

## Reclassification

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Current Class

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

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Since this job description was last reviewed, the work of the Alberta International Offices team has changed in scope. This renewed job description reflects this change in scope and the resulted change in responsibilities associated with this position.

Previous job descriptions were more narrow in scope, with a focus on workforce related tasks. A broader scope is now accounted for, involving workforce items, financial administration and policy development.

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

world, the AIO network plays a key role in advancing Alberta's international interests abroad within their respective local markets. The branch has two units: International Operations and Strategy and Oversight.

Within the Branch, the International Operations Unit is responsible for providing strategic leadership to the development and delivery of functions that enable and support effective and consistent operations of AIOs. This allows the AIOs to fulfill their mandate, to advance Alberta's international interests within their respective local markets. Scope of work includes ensuring that operational services, policies procedures and agreements reflect the policies and priorities of the Government of Alberta, and unique local office needs.

Reporting to the Associate Director, International Operations, the Analyst works with a team of professionals responsible for providing operational services to the AIO network, within the International Relations Division of the Ministry of Executive Council (EXC). The focus of this Analyst role is on operations and related matters. The Analyst partners with the Public Service Commission (PSC), Treasury Board and Finance (TBF), Justice, and Global Affairs Canada (GAC) to support operational requirements related to the Canada Based Staff (CBS) posted to an AIO and staff hired locally to work for an AIO. This Analyst plays a critical role in navigating multiple organizations and different policy environments to ensure that GOA and GAC policies are developed, interpreted and applied in an appropriate manner.

## **Responsibilities**

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

### **AIO Operations (HR and Finance)**

Remain current and informed as to AIO and ministry issues, proactively evaluate and recommend amendments to policies and programs, develop related strategies and recommendations in consultation with PSC, TBF, and other stakeholders.

Design, implement and deliver orientation and ongoing training for AIO staff to ensure they are familiar with GoA policies and procedures, including diplomatic components, finance and HR policies/procedures, media training, managing communications, and the understanding of their role in relation to GAC.

Provide ongoing legislative/regulation interpretation, advice and support, related to operational matters. Provide policy development, analysis and advice related to operational matters. Partner with PSC, TBF and Justice for input as needed.

Support the development of annual operational budgets and periodic financial forecasts for the AIOs, to establish appropriate budgets for each office.

Support the delivery of complex financial transactions, requiring collaboration with TBF, Agriculture and Irrigation, the Invest Alberta Corporation, Alberta Infrastructure and GAC.

Maintain strong working relationships and effective communication networks with AIO staff, TBF, PSC, Justice and GAC.

### **AIO Network Resourcing**

Lead processes to manage the staff footprint of the AIO network by collaborating with GAC, to create and remove staff positions as required, for invoicing purposes.

Work with GAC and hiring managers to ensure that job descriptions available are accurate and reflect the needs of individual AIOs.

Review terms and conditions of employment for GAC locally engaged staff, to ensure that internal policies and procedures are in alignment with these documents and to support determination of financial impact to the network.

Develop and review job descriptions for Canada Based Staff (posted staff).

Support contract reviews and extensions for Canada Based Staff (posted staff).

### **Operational Policy**

Act as project manager for development, review and updates of various operational documents, policies and processes, that relate to the AIO network.

In collaboration with PSC, TBF and Justice, lead the development and review of the Alberta Public Service International

## Service Guidelines (APSISG).

Support the review and negotiation of the Memorandum of Understanding (MOU) with GAC, which governs the administration of co-located international offices.

### **Support EXC, cross-ministry, or cross public service initiatives and projects**

Participate in ministry committees, teams, and working groups, providing perspectives and expertise to ensure thoroughness and consistency in policy and program development for international staff.

Raise awareness, provide research and analysis, and recommend options to address operational issues within an international office or across multiple international offices. Provide information and recommendations to ADM, DM and Premier through the development of briefing materials. This includes supporting recommendations for senior and executive leadership on how AIO operations are ideally structured and located within overlapping federal, provincial and international market requirements, to efficiently deliver services that the AIOs provide.

## **Problem Solving**

### Typical problems solved:

This position is a key resource for strategic information, such as APSISG, GAC policy, HR matters and past practice, which impacts the direction and operations of the AIOs.

The Analyst is responsible for ongoing policy and process management for federal, provincial, and local requirements, as well as daily administrative operations in alignment with GoA and federal requirements.

The position works with PSC, Justice and TBF, GAC, and AIO representatives to ensure the efficient and accountable operational management in all AIOs.

The position provides support to the Associate Director, International Operations, providing summarized information as well as recommendations for improvements to ensure all AIO operating and reporting requirements are met. Particularly complex issues are resolved through consultation with these resources.

Each international office will be influenced by local cultural practices, which must be considered in interactions with offices. The Analyst must maintain positive relations with the federal government contacts, ministry contacts, and other ministries on AIO issues.

The Analyst also consults with divisional, departmental, and cross-jurisdictional officials on varied AIO operational issues (e.g., MOUs with another ministry or the federal government; federal HR processes and procedures, contracts etc.).

The Analyst must be independent in determining areas of focus, exercising judgment when researching, analyzing, and summarizing information and presenting associated proposals to decision makers.

The complexity of the Analyst position is the requirement to identify all the issues that may arise from a situation and to recognize the impact that employee relations, employee engagement and development may have.

Creativity is required to identify a plan of action that will address the relevant issues in any given situation. Creativity is also required in dealing with special projects and managing issues that may be unique.

### Types of guidance available for problem solving:

The Associate Director, International Operations, provides direction, reviews work for quality of analysis and research provided, recommendations, and conclusions developed, and level of professional judgment demonstrated. The timelines and comprehensiveness with which services and information are provided is critical.

Reviews of operational policies and processes can yield sensitive situations that must be addressed tactfully and professionally. Complex and sensitive issues can be dealt with directly by the Analyst with guidance and support from senior management.

### Direct or indirect impacts of decisions:

The Analyst has both an internal and external focus. The Analyst must be aware of both the GAC and GoA public

service wide implications of any decision they make.

The Analyst must be knowledgeable of GoA and GAC policies and processes that govern locally hired staff and GoA staff and be able to apply both. Complexity is increased when the policies conflict or are open to interpretation. Inappropriate guidance provided by the Analyst can have highly visible and costly consequences for the office and EXC. Inequities and precedence can be created if policies are applied or interpreted incorrectly.

**Key Relationships**

Major stakeholders and purpose of interactions:

Frequent contact with PSC and TBF, management and staff in the delivery of operational services.

Frequent contact with GAC, regarding operational interactions, program delivery and policy/process interpretations.

Associate Director, International Operations and Director International Offices and Agency Relations - support and information sharing; provide research, analysis, recommendations, and raise awareness to emerging issues and areas of risk.

Fellow unit staff - work collaboratively and share information related to AIO operational support. Provide peer review of work as required.

AIO International staff - provide support/advice regarding operational policies and processes and provision of data etc.; liaise between offices and PSC/TBF on issues as the first point of contact for AIOs.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

--

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

Ability to read and interpret legislation and regulation as well as implement their related policies and procedures.

High degree of comfort working with workforce policies and issues would be an asset.

Human resource training or certification would be an asset.

Strong interpersonal skills to maintain a network of contacts across a variety of departments to facilitate issue resolution.

**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 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"> <li>Asks questions to understand a problem</li> <li>Looks for new ways to improve results and activities</li> <li>Explores different work methods and what made projects successful;</li> </ul>	<p>Due to the unique nature of operational support, required by the AIO Network, this position requires frequent and creative problem solving.</p>

		<p>shares learning</p> <ul style="list-style-type: none"> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Comprehensive project planning and an adherence to deadlines with the ultimate goal of achieving tangible results for stakeholders in ExC and the AIO network is critical for this position.</p>
Develop Networks	○ ● ○ ○ ○	<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>Developing and maintaining networks, throughout the GoA and GAC is a key component of this positions. These networks are necessary to achieve results for stakeholders in ExC and throughout the AIO network.</p>
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>As described in the "drive for results section", project planning skills and adherence to deadlines is a critical component of this position. Timelines and expectations of projects are subject to shift. Competing priorities make time management a key skill set.</p>

**Benchmarks**

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

023PS72 - Policy and Planning Consultant