

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Project Coordinator

Requested Class

Program Services 2

Job Functions

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre



Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SSII/Governance & Intergovernmental Relations

Current organizational chart attached?

Supervisor's Position Name(30 characters)

Executive Director, GIGR

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Governance and Intergovernmental Relations, the Project Coordinator provides a range of services to the Executive Director's Office, the branch, the division, and ministry divisional stakeholders.

The Project Coordinator works in close collaboration with other managers and staff in the Governance and Intergovernmental Relations branch, other divisions, partners in other ministries, and with cross-governmental stakeholders. All work is completed in accordance with relevant government and ministry priorities, and guidelines related to project coordination, planning, and policy development. The Project Coordinator supports strategic governance initiatives and intergovernmental relations by providing policy analysis, coordinating projects, and fostering collaboration. This role is instrumental in advancing the organization's priorities through effective policy development, stakeholder engagement, and project execution across multiple levels of government.

The position performs all work with an integrated, systems approach, to ensure alignment with the interests and priorities of the department and of the Government of Alberta. The position supports project management and implementation, and provides process advice to realign or adjust work accordingly, ultimately supporting executive decision-making and a more integrated approach to strategic initiatives in the ministry. The position requires

strategic and systems thinking and collaboration, liaising and engaging with other staff in the branch, division, ministry, and across government to achieve the required outcomes. Further, the position supports high-level decision-making within the department on multiple projects simultaneously with a variety of timelines.

The position requires a self-motivated individual with sound judgment, interpretive, and communication skills, who will support and assist others on strategic initiatives by being quick to learn, having a positive approach, and being willing to shift and manage priorities in a dynamic environment.

Responsibilities

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

1. Governance and Policy Development

- Support analysis on provincial governance frameworks, strategic initiatives, and reforms.
- Support the development of briefing materials and recommendations for branch leadership consideration.
- Support research into strategic initiatives and issues of key importance to government and the ministry.
- Support evaluation and performance measurement for new initiatives and policy proposals.

2. Intergovernmental Relations

- Support the preparation of briefing materials for meetings and working groups.
- Support the tracking of intergovernmental agreements and memoranda of understanding.
- Support the planning of intergovernmental or international conferences and missions.

3. Project Management

- Support strategic initiatives that advance ministry's mandate and Premier's priorities.
- Support the development of project plans, timelines, and budgets.
- Support cross-ministry teams and working groups to ensure the successful implementation of strategic initiatives.
- Support providing advice to other project teams to manage implementation plans.

4. Communication and Reporting

- Support the preparation of reports for executive leadership and other stakeholders.
- Support the development of communications materials for both internal and external stakeholders.
- Support the drafting of correspondence to stakeholders and others.
- Support the creation of presentations for the advisor or others to deliver.

Problem Solving

Typical problems solved:

Navigating overlapping jurisdictions, evolving legislation, and political sensitivities. Ability to dissect complex policy issues, identify root causes, and propose clear, evidence-based solutions.

Diplomatic problem solving — balancing competing interests, resolving conflicts, and building consensus through negotiation and strategic engagement.

Adaptive problem solving — reconfiguring timelines, reallocating resources, and adjusting scope while maintaining strategic alignment.

Analytical problem solving — using qualitative and quantitative methods to fill gaps, model outcomes, and justify recommendations.

Collaborative problem solving — facilitating dialogue, identifying shared goals, and crafting win-win solutions.

Types of guidance available for problem solving:

The incumbent is expected to work closely with branch leadership and staff to determine priorities and manage their workload accurately and in a timely manner. The incumbent works within established legislation and policies and must develop effective strategies to manage a high volume of work. Matters that have the potential to have a negative impact on the division's mandate are brought to the attention of the supervisor in a timely fashion.

Direct or indirect impacts of decisions:

The position requires a high degree of flexibility in working with a diverse group of stakeholders at all levels, including within the government and across jurisdictions, to ensure that collaboration and a systems approach are utilized, within shifting timelines, and that the department's and Alberta's priorities are accomplished.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:
 - Executive Director, Directors: Daily contact.
 - Other branch/department staff: Ongoing contact.

External:
 - Other ministries and stakeholder organizations - ongoing contact to exchange information, respond to inquiries, address issues, and coordinate activities.

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:

Communication, political science, public administration, law, etc. are all relevant degrees

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

- Undergraduate degree with experience in analysis and/or communication.
- Ability to undertake multi-disciplinary research and analysis of public policy, using a variety of resources and analytical tools.
- Ability to analyze current events and discern trends that will have implications for Alberta.
- Excellent writing skills and the ability to present information in a clear, concise, and accurate manner.
- Strong interpersonal skills focusing on the ability to communicate effectively (verbally and in writing) with individuals at different levels of government, in the private sector, and from the public.
- Well-developed organizational, prioritization and time management skills.
- Ability to meet tight deadlines.
- Ability to take initiative.

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: • Sees impact of work on organization; anticipates change in own area based on activities in other	The Project Coordinator will utilize research to identify, communicate and resolve emerging issues affecting projects.

		<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 	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <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 	<p>The Project Coordinator will build collaborative relationships and resolve conflicts to effectively support the completion of projects both within the branch, the ministry, and across government.</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>The Project Coordinator will be flexible and adapt to changing priorities.</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>The Project Coordinator will analyze issues and identify solutions to ensure that projects are completed in a timely manner.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

- Intergovernmental Officer
- Communications Advisor

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