

Public (when completed)

Common Government

New

Ministry

Health

Describe: Basic Job Details

Position

Position Name (200 character maximum)

Asst to Executive Director

Requested Class

Administrative Support 5

Job Focus

Supervisory Level

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Primary Care Transformation and Partnerships (PCTP) Branch in the Primary and Preventative Health Care (PPHC) Division leads a team dedicated to ensuring primary health care perspectives are included in Ministry or government-wide initiatives that require extensive collaboration to achieve improved health outcomes.

The Branch's responsibilities include:

- Developing programs and grant opportunities to achieve government's priorities for primary health care, including the goals set out in the Modernizing Alberta's Primary Health Care Strategy (MAPS).
- Promoting integration across Divisions, Ministries, health care delivery organizations, and partners in the social and municipal sectors.
- Providing primary health care perspectives into issues requiring cross-department collaboration, including

workforce, capital infrastructure, and information technology solutions.

- Facilitating strategic partnerships across the Government of Alberta, and with key provincial and national partners dedicated to advancing primary health care.
- Monitoring and coordinating grants with external partners to ensure alignment with community needs and government priorities.

The position reports to the Executive Director of the PCTP Branch. The incumbent is responsible for providing broad administrative expertise and support to the branch to achieve effective and efficient operations, and is responsible for the day-to-day handling of administrative matters including support for branch Human Resources and financial functions, calendar support for the Executive Director, liaison with the PPHC ADM Office, correspondence/communication, branch records management processes, and managing branch processes related to the Action Request Tracking System (ARTs). The incumbent must be able to work as part of a team and prioritize work assignments using the most appropriate approach to meet daily demands for information and workflow. The incumbent will liaise with the Assistant Deputy Minister's Office, Human Resources Business Partner, other branch and Division staff to coordinate and track activities and deadlines for branch business such as meetings, projects, correspondence, ARTs documentation and financial activities - budget preparation, monitoring and controlling of contract and grant administration.

Responsibilities

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

1. Administration and Human Resources

- Handle Executive Director's calendar - schedule meetings and prepare meeting materials.
- Reviewing and tracking requests - review and track action items for the Executive Director and branch staff such as Action Requests, requests from the Assistant Deputy Minister's Office, requests from other areas of the division and department.
- Records management activities such as filing, archiving and destruction following records management policies and procedures.
- Managing content inventories as appropriate and supporting branch Sharepoint site(s).
- Assist in keeping job descriptions up to date, create staffing requests, keep branch organizational chart up to date, scheduling interviews, etc.
- Correspondence such as creating and sending on behalf of the branch or Executive Director, memos and letters.
- Assisting with logistics for official meetings that the branch is responsible for (calendar, binder preparation, hosting, travel, etc.).
- Coordinating ordering of supplies and equipment.

2. Branch Activities

- Recommend, communicate and implement administrative processes/procedures.
- Proofread/edit branch correspondence and documents for accuracy and compliance with legislative requirements and branch mandate.
- Liaise with branch and division staff for communication and completing branch goals.
- Worksite, 1GX and BERNIE guide for the branch to handle building, employee and IT requests/issues.
- Participate in branch management meetings to coordinate branch processes.

3. Financial Activities

- Pay invoices.
- Coordinate with Budget Analyst and ED on a monthly basis to complete branch budget forecasting and salary reporting.
- Complete contract and grant administration (update GAMS information) tasks.
- Be fiscally responsible with branch spending on such things as cell phones, computer equipment and office supplies in accordance with financial policies and procedures.
- Complete expense claims when necessary.

Problem Solving

Typical problems solved:

Scheduling conflicts with Executive Director's and Director's calendars.
-ARTs requests and related documents to proofread and further with the Assistant Deputy Minister's Office.
-1GX requests.
-BERNIE requests and coordinating with IT staff to complete tasks such as equipment installs/removals, troubleshooting issues, ordering supplies etc.
-Human Resources activities such as completing staffing requests, updating job descriptions, updating organizational chart, scheduling interviews, compiling interview packages, terminations, transfers, retirements and employee leaves.
-Financial activities such as branch budget forecasting, paying invoices, handling contract and grant administration (GAMS) and coordinating with Business Analyst to complete branch financial work.
-Coordinating with Central Reception staff to order supplies such as cell phones, office supplies, and having work orders put in to handle office workspace/building issues.
-Coordinating with Records Management staff to complete records management tasks such as filing, archiving and destruction activities.

Types of guidance available for problem solving:

-Executive Director
-Directors
-Administrative counterparts in Government of Alberta and external organizations like Alberta Health Services, Alberta Medical Association, etc.

Direct or indirect impacts of decisions:

There could be delays or errors in payment, human resources and scheduling as a result of actions taken or not taken.

Key Relationships

Major stakeholders and purpose of interactions:

-Branch staff
-ADMO staff
-Staff in other branches
-Division staff
-External stakeholders such as vendors

Required Education, Experience and Technical Competencies

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

If other, specify:

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

-Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, Outlook, Visio, Adobe 2020 (what used to be Adobe Pro)).
Competence and ability to problem solve in 1GX, BERNIE, RIMHub, GAMS and other Government of Alberta programs.
-Exceptional organizational skills and attention to detail.
-Process and procedural knowledge and execution of related tasks.
-Proficient at coordinating and managing competing priorities.
-Excellent time management skills and ability to meet deadlines.
-Confident in handling change and problem solving.
-Strong interpersonal skills and communication skills.
-Willingness to show initiative and use creative approaches.

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		
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>Is able to prioritize, and manage multiple priorities</p> <p>Where capacity in role is exceeded is able to bring options to the Executive Director showing other ways to manage</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Builds collaborative networks across the department that can be tapped into to support divisional and branch processes and logistics</p> <p>Is aware of branch dynamics and works with Executive Director and management team toward collaborative, respectful work environment in the branch</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>Works with Executive Director and management team to meet deadlines (e.g. ARTS) and ensure high quality work output (e.g. editing documents)</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 	<p>Works with Executive Director and management team to improve branch processes by increasing efficiency and decreasing errors</p>

