

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested 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****Job Purpose and Organizational Context**

Why the job exists:

Alis Web Project Integrators are the senior generalists and tacticians of the alis team, adding flexibility and resilience to the organization while focused on solving for short-term (e.g. <1 year) questions of HOW and WHEN. Alongside external vendors (who tackle more narrowly defined, contractually delimited work), Web Project Integrators are the primary in-house "do-ers" within the alis team, driving tangible projects through to completion. They represent the team's highest level of operational thinking, working to free up the Strategists for more expert-level, strategic work.

**Typical Workflow:**

\* Alis Web Project Integrators are supervised by the Alis Digital Platform Manager, who assigns each Integrator an overarching portfolio. Integrator portfolios are typically based on the intersection of two key areas of alis specialization (e.g. web technology, labour market information, career advice content, curriculum resources). Portfolios are intended to be long-term, offering Integrators a developmental opportunity to be mentored by specific Strategists and build up targeted expertise. However, portfolios will occasionally be adjusted or reassigned to meet evolving operational needs.

\* Web Project Integrators are typically assigned complex projects and operational work by Alis Strategists whose areas of expertise are part of the Integrator's portfolio. The cross-disciplinary nature of these assignments usually requires the Integrator to work closely with multiple Strategists to ensure the needs and interdependencies of each are met successfully.

\* Within their assignments, Web Project Integrators leverage their significant business analysis, project management, communication, and problem-solving skills to lead the design and delivery of individual projects and operational work to a successful conclusion. This leadership can include further assignment and evaluation of the work to alis' Central Supports Coordinator, Administrative Assistant, and external vendors (including defining a quotable project scope, advising the vendor over the course of the project, and reviewing / approving deliverables).

## Responsibilities

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

### 1. Digital Project Management (% of Workload: 60%, Skill Level: 3/5 [Advanced])

\* Scope assigned projects and operational work to determine phases, schedules, resource requirements, dependencies, and preliminary cost estimates. Define and prioritize project features.

\* Translate project requirements into clear, actionable work plans for vendors and staff. The nature of these work plans can vary widely from feature definitions for web developers, to editorial plans for writers, to asset lists and process documentation for validator recruitment.

\* Contribute directly to the work of the project as appropriate. This may include, but is not limited to, working within alis' content management system, developing the underlying logic of a tool, or contributing to testing processes and bug reports.

\* Request quotes and accept project-related deliverables and invoices in accordance with government contract processes (e.g. as 1GX Purchasing User).

\* Manage the project to achieve the optimal balance between time, budget, and quality.

\* Solve problems, resolve disputes, and balance competing priorities that emerge within the assigned body of work.

### 2. Business Analysis (% of Workload: 20%, Skill Level: 3/5 [Advanced])

\* Gather business requirements from Alis Strategists and other subject matter experts to ensure a clear understanding of the objectives and frameworks driving a given body of work.

\* Leverage your unique position at the intersection of multiple subject matter experts to identify and communicate inter-sectional trends, patterns, insights, opportunities, challenges, and priorities that lie adjacent to but outside their core area of expertise.

\* Build strong collaborative relationships with the relevant Strategists on the alis team and develop a rich understanding of their respective areas of expertise, including operational needs, strategic direction, and preferred methodologies.

\* Provide effective communication and translation between specialized domains within your portfolio, explaining jargon, identifying and clarifying assumptions, overcoming silos, and helping all parties better understand and appreciate each other's respective expertise.

\* Assess existing systems and solutions within your portfolio to determine their effectiveness and recommend upgrades or replacements as needed. This can include recommending new project ideas and process improvements for consideration by Alis Strategists.

\* Provide testing support and quality assurance within your portfolio, including guiding and overseeing the work of a quality assurance vendor.

### 3. Serve as a Force Multiplier (% of Workload: 15%, Skill Level: 2/5 [Intermediate])

\* Enhance the effectiveness and capabilities of the alis team beyond the sum of its respective parts.

\* Provide knowledgeable coveroff and surge capacity for Strategists and the Central Supports Coordinator.

\* Collaborate effectively with the Strategists' respective vendors, multi-ministry partners, and stakeholders.

\* Contribute to vendor selection committees in accordance with government procurement processes.

\* Work efficiently and effectively within the alis web content management system to update relevant web assets.

\* Provide ad hoc supports to the Strategists in your portfolio. For example, the Alis Career Curriculum

Resource Strategist may need your support preparing for an upcoming classroom facilitation or compiling results from an evaluative survey. The Labour Market Information Strategist may need your support with data management tasks including data cleansing, data implementation, and data testing. The Web Technology Strategist may need your support with bug reports, web testing, deployment planning, and feature validation. The Career Advice Content Strategist may need your support with analyzing content, designing collection layouts, publishing new articles, building interactive forms, or making changes to the website's information architecture.

\* Undertake other initiatives and projects as required by the Strategists and the Alis Digital Platform Manager.

#### **4. Product Ownership** (% of Workload: 5%, Skill Level: 1/5 [Beginner])

\* As a development opportunity, Alis Strategists may delegate increasing ownership of certain products or product components, particularly ones that are smaller or more clearly inter-sectional, to a Web Project Integrator. Examples might include the content management system (at the intersection of content and technology), occupational videos (at the intersection of content and labour market information), a suite of interactive career recommendation tools (at the intersection of labour market information, career curriculum, and technology), or the user experience across a particular subset of the website.

\* With coaching and support from Alis Strategists and the Alis Digital Platform Manager, this is an opportunity for the Integrator to define and communicate a longer-term product strategy, develop and prioritize a roadmap of initiatives for continuous improvement, and operate with greater independence.

\* This typically involves expanding on existing business analysis activities to conduct deeper research into emerging trends, best practices, user needs, and existing solutions being applied in other sectors and jurisdictions.

\* This deeper research then equips the Web Project Integrator to provide targeted strategic advice to Alis Strategists and other leaders within alis.

### **Problem Solving**

Typical problems solved:

\* Clarifying strategic business goals and articulating them into tactical project work, including quotable scope of work documents for external vendors.

\* Timely coordination of cross-functional alis releases, including controlling for scope, schedule, budget, quality, and complex dependencies.

\* Achieving efficiencies through streamlined processes, clear communication, and effective decision-making.

\* Anticipating and mitigating delivery and operational risks through a rich understanding of vendor capabilities, the strategic direction of alis, and the technical underpinnings within their assigned portfolio.

Types of guidance available for problem solving:

\* Guidance and mentoring is typically available from the individual assigning the work (i.e. the relevant Strategist or the Alis Digital Platform Manager), particularly while the Web Project Integrator is still growing into their role. However, to be a successful force multiplier for the team, the Integrator needs to reach the point where they can operate with minimal oversight.

\* Depending on the nature of the work, there may be in-house standards and process documentation available for reference, or external heuristics and industry best practices. That said, much of the project work on alis can be innovative and industry-leading in nature, requiring Web Project Integrators to explore uncharted territory.

\* Alis has access to various subject matter experts across government whose expertise may have bearing on a given body of work. However, while these experts typically hold expertise in specific legislation (e.g. Employment Standards), programs (e.g. Immigration), or client groups (e.g. people with developmental disabilities), they are typically not experts in how to communicate their subject matter effectively within a digital or career development context. As such, they're typically only equipped to provide fact-checking and or overarching business goals and problem identification. The Web Project Integrator still needs to apply their significant business analysis and digital project management skills to interpret and action that expertise within an alis context.

Direct or indirect impacts of decisions:

1. Alis' ability to support the career, learning, and employment needs of Albertans and prospective

- Albertans. At the time of this writing, alis receives 3.6 million web visits and 14.1 million pageviews a year.
2. The ability of Albertans to imagine and plan for their future within the province.
  3. The ability of Albertans to adapt, be resilient, and achieve success within Alberta's ever-evolving labour market.
  4. The effectiveness and efficiency of career services across Alberta.
  5. The effectiveness of Alberta's career counselors, career and technology educators, and career curriculum (Career and Technology Foundations [CTF], Career and Technology Studies [CTS], and Career and Life Management [CALM]) within the junior high and high school system.
  6. The Government of Alberta's ability to attract and retain labour with in-demand skills to the province.
  7. The Government of Alberta's ability to effectively and efficiently transition people off of income support and help them successfully re-attach to the labour market.
  8. The Government of Alberta's ability to increase labour force productivity and reduce mismatches between supply and demand of skilled labour within the province.
  9. The Government of Alberta's reputation for quality and innovation in labour market information, technology, and the provision of career advice.
  10. The Government of Alberta's reputation for occupational accuracy and being in touch with the labour market needs of employers.
  11. Alis' ability to meet the needs and priorities of partner ministries, their stakeholders, and their contracted service providers.
  12. The effectiveness and efficiency of the alis team and vendors.

### Key Relationships

Major stakeholders and purpose of interactions:

1. **Alis Strategists [daily]** - to assess, problem-solve, support, empower, advise, coordinate, inform, propose, and seek approval
2. **Alis Vendors [daily]** - to assign and review work, inform, advise, provide input, assess quality, approve deliverables
3. **Contracted Career Development Expert [weekly]** - to gain front-line user insights, align with career development theory and practice, update, inform, advise
4. **Team and Unit [weekly]** - to inform, advise, advocate, socialize, and problem-solve
5. **Alis Digital Platform Manager [weekly]** - to access management services, gain perspective on government, ministry and branch initiatives, inform, and escalate
6. **Staff and Topical Subject Matter Experts Across GoA and Externally [as needed]** - to inform, advise, collaborate, validate, ensure accuracy, understand needs, problem-solve
7. **Individual Albertans, Career Advisors, and Stakeholders (e.g. in focus group settings or with targeted requests) [occasionally]** - to observe, understand, and problem-solve

### Required Education, Experience and Technical Competencies

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

If other, specify:

Plus 2 years of relevant experience (1:1 equivalency accepted).

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

Due to the breadth of knowledge required in this role, successful applicants can come from a wide variety of backgrounds and are not restricted to a particular focus or major (although a Bachelor's of Business would be typical). However, they must demonstrate significant expertise, through education and experience, in business analysis and digital project management.

Alis Web Project Integrators are expected to be strong generalists with an excellent ability to continuously adapt, learn, and grow across a wide range of knowledge domains. New hires are unlikely to have all of the necessary skills and knowledge required to be successful in the role at the outset but will be expected to acquire the following levels of proficiency over time:

**Skill Level:** 3/5 [Advanced, i.e. able to operate independently with minimal oversight]

- \* Business analysis
- \* Digital project management
- \* Communications
- \* Web-based content management (e.g. Umbraco)
- \* Ability to integrate at least 2 areas of alis specialization:
  - 1) **Labour market information**, which includes advanced knowledge and skills in:
    - \* Data visualization
    - \* Data storytelling
    - \* Application of labour market information to career decision-making
  - 2) **Career advice content**, which includes advanced knowledge and skills in:
    - \* Content development and editorial management
    - \* Specialized communication (video, plain language, writing for the web)
    - \* Content-based search engine optimization (SEO) and generative engine optimization (GEO)
  - 3) **Web technology**, which includes advanced knowledge and skills in:
    - \* Agile development (particularly in an Agile Scrum Master capacity)
    - \* User experience (UX)
    - \* Software testing
    - \* Code-based search engine optimization (SEO) and generative engine optimization (GEO)
  - 4) **Career curriculum resource development**, which includes advanced knowledge and skills in:
    - \* Career development theory and practice
    - \* Pedagogy theory and practice
    - \* Alberta's Grade 7-12 career curriculum

**Skill Level: 2/5** [Intermediate, i.e. able to operate with limited guidance and oversight]

- \* Career development theory and practice
- \* Artificial Intelligence ethics and capabilities
- \* User-centered / Citizen-centered design
- \* Quality assurance
- \* Knowledge translation
- \* GoA procurement and contracting (e.g. as 1GX Purchasing User)

**Skill Level: 1/5** [Beginner, i.e. requiring significant guidance and oversight]

- \* Product ownership
- \* Design thinking

### 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	Web Project Integrators drive solutions for alis by synthesizing knowledge and ideas across multiple domains, helping Strategists translate root desires into achievable outcomes. Their advanced business analysis and project management skills allow them to break down complex problems and identify novel solutions.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes:	Digital project management skills help

		<ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>this role pivot quickly and adapt to changing requirements and priorities, all while keeping the experience of the user front of mind. Alis projects are inherent catalysts for change and project success depends on the ability of this role to lead others (strategists, vendors, stakeholders, users) to the other side of the intended transformation.</p>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>Web Project Integrators undertake complex projects with the aim to achieve benefits for Albertans and/or internal users. Budgets, timelines, and project scope may all shift but the focus on achieving outcomes and aligning with broader mission goals remains paramount. They are accountable for finding solutions, overcoming challenges and problems, and creating collaborative environments.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Inherent to the Alis Web Project Integrator role is the need to collaborate across at least two functional areas and build the shared understanding that's necessary to move projects forward. Strong communication and conflict management skills are needed to ensure everyone feels heard and results can be attained.</p>
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term</li> </ul>	<p>Business analysis inherently involves seeking stakeholder perspectives, understanding emerging</p>

		<p>view of challenges and opportunities</p> <ul style="list-style-type: none"> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>trends, anticipating outcomes and impacts, and finding opportunities to collaborate around shared goals. While the projects and operational activities undertaken by this role are completed over the short-term, they deliver lifelong results for Albertans. Alis Web Project Integrators must take the long-term objectives offered by Alis Strategists and break down how to achieve them through individual projects and iterative development.</p>
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## Benchmarks

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

Preliminary PREP analysis by alis leadership scores the Alis Web Project Integrator role in the EI2 38% R1 (363 points) to EI2- 38% R1 (317 points) range. The role is characterized by the following requirements:

### 1. Knowledge (EI2):

- \* Professional/Content Knowledge (E): Working level knowledge in a variety of areas, i.e. wider breadth rather than depth in a specialized field
- \* Complexity & Diversity (I): Completion of complex duties with an understanding of how the work relates to the work of others
- \* Human Relations Skills (2): The ability to influence behaviour, assign work, and monitor and review the work of others

### 2. Creativity/Problem-Solving (38%):

- \* Problems are known, solutions are unknown
- \* Latitude to work within a broadly defined environment and within clearly defined objectives and principles
- \* Develop new procedures and identify and analyze initiatives in the areas of service delivery
- \* Identify, define and analyze alternative courses of action; e.g., analytical, evaluative and/or constructive thinking
- \* Highest level of operational thinking
- \* Solutions generally found within body of knowledge and experience

### 3. Responsibility (R1):

- \* Primarily program/service delivery
- \* May be involved in development/analysis of recommendations

Compared to the **023PS62 - Career and Employment Consultant (CEC)** (EI2 33% R2 [353 points]) benchmark:

\* Knowledge: CEC knowledge can be encapsulated as an advanced (i.e. non-expert) knowledge of career development theory and practice. While Alis Web Project Integrators only require intermediate knowledge in career development theory and practice, they require advanced skills in a diverse range of other areas, reflecting their role as senior generalists. Alis Web Project Integrators play a significant role in defining and developing the digital tools and information resources that CECs rely on.

