

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

mandates. This position requires considerable contact with all parties (internal and external stakeholders) to coordinate and complete requirements. This position provides overflow support to the Divisional Performance team in the execution of contractual responsibilities.

This position performs at the para-professional level and works within the framework of existing legislation, policies, processes, procedures and guidelines, and works routinely with confidential material and matters.

Responsibilities

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

1. Administers and maintains the Interchange Program for the ministry by:

- maintaining the ministry interchange intranet site (ConnectEd)
- managing and facilitating communications between the ministry and external employers (i.e. school authorities or other home organizations)
- supporting the interchange request process and compiling a list of interchange requests from the divisions
- supporting the recruitment process for new interchange agreements and extension of current interchange agreements with home organizations, including reviewing and posting interchange opportunities on-line at <https://www.alberta.ca/interchange-opportunities> and compiling and distributing resumes to division hiring managers for review and interviewing of candidates
- sending home organizations the Interchange Agreement Information (IAI) form and requesting completion for each approved interchange
- setting up interchange contracts in the Contract Resource Management System (CRMS); facilitating the signing process by the school authority, interchange participant, and division head (ADM); and ensuring required documentation is uploaded to CRMS
- facilitating amendments and terminations of interchange agreements
- assisting in the development, coordination and execution of annual ministry interchange on-boarding events
- serving as a member of the Interchange Governance Committee
- maintaining secure files for interchange agreements and exercising knowledge of and sensitivity to matters related to FOIPP legislation

2. Financial Management for Division

Support effective financial management for Curriculum Division to develop and track the division's budget for curriculum development and implementation.

Activities:

- Provide support to division budget coordinators, including advice and expertise with purchasing of goods and services using 1GX and Procurement Card processes and reporting. This includes direct processing of orders for supplies and services that are allocated to the Divisional Performance branch (computer hardware, software, furniture and telecommunications) for the division through 1GX-Ariba and procurement card transactions.
- Complete reconciliation of 1GX purchases and P-card transactions
- Provide support with expense claim processing, account coding and transfers
- Complete Divisional Performance branch forecast on a weekly basis
- Assist with interpretation of financial policies and procedures to ensure compliance with expenditures
- Assist with year-end processes and deadlines set by Financial & Administrative Services
- Provide support, cover-off and training to Budget Coordinators across the division

3. Accommodation and Facilities Management

Support accommodation and facility requirements in Edmonton (44 Capital Blvd), Barrhead (Distance Learning Centre) and Calgary (AMEC Place) facilities.

Activities:

- Advise and support planning and execution of projects involving renovations, furniture reconfigurations, space requirements and re-stack projects
- Complete work order requests for building maintenance or furniture moves
- Liaise with Education-Facilities for Edmonton and Calgary offices, and direct consultation with

Infrastructure and property managers for the Barrhead office

- Support the development and maintenance of Hazard Assessment Control Reports for the Division ensuring compliance with OH&S legislation

4. Procurement, Contracts and Grants Administration

Provide cover off support in the execution of contract, grant and license activities for the division.

Activities:

- Support the review of Contract and Grants Review Committee requests using sound knowledge of the ministry's procurement, contract management policies and trade agreements.
- Facilitate required compliance with applicable guidelines, policies, legislation and trade agreements. This includes consultation with Contract Managers and the development of standard and non-standard fee-for-service contracts, letters of agreement, license agreements, time and materials contracts, government to government contracts, memorandum of understanding, and amendments.
- Coordinate and ensure ministry and vendor/recipient signing of agreements, including performing quality and compliance checks, consulting with contract/grant managers/vendors, and ensuring required documentation is uploaded to the Contract Resource Management System.
- Analyze, evaluate and complete reporting on division contracts, grants, and other procurement activities. This involves liaising with branch directors and Budget and Fiscal Analysis branch.
- Provide support for the execution of bursaries and financial payments such as the Mathematics Bursary Program, Languages Teacher Bursary Program, and the Green Certificate Program. Many programs are collaborative partnerships with other divisions or other ministries such as Advanced Education and Alberta Agriculture and Forestry.
- Maintain secure files for contracts, grants and license information and exercise knowledge of and sensitivity to matters related to FOIPP legislation.

5. Provides capacity and cover-off for Divisional Performance administration by:

- providing leadership to the administrative support staff across the division related to a variety of administrative services including: accommodation, BERNIE requests, hazard assessments, records management, and information technology requirements and purchasing
- collaborating with other administrative support staff in the division and department to develop and consistently apply administrative processes that promote effective operations of the division and department
- providing information and guidance to division Directors and Executive Directors for completion of fee-for-service, grant, interchange and license requests
- processing contract and grant request forms for Contract and Grant Request Committee (CGRC) review
- reviewing contract and amendment initiation forms and Schedules "A" and "B" for completeness and accuracy of information, and for creating agreements in CRMS
- liaising on behalf of the Director's office and maintains close communication links with the unit, Assistant Deputy Minister's office, Executive Directors' offices, division staff, and external partners and stakeholders to provide and obtain information

6. Administrative Operations

Support all other administrative operations in alignment with government policies and regulations to achieve optimal performance.

Activities:

- Serve as a member of the Curriculum Administrative Team (12 staff) to provide input into terms of reference and to streamline administrative processes and documentation. This includes IT coordination and BERNIE support, records management, accounts payable and purchasing, training and other professional development.
- Review administrative processes and provide recommendations to Interchange and Operations Consultant to build capacity and gain efficiencies.
- Negotiate directly or support negotiations with vendors for leasing of equipment and equipment contracts and renewals for the Division.
- Process telecommunication and information technology requests and maintain inventory.

7. FOIPP Management

Contribute to FOIPP management activities for the Curriculum Division in compliance with the Freedom of Information and Protection of Privacy Act.

Activities:

- Assist with the coordination of FOIPP requests and the submission of responsive records in the custody and control of Curriculum Division.

Problem Solving

Typical problems solved:

This position works independently within established guidelines and policies. The position has room to operate within guidelines, policies and procedures, and is required to exercise judgment when faced with unique situations.

This position requires program expertise, strong communication skills to request and analyze information, consult with internal and external stakeholders, and collaborate with all levels of staff throughout the division, department and home organizations (e.g. school authorities) using sound judgment to problem solve when information is not supplied or available.

Within the financial framework of legislation, regulation and policies, the position is challenged to develop accurate financial forecasts and demonstrate agility to adapt to shifting GoA processes.

With regard to contracts and grants, the incumbent will be required to analyze information submitted to determine when non-standard agreements may be required to address unique circumstances or deliverables. It is imperative that this be brought to the attention of the Interchange and Operations Consultant, and to complete initial research and recommendations. In order to mitigate risk to the ministry, this may involve the development of non-union interchange agreements, letters of agreement, or adjustment to clauses pertaining to FOIPP, confidentiality or intellectual property. New agreements are developed through extensive consultation with Contracted Services Management Branch and/or with Justice and Solicitor General.

Contracts and licenses must protect the interest of the ministry and address performance of contracts, management of risk with respect to liability, costs and damages through adequate insurance and indemnification provisions, ownership and protection of intellectual property, security of confidential information and corporate data, obligations under the FOIPP Act, and contract termination.

Types of guidance available for problem solving:

This position works within the parameters of established legislation, policies, plans, and guidelines, with significant discretion in determining how responsibilities are performed. The position provides advice, analysis, evaluation, guidance, research, recommendations, and demonstrates a high level of professional judgment. The timeliness and comprehensiveness with which services and information are provided to ministry client areas is also critical. In addition, the work of the Divisional Performance Coordinator is evaluated based on the effectiveness of working relationships established with the wide variety of clients and stakeholders.

Direct or indirect impacts of decisions:

The extensive variety of corporate services are integral to the division in carrying out our mandate, and meeting ministry business goals and key objectives for the development and implementation of curriculum. It is imperative this position provides recommendations related to diverse and complex issues, ultimately impacting the decisions made at a division level in support of curriculum development and implementation priorities.

Key Relationships

Major stakeholders and purpose of interactions:

- Collaborate with **Contracted Services Management Branch** for contracts and grants inquiries, **Justice and Solicitor General** for legal services related to interchange agreements and non-standard agreements.
- Collaborate with **Division Budget Coordinators** to provide guidance and support on purchasing of goods

and services and financial processes.

- Consult with external stakeholders to support the Interchange Program (**Superintendents, Assistant Superintendents, HR Directors, Principals, and Finance office staff**).
- Establish and maintain relationships with external stakeholders to support Curriculum Development and Implementation (**Classroom Piloting School Authorities including Superintendents and Teachers, Curriculum Working Groups, Subject Matter Expert Advisors and Professors**).
- Collaborate with other ministry's such as **Advanced Education** or **Agriculture and Forestry** for the administration and financial transfers for bursaries, programs or language development agreements.
- Liaise with **Budget and Fiscal Analysis and Financial & Administrative Services** branches to facilitate budget preparation, cashflow reporting, P-card transactions and reconciliation, and payment of invoices, expense claims, and honoraria.
- Consult with **EDC Facilities, Infrastructure, and BGIS Property Management** for accommodation and maintenance requests, and special projects.

Required Education, Experience and Technical Competencies

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

If other, specify:

High school diploma and four years of related experience.

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

The position requires strong communication and human relation skills to request information, consult with Division leadership, external stakeholders and collaborate with staff throughout the Ministry, as well as problem solve when information is not supplied.

The position functions within the parameters of applicable legislation, regulations, directives, policies, guidelines and acts including:
Collective Agreement and Subsidiary Agreements; Human Resource Directives; Code of Conduct and Ethics; Out-of-Province/Country Travel Policy; Expenditure Officer Policy; Hospitality and Working Session Expenses Policy; Travel, Meal and Hospitality Expenses Directive; Capital Assets Accounting and Reporting Policy; Procurement Card Policy; Government of Alberta Guidelines for Indigenous Protocol, Gifting and Expenses; Records Management Policy; Alberta Interchange Directive; Education's Interchange Procedures and Guidelines; Conditional Grant Policy; Contract Management Policy; Government Organization Act; Financial Administration Act; Generally Accepted Accounting Principles (GAAP); Education Grants Regulation; Freedom of Information and Protection of Privacy Act; Lobbyist Act; Conflicts of Interest Act; Treasury Board Directive No. 07/2014 - Procurement and Sole-Sourcing; Procurement Accountability Framework; New West Partnership Trade Agreement, Agreement on Internal Trade; and World Trade Organization -Agreement on Government Procurement.

The position requires demonstrated knowledge, skills and abilities in:

- effective communication skills (written and verbal) - communication skills in both English and French would be considered an asset
- time management, including ability to adapt to change, multi-task, and prioritize multiple responsibilities in a dynamic environment
- attention to detail and ability to maintain high level of ownership and accuracy in relation to work
- commitment to client service, teamwork, innovation and continuous improvement
- contract and grant creation process and procedures
- using tact and diplomacy in relationship building
- research, analyzing and synthesizing data

The position also requires in depth knowledge and working understanding of the following programs:

- Contract Resource Management System (CRMS)
- Documentum
- Umbraco
- ARTS
- IMAGIS

- 1GX
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Visio and OneNote)
- Adobe Acrobat Professional Suite

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"/>	<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>Seeks information on longer term goals in order to set up and maintain databases that will efficiently collect the required information for future planning and reporting purposes.</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>Collaborates with department ADMOs, EDs, Directors, sector and branch staff to meet targets and deadlines for financial reporting, and contracts and grants management.</p> <p>Takes past experiences into consideration when making plans and adjusts plans based on past learning.</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>Works under pressure managing multiple priorities.</p> <p>Required to balance a high volume of work across numerous planning and program support activities.</p> <p>Required to adapt and create new and efficient processes for a variety of corporate services required within the division and specifically for the Interchange Program within the department.</p> <p>This position pro-actively</p>

			seeks advice and support when priorities change to appropriately assess, prioritize and meet changing demands.
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>Required to foster close working relationships and with external stakeholders for curriculum development and implementation activities.</p> <p>Works closely with ministry contracts, school authorities and other home organizations to facilitate the creation of tri-party interchange agreements between the ministry, the home organization and the participant.</p>
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>Understand and challenge processes with an eye to continuous improvement.</p> <p>Research and troubleshoot to find solutions.</p>