

## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Requested 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

#### Job Purpose and Organizational Context

Why the job exists:

To support the coordinated advancement and application of Organizational Project Management (OPM) methodologies, processes, and tools to plan, deliver and report on Ministry priorities.

This role oversees the Ministry's access to resources for the Project and Portfolio Management office (PPMO). This role is key to the success of the Children and Family Services' (CFS) Strategic Planning and Reporting Framework (SPRF) by coordinating and documenting project progress for planning and reporting purposes. This supports the operational and strategic planning and reporting processes for the Ministry. This position coordinates status reporting across all CFS Portfolios and is a liaison to all CFS project managers, portfolio leads. This position is the secretariat to the CFS Change Management and Coordination Committee.

#### Responsibilities

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

1. Support PPMO to **develop and continuously improve OPM Framework, and provide project and portfolio services** to CFS
  - Support the ongoing maintenance of templates, tools, software and processes; incorporate best practices and learnings
  - Organize, update and maintain a catalogue of project management (PM) tools to meet various needs of PM applications across the Ministry

- Ensure project and change management tools, resources, and processes are readily accessible to all CFS staff working on projects to support strategic priorities
  - Coordinate and assist with organizational capacity and training events related to OPM processes, project management and/or change management
  - Gather information and data to inform decisions and improve work processes
  - Oversee development and implementation of PPMO SharePoint Online Site and Information Management Best Practices
2. Support PPMO in providing **regular, relevant, and timely communications and reporting** across the Ministry to support evidence-based decision making
- Work with the PPMO Manager(s), project managers, and project leads to maintain an accurate register of all CFS projects
  - Oversee the intake process, track and document work-flow from pre-project, to project set-up, to project reporting
  - Communicate, schedule and track input to predictive cycles that requires contributions from PPMO team such as organizational reporting, reviews, planning, political cycles, and public reporting
  - Assist in developing and continuously improving an accountable reporting process and tools for portfolio tracking and reporting
  - Coordinate the roll-up of portfolio summaries and dashboard information to inform leadership of the status of strategic initiatives and priorities
3. Provide **governance** supports
- Work with the portfolio liaisons to monitor and maintain lists of portfolios, members, and projects
  - Ensure that portfolio liaisons and members receive timely and accurate tools, support and information required; ensure information from the portfolios is captured and accurately reflected in PPMO documentation
  - Function as a knowledgeable resource for the Branch, Division and Department to obtain approvals for project proposals and advise of potential risks impeding portfolio and project success
  - Maintain clear Coordinating and Change Management Committee (CCMC) documents to support information flow and access. i.e. action log, portfolio summaries, and change management calendar
4. Organize and coordinate **PPMO unit operations**
- Review and organize unit related documents and inventories
  - Provide information, analysis, and advice to assist unit members on projects or initiatives, as needed
  - Assist Manager(s) in the requisition and cost-tracking of contracted supports (posting, time sheet verification, burn rates, forecasting, etc.)
  - Assist the PPMO in scheduling, tracking, and artifact development related to knowledge management and capacity development (such as training events, workshops, FAQs, and Community of Practice).
  - Strive to represent the PPMO professionally through strong interpersonal skills and service attitude, attention to detail in all documents, and ensure information is consistent, accurate and appropriate.

## Problem Solving

Typical problems solved:

Information contributors not submitting on time can result in down-stream implications (i.e. providing needed information to leadership). This requires good communication skills and relationships to remind and influence without authority.

Unit is called upon to react to ad hoc information requests and updates with tight timelines. Information is not always kept centrally and/or different staff may hold different information. Role needs to be able to research and quickly source data or project/program/portfolio information in short timelines. This requires good recall of conversations and ability to synthesize information from various sources to catch updates. Must also have a good understanding of the ever-changing landscape of leads and assigned staff, and able to confidently reach out to attain required information.

Types of guidance available for problem solving:

Knowledge of PPMO service guidelines and operating principles; understanding the Strategic Planning and Reporting Framework processes and roles; Government/Ministry policies, administrative procedures; understanding of business planning and reporting cycles; Project Management Institute's (PMI) Project

Management Body of Knowledge; Mentoring and supports from Manager; Mentoring and supports from senior unit staff.

Direct or indirect impacts of decisions:

Documents produced or compiled by the role reflects the professionalism of the unit and informs program areas, Directors and Executive Directors on the status and expected completion of major initiatives, which in turn, influences planning.

Managing and prioritizing workflows can minimize delays for project leads waiting on proposal decisions.

### Key Relationships

Major stakeholders and purpose of interactions:

**Unit staff and contractors** - interact daily/weekly to request updates or update on assignments, relationship development.  
**Branch staff and project staff** (leads, Subject Matter Experts) - intermittent/as needed to acquire updates or coordinate project specific supports/assignments.  
**Manager** - Daily/weekly to set goals and identify opportunities and challenges related to ongoing responsibilities; ensure all tasks and responsibilities are full filled.  
**Coordination and Change Management Committee** (Senior Managers, Directors and Executive Directors across CFS) - monthly meeting and ad hoc follow-up on meeting material.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Directly related experience for 1 year of Education

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

Competence with Microsoft 365 is required (Excel, PowerPoint, Visio, SharePoint, Teams)  
 Project Management training or experience is desirable.  
 Experience with governance, business planning & reporting cycles is desirable.

### 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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	Carefully considers ways to improve work-flows in processing vendor time-sheets. Presents suggestions to supervisor and further develops alternatives to current process. Presents ideas with supporting evidence on how/where it would improve upon current approach.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects</li> </ul>	Accepts work in new areas as a learning opportunity and to build better processes and support the team, such as applying new M-365

		<p>areas for improvement</p> <ul style="list-style-type: none"> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	<p>applications and tools to our work.</p>
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	<p>Is willing to offer additional support to address possible barriers that are preventing PM's or Liaisons being able to submit updates in-time, without blame, such as offering to capture their updates verbally rather than completed documents.</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"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify areas of improvement</li> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	<p>Actively seeks information, training opportunities or requests experiences to learn more in areas that indirectly supports current work, such as information management.</p>

**Benchmarks**

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

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