

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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 K-12 Fiscal Oversight Sector delivers broad and varied services and supports to the education sector and Alberta Education through six branches, including Budget and Fiscal Analysis; School Finance; Financial Reporting and Accountability; Business Operations and Stakeholder Support; Funding Analysis and Analytics; and Business Services.

The Finance Communications Consultant works within the parameters of relevant government and Ministry legislation,

policies, and guidelines to provide comprehensive writing and editing, issues identification, consultation, and research and analysis services relating to sector programs and their impact on Ministry operations. Reporting to the Executive Director, this position produces briefings, speeches, speaking notes, presentation materials, and action request responses for senior Ministry officials and representatives.

In addition, this position develops key messages relating to budget, school finance, taxation, financial reporting, stakeholders, and other sector issues; writes information relating to budget development procedures for reference by Ministry representatives; and coordinates the development of communications strategies and materials in consultation with senior sector representatives. The Finance Communications Consultant also supports preparation of the Ministry's consolidated budget submissions to Treasury Board and Finance as required.

This position has a critical role in identifying, researching, and resolving issues and contributing to the development of consistent messages relating to Ministry budget and fiscal matters. The Finance Communication Consultant coordinates action request and correspondence programs within the sector, ensuring compliance with applicable guidelines, standards, and approval processes. This position also manages the design and production of various communication documents and ensures website information is accurate and current.

Responsibilities

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

1. Written materials are researched and produced, ensuring accurate and consistent communication of key messages relating to budget, fiscal analysis, school finance, financial reporting, stakeholders, and other sector programs and issues; appropriateness of contents for identified audience(s); and compliance with relevant legislation, policies, and procedures.

Activities:

- Assigns, coordinates and develops responses to action requests, briefing requests, and correspondence received from the Minister, Deputy Minister, and Assistant Deputy Minister; forwards requests to appropriate area of sector and coordinates response preparation within established deadlines; liaises with Ministry and Correspondence Unit representatives to provide information; reviews draft responses for style, tone, clarity, conciseness, and accuracy; and drafts responses to urgent, complex, and/or sensitive requests in consultation with sector staff members.
 - Provides consultation and guidance relating to written communications materials, including development of key messages in consultation with senior representatives and determination of appropriate and cost-effective communication approaches.
 - Researches, writes, and edits briefing notes, correspondence, speaking notes and speeches, news releases, greetings, fact sheets, reports, presentations, newsletters, and other documents, liaising with sector and Ministry representatives as required.
 - Develops responses to inquiries received electronically (e.g. EdNet, Alberta Connects), ensuring responses are complete, accurate, and consistent with applicable guidelines and standards.
 - Maintains and updates sector-related information on Ministry website and intranet to ensure currency and accuracy of information, liaising with Ministry Web Team as required.
2. Issues related to branch and sector programs and services are identified, analyzed, and responded to in a comprehensive and timely manner to support achievement of Ministry business plan goals.
- ### Activities:
- Assigns, monitors and reviews briefings, reports, news releases, newspaper articles, media coverage, and other publications to identify emerging and sensitive issues to be brought to attention of supervisor, other senior sector representatives, and/or Communications Branch.
 - Analyzes, reviews, and summarizes information relating to identified issues to ensure sector and Communications Branch representatives have appropriate background material, input, and briefings to make strategic decisions and provide advice and recommendations to the Minister and senior Ministry officials.
 - Collaborates with senior sector representatives to develop responses and strategies to address issues in manner consistent with Ministry business plan, legislation, and relevant guidelines.
 - Identifies issues with potential Freedom of Information and Protection of Privacy concerns or implications, alerting supervisor and other senior sector representatives and liaising with Legislative Services to develop responses.
3. Consultation and research services in support of the Ministry's budget development and preparation activities and

various branch and sector projects and initiatives are provided in a manner consistent with relevant government and Ministry policies, processes, and guidelines.

Activities:

- Prepares issues documents, briefing materials, and speeches relating to budget presentation, including coordinating production of accompanying documents and visual aids.
- Provides production and graphic design coordination services to support submission of Alberta Education's annual consolidated budget to Treasury Board and Finance.
- Assists supervisor and other senior sector representatives with the collection and analysis of data to mitigate existing and potential risks facing the sector and Ministry.
- Performs environmental scanning to identify trends affecting education funding and the funding system.
- Performs research and develops summaries and briefings relating to issues, proposed changes to policies and guidelines, and other sector initiatives and projects.

4. Senior sector representative are supported in achieving the mandate and goals of the sector, division, and Ministry.

Activities:

- Participates in operational and strategic planning sessions, contributing input and perspectives, reviewing and commenting on associated documents, and supporting implementation of resulting strategies; provides input to operational planning status reports.
- Collaborates with sector staff members to support coordination and integration of activities and promotes collaboration within the Ministry and with external clients and stakeholders.
- Participates in sector and Ministry committees and working groups, representing requirements and perspectives of branches and/or sector as appropriate.
- Develops recommendations to support continual improvement of operations, including new and revised processes, tools, and best practises for provision of information and communications services.

Problem Solving

Typical problems solved:

This position provides comprehensive communications services within the K-12 Fiscal Oversight sector, including writing and editing, research and analysis, consultation, and issues identification and response development. The Finance Communications Consultant must have a comprehensive understanding of the Ministry's budget and financial issues and their impact on the provincial education system to provide communication services to senior sector and Ministry managers and officials, including the Minister, Deputy Minister, and Assistant Deputy Minister.

This position interprets complex budget and financial information and prepares appropriate information for a wide variety of audiences. Documents and materials produced include action request responses, briefings, speaking notes and speeches, issues summaries, correspondence, and news releases, with this position responsible for coordinating the action request program within the sector and serving as an expert in the writing, editing, and production of action request responses and correspondence. The Finance Communications Consultant also has a significant consultative and coordination role relating to the development and production of the Ministry budget and other communications materials.

This position performs environmental scanning to identify issues with the potential to impact sector and Ministry operations and researches information from a wide variety of sources to contribute to the development and implementation of responses. The Finance Communications Consultant uses research and analytical skills in finding solutions to different situations. The position has latitude in determining how objectives are accomplished. The Finance Communications Consultant interacts with staff throughout the branches, sector and Ministry to research, compile, and verify responses and information relating to issues and participates in committees, teams, and working groups dealing with complex issues. Initiative and creativity are required to develop insightful and sensitive information and recommend appropriate communications strategies to senior sector representatives.

This position is delegated considerable independence to determine priorities and areas of focus, exercising judgement when researching, analyzing, and presenting information and recommendations to senior sector representatives; prioritizing responsibilities to meet deadlines and client requirements; and coordinating projects with tight and often concurrent timeframes. Matters with potential for significant impact on business area and client operations or resource allocation are discussed with the supervisor, who is also available for assistance when dealing with politically sensitive or contentious situations. The supervisor also reviews complex or major documents and briefings prior to submission at the executive level to ensure assumptions are valid and relevant goals and objectives are appropriately reflected. T

Types of guidance available for problem solving:

The Finance Communications Consultant works within the parameters of established legislation, regulations, policies, plans, and guidelines, with significant discretion in determining how responsibilities are performed. The supervisor provides general guidance, reviewing work for quality of information produced and consultation provided to sector representatives and the comprehensiveness of conclusions and recommendations developed. The work of the Finance Communications Consultant is also evaluated based on the effectiveness of working relationships established with clients and stakeholders.

Direct or indirect impacts of decisions:

This position's activities are diverse in nature reflective of the variety of responsibilities of communication and research function. Therefore, the position and the work done by the incumbent are impacted by the needs of all business areas of the Ministry and, in certain circumstances, other Ministries, school authorities, stakeholders, and others external to the Ministry depending upon the nature of the issue or opportunity.

Key Relationships

Major stakeholders and purpose of interactions:

The Finance Communications Consultant has regular and ongoing contact with:

- sector representatives to exchange and prepare information; coordinate action request and correspondence program; provide communications advice and consultation; and coordinate print and graphic design processes for the production of communications documents and materials
- FSCP ADM Office to respond to requests; complete projects; exchange information; and receive direction.
- Ministry and government representatives to collaborate on projects; exchange information; coordinate input and briefings for issues; and provide recommendations
- representatives of client and stakeholder organizations and the public to exchange information and resolve issues

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The Finance Communications Consultant requires comprehensive knowledge of:

- Sector and Ministry mandate, business plans, organizational structures, operations, and reporting relationships
- Sector issues, priorities, programs, and services
- the political environment within which the Ministry operates and the organization structure of the government
- Canadian Press style guides, the Minister's style guide for correspondence and briefings, and the Deputy Minister's Correspondence Manual
- graphic design, print production, and plain language techniques
- stakeholders, clients, and other ministries impacted by sector operations, including relevant organizations, committees, advisory groups, and representatives
- relevant Ministry policies, procedures, systems, and practices
- legislation, regulations, policies, systems, and guidelines relevant to sector and Ministry operations (e.g. Education Act, Municipal Government Act, Funding Manual for School Authorities, Education Guides, Freedom of Information and Protection of Privacy Act)
- software tools and automated systems used to carry out responsibilities (e.g. Microsoft Outlook, Word, PowerPoint, Excel; ARTS; the internet, OneDrive)

The Finance Communications Consultant must have well developed and demonstrated:

- written and editing skills to ensure information is suitable for diverse audiences and consistent with the style of the applicable Ministry representative or official
- interpersonal and consultation skills
- conceptual, analytical, and problem-solving skills, including ability to quickly integrate needs of diverse clients and stakeholders to provide effective consultation and communication services
- research and information integration skills
- organization and time management skills, including ability to function with close attention to detail while coordinating variety of projects with concurrent and tight deadlines

- project coordination skills, including ability to coordinate print and graphic design requirements for diverse projects
- commitment to confidentiality, tact, discretion, and diplomacy

The Finance Communications Consultant must be able to:

- provide consultation, guidance, and advice relating to diverse communications services and sensitive issues
- conduct research, analyze data, and present complex and detailed financial information in plain language suitable for the audience in question
- plan, prioritize, and coordinate multiple projects while carrying out ongoing responsibilities
- work independently as well as contribute effectively in a team environment
- demonstrate initiative, sound professional judgment, and creativity

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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	There is a significant amount of collaboration required with colleagues across the Ministry as well as in the school authorities. Strong relationships will allow the position to work effectively, accomplish objectives, and promote a healthy work environment.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	This position must be able to take a high level view how the work of the sector aligns together to understand how all of these pieces connect and identify impacts of changes to one area in another before they happen.
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Leverages a network of internal contacts and builds relationships with other units and sectors to maintain open communication and information sharing.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change:	Government direction and expectations can change quickly. This

		<ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>position must be able to adapt to the new direction while remaining focused on achieving outcomes. In addition, this position must have excellent organizational skills and the ability to prioritize multiple competing assignments on a daily basis.</p>
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