

New

Ministry

Executive Council

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Business Planning & Reporting

Requested Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Policy Coordination Office, Legislative Review

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 2

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The purpose of this position is to manage business planning, tracking, and reporting activities pertaining to policy and legislative initiatives on a whole of government basis. Policy Coordination Office is responsible for collecting, analyzing, and presenting information about progress on policy and legislative initiatives to meet monitoring and transparency needs, and to brief key decision-makers. This position will develop and implement business processes to facilitate the accurate, timely, and continually improving tracking and dissemination of information. Expertise and experience in the development of implementation of information technology tools for business planning and reporting are critical. This position will liaise with and provide direction to departmental staff across all ministries to develop organizational capacity in reporting on policy and legislative initiatives, and to coordinate the collection and presentation of information. This position will also support client ministries, as assigned, in the preparation and presentation of decision items in the Cabinet approvals process.

Responsibilities

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

Manage the tracking and reporting of government mandate progress:

- Coordinate internal business processes to gather and consolidate standardized information regarding implementation progress for mandate items and other priority government initiatives.
- Develop and present training materials and other resources to assist client ministries in providing high-

quality reporting information.

- Review, analyze, and provide feedback to client ministries in collaboration with their primary PCO contacts on reporting information.
- Coordinate the consolidated reporting of mandate information from client ministries to key decision-makers.
- Develop and implement continual improvements to reporting tools, including high-quality written briefings, presentation documents, and data visualization.

Manage the development and operation of tracking and reporting systems:

- Act as a main contact for Initiative Tracking System users within Executive Council and client ministries, including through the provision of training resources and guidance on use of the system.
- Liaise with contract managers (e.g. Technology and Innovation) and IT contractors to ensure the effective planning and implementation of projects to maintain and upgrade IT systems such as the Initiative Tracking System.
- Develop long-term plans for the maintenance, upgrade, and replacement of IT systems to ensure the government is achieving best practices in the tracking, reporting, and decision-making process for policy and legislative initiatives.

Develop networks and builds collaborative environments:

- Identifying key stakeholder contacts across ministries and maintaining relationships to support the tracking and reporting of government initiatives.
- Working with client ministries and internal PCO staff to consolidate disparate reporting mechanisms and information as appropriate.
- Providing advice to ministries on utilization of the Initiative Tracking System, provision of information for reporting, and best practices in tracking and reporting.
- Providing training to client ministry staff on the Cabinet approvals processes in ad-hoc presentations on request, and formal presentations as assigned.

Support the Cabinet planning process:

- Working with the PCO Executive Team, as directed, to support the Cabinet planning process including preparing materials relating to government priorities such as policy, legislative, and regulatory initiatives, as well as other policy items.
- Planning, implementing, and maintaining tracking tools to support Cabinet planning.

Support the Cabinet Policy Decision Making Process:

- Work with client ministries, as assigned, to effectively route policy decision items through the Cabinet decision-making process.
- Provide advice to client ministries on policy development.

Problem Solving

Typical problems solved:

Advanced problem solving capability is critical to success in this role, and is regularly required to address issues and make improvements to complex systems. The work environment contains unknown elements and decisions are shaped by high-level political direction at the Cabinet table and from the Premier's Office, which this position is required to anticipate and address with agility.

Examples of problems solved include:

- Requests for new forms of information and presentation approaches that require substantial work at a technical and intricate level, often on short timelines.
- Managing the flow of information from various sources, ensuring that data is up to date, standardized, and high quality, working with varying levels of knowledge and expertise at the source level.
- Facilitating change management within PCO and client ministries to ensure business processes are aligned with expectations for tracking and reporting.
- Identifying and providing recommendations to address cross-ministry impacts related to proposals from specific client ministries.

Types of guidance available for problem solving:

This position will work closely with PCO ADMs, directors, and managers to ensure awareness of reporting needs, and proactively develop a network of contacts in client ministries to facilitate the communication and management of changes in direction.

Direct or indirect impacts of decisions:

Decisions made in this position often have a major impact on the development and eventual success of items proposed for policy or legislative approvals. The Manager is responsible for the completion of high-quality briefing materials used by the Premier, Premier's Office officials, Deputy Ministers, and other senior officials across the government. The Manager is also responsible for providing high-level guidance to client ministries on matters of high importance and sensitivity to the achievement of the Government's agenda.

Key Relationships

Major stakeholders and purpose of interactions:

- Policy Coordination Office: work with staff including Deputy Chief, Director of Executive Operations, Assistant Deputy Ministers, and Directors to plan and implement business processes for the collection, analysis, and reporting of initiative progress from all government ministries.
- Operations and Machinery of Government: work with staff to ensure IT tools and tracking/reporting products meet the needs of Executive Council as a whole, including by collaborating on long-term improvements.
- Technology and Innovation: liaise with contacts responsible for the management of IT contracts to ensure the effective planning and implementation of projects to upgrade and maintain tracking and reporting tools.
- External contractors: liaise with contacts, in collaboration with Technology and Innovation, to ensure effective project management and the timely completion of system upgrades to facilitate improved tracking and reporting.
- Client ministries: develop and present training materials, offer guidance in implementation, and review and provide feedback on tracking and reporting information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Other technical degrees e.g. Engineering, Computer Science

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

- Business analysis experience, particularly regarding the tracking and reporting of initiative progress data to senior decision-makers.
- Information Technology sector experience, particularly in the planning and implementation of innovative tracking and reporting tools.
- Strong understanding of the Government of Alberta structure, decision-making process, and policy and legislative development workflow.
- Expertise in utilizing and making upgrades to the Initiative Tracking System would be a significant asset for this position.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other 	Able to connect details in a large volume of disparate initiatives and present a cohesive narrative on progress in achieving government's

		<p>areas</p> <ul style="list-style-type: none"> • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	<p>strategic direction in a cohesive matter. Able to prioritize information based on value to key decision makers. Able to uncover issues involving abstract or indirect impacts of these changes, and develop recommended solutions.</p>
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Able to balance the need to perform a "challenge function", ensure that proposals adhere to required decision making norms and strategic direction, and communicate required directions, while maintaining a client focused and collaborative approach that builds trust and capacity between parties.</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Capable of rapidly responding to issues involving disparate stakeholders, including technical problems in the tracking and reporting process, and emergent requests for information. Able to develop options for solutions, communicate them to effective parties, and implement in a timely manner.</p>
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	<p>Acts as a resource for colleagues in PCO and client ministries to support the clear and effective reporting of information at a whole of government level.</p>

Benchmarks

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

M410-12: Manager, Business Planning, Culture and Tourism

M410-04: Manager, Budget and Business Planning Analyst, Treasury Board and Finance

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

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature