

Working Title Writer/Editor	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Deputy Minister's Office, Ministerial Correspondence Unit	Ministry Treasury Board and Finance
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Present Classification PS3	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Writer/Editor works closely with the Manager, Ministerial Correspondence Unit (MCU), to provide an efficient and effective flow of accurate, timely, and responsive ministerial correspondence and briefings in support of the Alberta Treasury Board and Finance business plan and mandate.

The Writer/Editor is responsible for editing and writing correspondence and briefings for the Premier, Minister, other Ministers and Government MLAs, and Deputy Minister (DM). The incumbent prepares responses in consultation with department staff and assists them in responding to action requests (ARs) and Web Submissions. The Writer/Editor works within the policies and processes set out by the ministry to complete ARs within timelines, ensuring workload is prioritized appropriately. The Writer/Editor maintains awareness of issues to assist the MCU in responding appropriately to emerging trends. Under the direction of the Manager, the incumbent may develop and deliver AR writing workshops to department staff, and is responsible for maintaining and updating the Ministerial Style Guide.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Ensure documents are accurate, consistent with ministry standards, and completed within timelines**
- Write, review, and edit ministerial and DM correspondence and briefings, consulting with professional and technical staff as needed.
 - Creatively convey information in a way that is sensitive to the Minister's needs, the department's positions, and political situations.
 - Edit for style, Minister and DM preferences, and compliance with the Ministerial Style Guide. Edit for content, including completeness in responding to the issues raised by the correspondent.
 - Ensure responses are clear and can be easily understood by the reader. Ensure consistency in messaging.
 - Ensure the ministry's position and appropriate programs, policies, and procedures are accurately reflected.
 - Co-ordinate cross-ministry responses to ARs through consultation and mediation with other government departments.
 - Conduct independent research to ensure accuracy, including the review and analysis of government and stakeholder reports, business plans, cabinet reports, websites, meeting biographies, and other documents.
 - Ensure the effective and timely co-ordination of cross-division responses through consultation and mediation among program areas.
 - Co-ordinate the completion of contentious ARs in consultation with the Manager, program areas, and DM's office.
 - Balance often competing priorities ensuring the timely completion of multiple ARs on a daily basis.

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Promote ministerial writing style and standards

- Promote the use of the Ministerial Style Guide.
- In conjunction with the Manager, develop, prepare, and deliver AR writing workshops to all levels of staff.

Provide high-quality MCU-drafted AR responses

- Compose correspondence for the Minister and DM, ensuring correct and current information is conveyed with the appropriate style, tone, and sensitivity.
- Ensure the ministry's position, programs, and policies are accurately reflected in responses by keeping abreast of issues and initiatives.
- Consult and conduct research as necessary to ensure accuracy and consistency with department's priorities and position.
- Ensure drafts for standard responses are current and accurate. Monitor current events and contact the appropriate program areas as needed.
- Modify and adapt standard responses according to the situations and circumstances presented in ARs while adhering to the ministry's established policies and guidelines.
- Work with department subject matter experts to draft and improve correspondence.
- Stay abreast of issues and anticipate ministerial concerns and needs with regard to stakeholder relations.
- Organize and track assignments to completion, prioritizing appropriately.

Assist with leadership of the MCU team

- Provide cover-off in the Manager's absence.
- As requested by the Manager, approve correspondence and briefings prepared for the Premier, Minister, other Ministers and Government MLAs, and DM.
- Assist ARTS Administrator with new AR assignments.
- Identify current and emerging issues and trends arising from ARs. Monitor and track issues and provide information and advice to the MCU Manager, Director of Communications, and ADM offices as required.
- Maintain good working relationships with the offices of the Minister, DM, and ADMs to ensure clear and timely consultation with stakeholders and to communicate and manage expectations related to processes.
- Build and maintain positive relationships throughout the department to contribute to MCU team efforts and facilitate goal achievement.
- Assist in developing, implementing, and maintaining processes to continuously improve and enhance the quality and timeliness of the department's AR management.
- Represent the department's interests at cross-ministry correspondence unit meetings.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

The outcomes of the Writer/Editor position directly affect the credibility of the Minister, DM, and department as a whole.

- The Writer/Editor is responsible for interacting with staff at all levels of the department to prepare standard and custom responses to the general public and stakeholders. This position influences department writing standards with the development through delivery of writing workshops and the style guide.
- Maintains awareness of which department staff members are the experts on any given issue, and works with them as required in order to research, compile, and verify content of AR responses.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Supports the department's open, responsive, effective communication with stakeholders, government members, and the general public.
- Works closely with the DM's office to ensure clear direction on requirements for completing ARs.
- Works closely with Communications staff to ensure correspondence, briefings, and other documents are consistent with the department's key messaging.
- Works closely with colleagues in other MCUs and ADM offices to ensure ARs are completed in a timely, efficient, and effective manner.
- Stays abreast of issues in order to edit ministerial documents with a critical and informed eye, and to anticipate ministerial concerns and needs with regard to stakeholder relations.
- Composes accurate, insightful, sensitive, and grammatically correct responses consistent with Minister and DM standards and preferences.
- Acts as a technical expert in the production, writing, and editing of correspondence on behalf of the department.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Ability to conceptualize, develop, and deliver course material on how to write ministerial correspondence, briefings, and related documents.
- Superior presentation and public speaking skills and ability to tailor presentations towards audience.
- Excellent verbal and written communication skills including extensive knowledge of English grammar and usage, plain language, and commonly accepted style.
- Excellent editing skills, including knowledge of how language impacts messaging and tone, and the ability to communicate in writing to a wide variety of people.
- In-depth knowledge of Minister and DM standards and preferences for correspondence, briefings, etc.
- Awareness of and sensitivity to political issues.
- Knowledge of the Alberta government structure, operation, and correspondence protocol. Knowledge of the department's mandate, responsibilities, and policies.
- Critical thinking and problem-solving skills, including the ability to analyze correspondence, documents, and information in drafting and editing responses.
- Strong organizational and time management skills. Ability to identify priorities within the scope of assigned work and to manage tasks effectively and efficiently.
- Leadership skills to coach, mentor, and train colleagues.
- Ability to take initiative and to flag and manage issues as they arise.
- Proficient in Word, PowerPoint, Outlook, and ARTS.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Minister's office

- Answer questions and solve problems regarding specific ARs, general processes, and ARTS.

DM's office

- Provide prompt, accurate, and appropriate correspondence for the DM's signature.
- Provide accurate and concise briefings and other requested information.
- Answer questions and solve problems regarding specific ARs.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Stakeholders

- Verify and solicit information.

ADM offices, Communications, department staff

- Assist in achieving a high standard of excellence in the completion of ARs.
- Ensure adherence to government’s position on issues.
- Obtain information and clarification for responses to ARs.

Other ministerial correspondence units

- Coordinate cross-ministry responses to ARs.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

	_____	_____	_____
	Name	Signature	Date

Manager

	_____	_____	_____
	Name	Signature	Date

Division Director/ADM

	_____	_____	_____
	Name	Signature	Date