

Reclassification

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Logistics Officer

Current Class

Program Services 3

Requested Class

Program Services 4

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:

Lead coordination of logistics for domestic and international Ministerial and Deputy Minister missions, including travel, accommodations, itineraries, and scheduling

Prepare mission proposals, travel packages, and ensure all approvals and documentation are secured

Coordinate mission binders and supporting materials, ensuring completeness and accuracy

Maintain tracking systems, timelines, and SharePoint repositories for mission documentation

Draft, review, and edit briefing materials, itineraries, speaking points, and correspondence

Leverage AI-enabled tools (e.g., Microsoft Copilot) to enhance efficiency in planning, scheduling, and document preparation

Identify opportunities to improve workflows and processes through digital and AI solutions

Support post-mission reporting, including trip summaries and documentation

Responsibilities Removed:

Policy analysis and research duties associated with the PS3 Policy Analyst role

Policy development and advisory functions

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Strategic Engagement, the Logistics Officer (PS4) plays a key role in the planning and execution of Ministerial and Deputy Minister missions within the Ministry of Technology and Innovation. This position is responsible for coordinating logistics, developing mission materials, and ensuring seamless delivery of engagements from planning through to post-mission reporting.

The Government of Alberta is committed to delivering responsive, efficient, and innovative services to Albertans. As part of this commitment, the Ministry is modernizing how it plans and executes high-impact engagements. In alignment with government priorities, the role leverages digital and AI-enabled tools to enhance operational efficiency, improve collaboration, and deliver high-quality outcomes.

The role requires strong attention to detail, sound judgment, and the ability to manage competing priorities in a fast-paced environment. The successful candidate will demonstrate a proactive approach to adopting new tools and technologies, including AI, to improve processes and outputs.

Responsibilities

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

1. Mission Planning and Coordination

Lead the coordination of logistics for domestic and international missions, including travel, accommodations, itineraries, and scheduling

Prepare mission proposals, travel packages, and ensure all approvals and documentation are secured

Coordinate mission binders and supporting materials, ensuring completeness and accuracy

Maintain tracking systems, timelines, and SharePoint repositories for mission documentation

Collaborate with internal program areas, executive offices, and external partners to align logistics and objectives

Support post-mission reporting, including trip summaries and documentation

2. Communications and Materials Development

Draft, review, and edit briefing materials, itineraries, speaking points, and correspondence

Ensure consistency, accuracy, and alignment of messaging across all materials

Provide quality assurance and attention to detail for all written deliverables

Support coordination of communications products in collaboration with communications teams

3. Digital and AI-Enabled Work Practices

Utilize Microsoft Office tools (Outlook, Word, Excel, PowerPoint, Teams, SharePoint) to support mission planning and coordination

Leverage AI-enabled tools (e.g., Microsoft Copilot and other approved technologies) to enhance efficiency in planning, scheduling, and document preparation

Identify opportunities to improve workflows and processes through the adoption of digital and AI solutions

Apply sound judgment to ensure responsible, secure, and effective use of AI

4. Stakeholder Coordination and Relationship Management

Collaborate with internal program areas, executive offices (Minister's Office, Deputy Minister's Office), and

external partners
 Coordinate with communications teams to align mission deliverables
 Build and maintain relationships with key internal and external stakeholders to ensure smooth mission delivery

Problem Solving

Typical problems solved:

Resolving scheduling conflicts and logistical challenges for domestic and international missions; adapting mission plans to changing timelines, priorities, or stakeholder requirements; ensuring completeness and accuracy of mission documentation under tight deadlines; identifying and implementing process improvements through digital and AI solutions.

Types of guidance available for problem solving:

Manager, Strategic Engagement provides direction on priorities and decision-making; Government of Alberta policies, directives, and travel guidelines; established mission planning frameworks and processes.

Direct or indirect impacts of decisions:

Decisions directly impact the quality and timeliness of Ministerial and Deputy Minister mission logistics. Errors or delays could affect the Government of Alberta's reputation and strategic engagement outcomes. Effective logistics coordination supports broader government priorities and intergovernmental relations.

Key Relationships

Major stakeholders and purpose of interactions:

Minister's Office and Deputy Minister's Office - coordinate mission logistics, schedules, and approvals
 Internal program areas - align mission objectives, gather subject matter expertise, and briefing content
 Communications Branch - coordinate speaking points, news releases, and messaging alignment
 External partners and stakeholders - coordinate logistics for meetings and engagements during missions
 Other GoA ministries - collaborate on cross-ministry missions and shared logistics

Required Education, Experience and Technical Competencies

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

If other, specify:

Business Administration, Public Administration, Communications, or related field

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

Experience in logistics coordination, event planning, or operational support in a complex organization
 Equivalency: Directly related experience or education may be considered on an equivalency basis
 Proficiency in Microsoft Office tools (Outlook, Word, Excel, PowerPoint, Teams, SharePoint)
 Assets: Experience supporting executive-level or Ministerial engagements; familiarity with government processes, protocol, or intergovernmental relations; experience with SharePoint/document management; demonstrated experience using AI tools to improve workflow efficiency

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities	Proactively incorporates change into processes; prioritizes competing demands and adapts to changing timelines and requirements

		<ul style="list-style-type: none"> • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	Ensures mission logistics and materials are delivered accurately and on time
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Understands how mission logistics align with broader government priorities and processes
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Identifies practical solutions to logistical challenges and improves workflows through digital and AI solutions
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when	Works effectively with internal and external

		working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	stakeholders across multiple program areas and offices
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Benchmarks

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature