

## New

Ministry

Education

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

NSFP Coordinator

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:

Reporting to the Manager, Intergovernmental Relations, the National School Food Program (NSFP) Coordinator leads the stakeholder communication, data collection, evaluation, reporting, and management that is required under the *Alberta-Canada National School Food Program Agreement*. This is achieved by being the primary point of contact for education stakeholders throughout Alberta, responding to any questions about the Agreement and NSFP funding, developing, coordinating, and analyzing surveys and responses, and preparing all interim and annual reporting. The NSFP Coordinator is also responsible for supporting the Manager and Director, Intergovernmental Relations in ongoing intergovernmental work performed by the Ministry as needed, which may include conducting research and providing advice on education and childcare-related issues, representing the Ministry at various intergovernmental tables on agreements, communicating with Ministry of Education, cross-ministry, and external partners as directed.

#### Responsibilities

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

Responsibilities include but are not limited to:

- 1) Leads reporting on annual funding under the *Alberta-Canada National School Food Program Agreement*.
  - Provides guidance to and works with school jurisdiction superintendents to collect appropriate and accurate data for reporting purposes; and to collaboratively identify and implement improvements in data collection processes if necessary.
  - Compiles and analyses data, and drafts the interim and annual reports for department senior leadership, ministry officials, and external stakeholders.
  - Reviews draft agreement language, consults with education stakeholders, provides advice to the Manager, Intergovernmental Relations, and participates in negotiations with federal officials to ensure future NSFP agreements, including reporting requirements, align with Alberta priorities and respect the provincial jurisdictional authority over education.
- 2) Develops action requests, briefing materials, environmental scans, correspondence and other tasks as assigned to ensure that division and Ministry executive representatives have appropriate input for decision making related to the *Alberta-Canada National School Food Program Agreement*, as well as additional intergovernmental priorities and issues as required.
- 3) Information and Communication Management
  - Coordinates and works with appropriate divisions to set up web surveys, analyze, and communicate results.
  - Acts as the primary point of contact for education, parent, and student stakeholder inquiries related to NSFP funding, reporting, and agreement action plan development.
  - Establishes and maintains relations with federal, provincial/territorial representatives and Government of Alberta staff and stakeholders.
  - Leads collaborative efforts with division and Ministry staff to ensure coordination and integration of divisional policies, processes, and standards.
  - Identifies and implements necessary web page changes to reflect program changes and ensure stakeholders have access to up-to-date information.
- 4) Provide issues management to support operational and National School Food Program delivery.
  - Supports internal and external stakeholders in meeting federal requirements related to shared principles under the National School Food Program and funding.
  - Organizes and tracks reporting requirements and complies with all required submission deadlines.
  - Proactively identifies potential issues that may impact school nutrition programming in Alberta and leads in developing risk management strategies.
  - Provides consultation and support for issue identification and resolution.
- 5) Provides intergovernmental advice to policy and strategy development to ensure NSFP aligns with government policies and approaches, and comply with cross-government/jurisdiction legislation and agreements.
  - Reviews and provides advice to the Manager, Intergovernmental Relations to support development of key direction to support strategic and policy development initiatives of other divisions and Ministries on issues related to NSFP, and other intergovernmental issues as required.
  - Researches and analyzes federal developments that may impact Alberta's compliance with the *Alberta-Canada National School Food Program Agreement* and proposes possible solutions to address impacts to Alberta programming.
  - Represents Alberta at provincial/territorial and federal/provincial/territorial meetings related to the NSFP.
- 6) Managing annual (regular) federal funding.
  - Works with Finance and Education provincial partners to develop policies for the use of federal funding (regular).
  - Reviews funding manual and leads in the development in any new language required to reflect NSFP funding and/or requirements.

## Problem Solving

Typical problems solved:

- Identifies emergent issues within the NSFP area and develops strategies to deal with the identified risks and issues.
- Coordinates internal and/or external stakeholders to resolve issues.
- Balances and reconciles differing and often competing interests in school food programming that are emotionally and politically sensitive.
- Complies with timelines for reporting, which are established in the terms of the *Alberta-Canada National School Food Program Agreement* and associated action plans.
- Prioritizes a large volume of tasks with overlapping timelines.
- Communicates expectations with school administrators and work with them as required to collect required information to report to ministry leaders, Economic and Social Development Canada, Council of Ministers of Education, Canada (CMEC) Secretariat, and/or other federal government ministries and organizations as necessary.
- Independently identifies issues and prepares urgent briefings for senior officials when time, clarity of information, and certainty in approach on NSFP and intergovernmental issues are lacking.
- Verifies Alberta's position on NSFP and various other intergovernmental issues during changing circumstances by consulting with department program areas and central intergovernmental officials at Executive Council.
- Maintains strong, positive working relationships with department program area staff while coordinating and assigning tasks with short deadlines, such as input in order to brief Assistant Deputy Minister, Deputy Minister, or Minister on negotiations, provincial/territorial, or federal/provincial/territorial meetings.

Types of guidance available for problem solving:

The NSFP Coordinator works within broad established practices and procedures (e.g. preparation of briefings for senior officials) and is subject to broad policies, legislation and agreements (e.g. Bilateral agreements, Education Act, shared priorities and principles between the Alberta School Nutrition Program and National School Food Program, department business plan). Although the NSFP Coordinator's work is subject to overall supervision by the Manager, Intergovernmental Relations, the NSFP Coordinator relies on knowledge, skills and past experience to solve problems and provide advice, and requires an independent and proactive approach to questions and problem solving.

Direct or indirect impacts of decisions:

Decisions made by this position directly impact school authorities, parents, and students as recipients and beneficiaries of NSFP funding, and the effectiveness of the Intergovernmental Relations branch. Positive impact is the result of:

- In a timely and accurate manner, compiling data reported by school authorities related to NSFP funding.
- Working closely with directors, managerial, professional and other staff in the Stakeholder Relations Sector, the Education Ministry, other Government of Alberta, Economic and Social Development Canada, and external stakeholders throughout the province.
- Providing necessary support to NSFP funding recipients and internal and external stakeholders through effective interpersonal communication and issues management.

## Key Relationships

Major stakeholders and purpose of interactions:

This position the primary point of contact has daily, ongoing contact with:

- NSFP funding recipients, including superintendents, francophone regional authorities, schools, school authorities and organizations that support school nutrition in Alberta
- Federal government staff with Economic and Social Development Canada
- Council of Ministers of Education, Canada Secretariat staff
- Provincial/territorial counterparts
- Manager, Intergovernmental Relations
- Education and Childcare Ministry staff
- Other Government of Alberta staff including staff from Health and Executive Council

## Required Education, Experience and Technical Competencies

|                            |                       |                               |             |
|----------------------------|-----------------------|-------------------------------|-------------|
| Education Level            | Focus/Major           | 2nd Major/Minor if applicable | Designation |
| Bachelor's Degree (4 year) | Public Administration | Business                      |             |

If other, specify:

Education, Political Science

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

- Excellent verbal and written communication in English.
- Fluency in French is an asset.
- Experience with school and school system operations.
- Grant management.
- Strong political acumen and ability to adapt to changing political needs and priorities.
- Awareness of Canadian federalism and jurisdictional responsibilities relating to education.
- Knowledge of the complexity of Alberta's kindergarten to grade 12 education system and School Nutrition Grant program.
- Strong analysis, reasoning, judgment and problem-solving skills.
- Ability to foster and navigate complex relationships with high-level stakeholders.
- Excellent organizational skills with the ability to manage competing priorities and deadlines.
- Comfortable with technology and able to apply various software programs to complete tasks, enhance communication and aid planning (Microsoft Office Suite, Microsoft 365, Google Workspace, etc.)

## 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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul> | Connects with a wide range of individual and group stakeholders to collect information and develop a shared understanding of issues. Coordinates and works collaboratively to resolve problems by creating common processes and procedures.                        |
| Build Collaborative Environments | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Collaborates across functional areas and proactively addresses conflict: <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> </ul>    | Organizes and participates in cross-departmental meetings with project managers, staff, directors and executive directors to understand internal processes, refine existing processes as needed, and ensure compliance with terms and conditions of the Agreement. |

|                  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |                                                                                                                          | <ul style="list-style-type: none"> <li>• Promotes collaboration and commitment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                          |
| 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"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>                                                                                                                      | <p>Cultivates trust with a wide range of individuals connected to school nutrition programming who may have competing priorities including superintendents, school administrators, parents, students, and organizations delivering school nutrition.</p> |
| Agility          | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul> | <p>Develops an in-depth understanding of policies, procedures, legislation and agreements to anticipate potential outcomes on issues and mitigate risks related to National School Food Program funding.</p>                                             |