

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current 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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Budget Development and Reporting (BDP) Manager reports to a Director and works within a team of BDP Managers who are the front-line contact on a variety of budgeting and fiscal planning matters between Treasury Board and their assigned Ministries. As part of a central organization, BDP Managers provide information and advice to senior Treasury Board and Finance officials and the President of Treasury Board and Minister of Finance, mainly through the development of written briefings on ministry current and 3-year spending issues, the fiscal implications of proposed policies, and the processes used in spending and business planning. Some work will provide proactive planning information, but other work is often reactive as issues affecting assigned ministries arise. BDP Managers must be aware of developments both within and external to government in order to answer questions or prepare comments/analysis based on proposals/correspondence provided by others.

Much of the work is extremely confidential and involves highly sensitive information on the proposed budgets and policies of assigned ministries and the government (e.g. proposed mandates for government labour negotiations, possible staff reductions, etc.). BDP Managers work with detailed budget numbers within a complex fiscal framework and will track, analyze, compile, collect and report on information in support of further analysis done by ministries. A significant part of

Responsibilities

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

- The BDP Manager is responsible for preparing timely and accurate analysis and recommendations on which to base spending decisions and develop budget details.
 - Serving as the key contact point for ministries, collect, compile and assess information on spending pressures faced by ministries. This will require consultation with ministries regarding their spending plans to have a full understanding of the ministries' intentions and expectations regarding potential under/over spending and policy directions.
 - Expert advice also requires an awareness of trends, policy developments, and financial and economic analysis of sector developments to be able to assess implications for the ministries and/or government policy.
 - Review ministry submissions - research, analyze and prepare summaries and recommendations for senior management and decision makers on issues with fiscal implications.
 - Develop background briefings for the Senior Assistant Deputy Minister, Deputy Minister and Minister of Treasury Board and Finance on proposed program policy, legislation and other matters for Cabinet and other committees.
- The BDP Manager is required to assist in the coordination and development of budgets, Estimates, Supplementary Estimates, Accountable Advances, contingency transfers, business plans and contribute information related to fiscal planning and financial reporting activities.
 - Participates in developing instructions, workshops, templates and other materials to enable ministries to supply relevant and useful information that will aid in decision making.
 - Work with ministry officials to ensure budgets, business plans, Estimates and Supplementary Estimates comply with standards, meet legislated requirements and are consistent with the government strategic plan (reviewing for consistency and alignment).
 - Assist in the preparation of the Government of Alberta strategic plan and the government's annual report, working with ministries and other Treasury Board and Finance divisions as required.
 - Identify and work with ministries to explain significant variances in actual or forecasted results as compared to budget (quarterly reporting).
 - Identify, monitor and help to resolve issues that impact ministries and the government's fiscal plan, including the impact of activities by other governments and stakeholders.
 - Provide advice on process to develop fiscal recommendations when required.
 - Assist in the preparation of ministry business plan, Estimates, Supplementary Estimates and Fiscal Plan for publication.

- The BDP Manager must develop and maintain networks and provide support and advice as a key liaison related to the interpretation of the budget, fiscal framework, financial/accounting issues and processes.
 - Inform and educate ministries on budgeting, Estimates, fiscal policy, fiscal framework and financial related processes.
 - Work with ministries on financial/accounting issues, leveraging resources in other Treasury Board and Finance divisions as required.
 - Be aware of issues raised by the Office of the Auditor General, comment as required to ensure fair fiscal presentation, and advise ministries as required.

- The BDP Manager is required to develop and participate in communications, both external and internal to government, ensuring fiscal implications are timely, accurate and contain the intended message.
 - Provide input into Treasury Board and Finance press releases on fiscal plans and reports.
 - Review and provide comments to Treasury Board and Finance communications on fiscal information in news releases from ministries.
 - Prepare written responses for the President of Treasury Board and Minister of Finance to other ministries, non-government organizations and Albertans.
 - Assist in preparing comments/briefings for external parties.

- Other assigned responsibilities are carried out in a timely, accurate manner giving consideration to all relevant information.
 - Assist the department of Treasury Board and Finance in developing and meeting its business plan goals, including participation in working groups and assisting in developing business cases and Minister's Reports as required.
 - Represent Treasury Board and Finance on inter-ministry committees and working groups.
 - Provide advice and support to other analysts and to other areas within the ministry.
 - Lead/participate in divisional projects and initiatives.

Problem Solving

Typical problems solved:

BDP Managers must be knowledgeable about a wide array of extremely complex aspects of the government budget; for example, potential costs from labour settlements, factors affecting major program costs and utilization, and federal funding. Even for experienced BDP Managers, the level of detail and complexity of the various budget factors can be challenging - particularly given the government's fiscal framework that requires more detailed budget information to be compiled and understood. It is imperative for BDP Managers to maintain extreme attention to detail, and a clearly focused mind to keep detailed budget information correct while considering the policy implications of budget allocations. In addition, BDP Managers have to work within short, fixed and tight deadlines especially during the budget development period. As issues arise, they are required to be able to consult with senior management and/or others in Treasury Board and Finance and are expected to possess specialized knowledge or information (e.g., on accounting principles, on tax policy matters, on federal financing issues).

Types of guidance available for problem solving:

In order to solve problems efficiently and effectively as they arise, the Manager must be adept at leveraging appropriate tools and resources available.

- They must develop and maintain a strong understanding of the full budget process including deadlines for information and timelines for deliverables.
- They must have not only an in-depth understanding of the Ministries within their portfolio, but also of the integrated nature across Ministries particularly related to certain funding and program structures.
- They must have a strong understanding of the government's core financial legislation including the *Financial Administration Act*, *Appropriations Act* and *Sustainable Fiscal Planning and Reporting Act* and

any legislation relating to their Ministry portfolios as needed.
 - They must have a strong understanding of the systems utilized within TBS including FATS, Sharepoint, OneStream (coming online), in order to run reports and obtain supporting prior year information as needed to resolve issues and provide timely information.

Direct or indirect impacts of decisions:

Decisions made related to deliverables produced can directly or indirectly impact the quality of decisions made by executive leadership and Treasury Board Committee, which could ultimately impact Ministry budget targets and funding allocations, as well as the GoA fiscal position as a whole.

Key Relationships

Major stakeholders and purpose of interactions:

Internal
 Deputy Minister, Senior ADM - Advice/Recommendations/Briefings/Approvals
 Senior Management - Operational Matters/Approvals
 BDR Team - Operational Matters/Dissemination of Information/Coordination
 Office of the Controller - Advice/Accounting and consolidation issues/Reporting
 Communications - Timing of issuance of documents, formatting/editing queries

External
 Treasury Board Committee - Advice/Recommendations/Updates, liaising with Ministries re: timing
 Policy Coord. Office - Advice/Comment - budget, financial matters, liaising with Ministries re: timing
 External Ministry Clients - Advice/Recommendations/Coordination - budget, business planning and financial
 Public (minimal) - general inquiries

Required Education, Experience and Technical Competencies

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

If other, specify:

Accounting designation considered an asset

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

Experience with Fiscal Amounts Tracking System (FATS) or other large budgeting software considered an asset

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <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 	Thorough understanding of the integrated nature of the budget process. How funding works, and how allocations need to fit into the broader government fiscal plan and position.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> Creates opportunities for improvement Is aware of and adapts 	Continually evolving overall government mandates, priorities and fiscal environment necessitate flexibility and

		<p>to changing priorities</p> <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 	<p>adaptability in approach to problem solving and issues management</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Critical to establish strong working relationships to leverage information sharing and stronger decision making with many different stakeholders including other areas of TBF, other Ministries and their immediate teams.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <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 	<p>Budget-related decision making requires the integration of many sources of information and the inclusion of many different groups including revenue, tax, corporate planning & reporting, budget systems/ programs, and others.</p>

Benchmarks

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

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

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature