.

Direct or indirect impacts of decisions:

Decisions will directly impact the availability of learning and teaching resources that address gaps and needs in the K-12 education system. Students and teachers will be indirectly impacted by the project management and timelines of resource development.

Key Relationships

Major stakeholders and purpose of interactions:

Will support and respond to inquires by:

- Alberta students and their parents/guardians
- Alberta teachers
- School administrators
- community members
- national and international publishers

- vendors of multimedia resources
- departmental staff

Deputy Minister, Assistant Deputy Minister, Executive Director: As required to provide recommendations.

Director, Resource Development, Review and Authorization : As a direct report to the Director works closely with the Director to brief, update on priority timelines and milestones and ask for support and advice as required.

Employees and Interchange Teachers: Collaborate, guide, and provide oversight in the creation, management and integration of records and resources to support the K-12 curriculum.

Division and Ministry Staff: Share information and maintain effective working relationships in order to understand and incorporate multiple perspectives into priority work, contribute to various departmental priorities as appropriate, provide recommendations and advice, and exchange information.

Service Providers: Increase awareness of new resource guidelines, implementation processes, manage document processes for new resources in alignment with the new curriculum.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Education	Other	Other

If other, specify:

Equivalent combinations of education and experience will be considered.

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

To succeed in this role, the position must demonstrate education system expertise, strong project management skills, relationship building skills, the ability to leverage technology to create digital learning and teaching resources and the ability to communicate with a broad range of stakeholders. Essential for the role include the ability to lead and work effectively with or on project teams, work collaboratively to develop solutions to complex problems, think strategically, and prioritize multiple priorities to meet deadlines is essential. A combination of education and experience in any area aligned to technology enhanced education is required. Assets that are desirable for the role include strong research and analytical abilities, organizational skills and attention to detail, experience with grants and/or contracts, and an ability to communicate in French (written and verbal) would be desirable.

Qualifications

A Bachelor's Degree in Education that includes a specialization in technology in education or equivalent (Diploma, Degree and or Graduate Certificate, Diploma or Degree) with a minimum of three years of experience leading teams and/or projects in a educational and/or training environment. If education is less than 4 years that year will need to be added to years of experience (for example a Diploma with a Certificate in Educational Technology would be 3 years of education requiring 4 years of experience).

Desired Assets:

- Project management experience
- Graduate certification in Technology Enhanced Learning (such as distance and distributed learning, technology in education, instructional design, educational developer)
- Experience leading a team
- Experience with grants and/or contracts
- Stakeholder engagement experience
- Government or public sector experience
- Proficiency in French (written and verbal)

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>This position provides leadership to project teams about ways to break down problems to help others think creatively. The position also identifies innovative ways to support the development of teaching and learning resources in Alberta.</p>
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <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 	<p>This position will need to research, recommend and implement a system to support the delivery of teaching and learning resources to support a system that can be supported, maintained and still evolve to meet the evolving demands on resources to support curriculum across the province (and beyond for those who are delivery Alberta's curriculum). This position considers the whole system when evaluating, researching, and conducting policy analysis, including using Gender Based Analysis Plus and helping others apply this.</p>
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>This Manager will be accountable for the development of teaching and learning resources that may be linked to any grade(s) and/or subject(s) in a way that can be utilized by a diverse audience (students, parents, teachers and other</p>

			<p>educational stakeholders). This position manages unit and project teams including delegating tasks, monitoring project performance, and ensuring projects are completed on time and in alignment with ministry mandate priorities.</p>
<p>Build Collaborative Environments</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Facilitates open communication and leverages team skill:</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>This position is a policy resource for the entire department including providing advice to policy projects being managed by other areas and quality assurance.</p>