

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Branch Coordinator

Current Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

POD, SPCD

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

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 Senior Branch Coordinator assists the Parks Executive Director (ED) of Strategic Planning and Capital Development (SPCD) with various responsibilities related to management of the Executive Directors Office (EDO), and the two sections within the branch - Planning and Strategic Initiatives (PSI) and Capital Infrastructure Development and Implementation (CIDI) - to ensure branch/divisional activities are being

carried out in a timely, coordinated and effective manner. The position also supports overall divisional issues management by providing support through the work of special projects for the Assistant Deputy Minister and divisional Executive Directors. These projects work to advance the agenda and priorities of the Division.

As a member of the Parks Division Leadership Team, this position requires an understanding of parks issues and the relationship of these issues to corporate and operational delivery. A strong understanding of communications, policy, human resource and departmental organization is required, as well as the linkages of these items to all aspects of program delivery. The day to day activities of this position are purposefully fluid to be able to react to and prioritize the most current and pressing issues. This position works closely with the the SPCD ED, other Executive Directors, Assistant Deputy Minister's office and branch units.

Responsibilities

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

1. Manage issues and initiatives to ensure timely progress:
 - Track major division initiatives to ensure timely and coordinated progress
 - Track current and long term issues to ensure they are dealt with in a timely manner
 - Track and develop materials in support of Executive Director priorities and top issues
 - Provide advice to the Parks Division Leadership Team on issues resolution, proactive issues management, and communications strategies as required, and follow up with agreed upon actions
 - Communication of results and outcomes
 - Initiate action items relevant to branches as required by the Minister's Office, Deputy Minister, or Assistant Deputy Minister
 - Follow up on action items identified by the Executive Director to managers/directors
 - Follow up on issues designated to various directors
 - Direct and assign work to others to ensure effective and timely responses to information requests from the Minister, Deputy Minister, ADM and/or Executive Directors
 - Provide guidance to branch members on assigned action requests and follow-up with the Assistant Deputy Minister's Office on behalf of the branch for clarity and to confirm intent of requests
 - Research and coordinate divisional responses to information requests from the Minister, Deputy Minister, Assistant Deputy Minister, Executive Directors, Communications, and other divisions
 - Work with Communications on preparation of information releases, etc and advise on specific division issues
 - Coordinate branch information requests, including FOIP.
2. Review and/or develop various documents (action requests, divisional meeting agendas and minutes, media releases, key messages, summary documents, etc) resulting in appropriate communication, understanding of issues, and recommended actions:
 - support staff, directors and managers in determining immediate course of action for all incoming requests, when appropriate consult with Executive Director and/or Assistant Deputy Minister's Office
 - review incoming reports to the Executive Director's office and direct/redirect for action, as required
 - review, analyze, revise and coordinate all branch action requests
 - provide final review and packaging of documents for accuracy, tone, formatting, etc. prior to ED review and approval
 - work with directors and managers to review division issues and plan strategies to respond to them
 - manage information management system for coordination and tracking
3. Lead/participate/assist with divisional activities resulting in activity completion and initiative progress
 - provide divisional leadership, integration and oversight to issues management through the development of situation reports, action request metrics reporting, weekly Ministerial reporting, planning and coordination, identification and development of tools to pro-actively manage information needs of the department, the Minister, and other special projects, as required
 - Research and report on background information regarding specific issues for the Executive Director
 - Provide leadership guidance and support to Branch staff
 - Manage content and systems for Executive Director Office trackers, department planners/trackers for

currency and accuracy of information

4. Communicate and liaise both within the department and externally to ensure important information and understanding are retained:

- provide issues coordination support to other areas of the department as required
- coordinate information requests from various staff members, other government departments, agencies and stakeholders, as required
- Identify emerging issues and/or concerns for the Executive Director and Assistant Deputy Minister
- Attend meetings on behalf of the Executive Director as required
- Complete stakeholder follow-up as required

5. Support the Executive Director in organizing, coordinating, and communicating the divisional business plan items, operational plans, and quarterly reporting plans with the regions and the Assistant Deputy Minister's office and other divisions or departments, as required:

- manage content and updates of the divisional business plan items and coordinate division business planning sessions,
- assist Executive Director with budget planning and tracking,
- document and communicate relevant information, as required

6. Supervise administrative positions supporting divisional accountabilities, as required

Problem Solving

Typical problems solved:

Coordinate and report out on variety of deliverables and timelines within the Executive Director's office with a high degree of complexity and variability, often times with a degree of ambiguity around outcomes; Support divisional financial administration reporting; Coordinate and report out on performance measures, data and analytics

Types of guidance available for problem solving:

Day to day duties are guided by management of the Executive Director; additionally, this position is one of three within the division and can utilize this network to test solutions and approaches; as role experience increases, autonomy for problem solving increases

Direct or indirect impacts of decisions:

As part of the EDO, this position has the potential to impact or influence branch and divisional decision making.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director
other Executive Director offices, Assistant Deputy Minister's Office
Branch staff
Regional Directors
Field staff
Other divisions and departments as required
Communications and Public Engagement staff

Required Education, Experience and Technical Competencies

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

If other, specify:

parks, infrastructure, natural resource management, public or business administration

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

Microsoft suite of tools, OneDrive/Teams/collaboration tools

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Is well versed in GOA decision making processes, business plans and related policies, regulations and legislation</p> <p>Understand the role of the provincial parks and protected areas system, the Crown Lands approach to conservation and recreation management and achieving divisional long term priority actions</p> <p>Technical knowledge of park management, conservation, recreation and tourism sectors</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Requires superior organizational and written/verbal communication skills</p> <p>Ability to synthesize information and provide recommendations</p> <p>Ability to effectively prioritize and manage changing timelines and demands</p>
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Works to coordinate a wide range of functions and responsibilities within the branch, including financial administration, revenue generation, public communication, information system management, data and analytics, and policy/ program development</p>

			<p>Strong leadership skills</p> <p>Must be able to work independently, relying on knowledge, experience and guidelines</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Works within POD, with AEP and with other GOA and external stakeholders to identify, coordinate and report on regular deliverables and special projects.</p> <p>Highly developed interpersonal and supervisory skills</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
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature