

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

Job Purpose and Organizational Context

Why the job exists:

The International and Industry Coordination unit leads the Ministry's international relations and engagement; develops and maintains partnerships with industry partners drawing strategic insight.

The Senior Program Officer (SPO) is responsible for providing direction and support, day-to-day management, and oversight for four general areas of work:

1. International Education Capacity Enhancement
2. Industry Insight and Linkages to the Adult Learning System
3. Grants, Programs and Special Initiatives
4. International Education Market Strategies (where possible)

This position provides support to the Manager, International and Industry in identifying, developing, and evaluating initiatives that can assist Alberta's Adult Learning System to be effectively engaged in international education.

Accountabilities include:

- Plan, deliver, and evaluate a suite of activities that serve to support and enhance institutional knowledge and delivery capacity
- Liaise with foreign governments and international networks, and assists institutions in understanding and aligning their planning and direction in international education with government priorities and goals.

The SPO provides strategic value to the government on industry trends and direction, and ensures alignment with post-secondary system needs and priorities. Accountabilities include:

- Lead the unit's activities related to work integrated learning (WIL) and support other ministry WIL initiatives and reporting requirements, as necessary.
- Draw insight from industry to ensure current, industry driven information is available to the department and Government to inform direction and sound decision-making.

Take a leadership role within the branch in the direction, management, and use of grant and special funding in order to (1) gather data to improve the department's understanding of international education and industry trends for planning and direction setting; (2) incent system and institutional direction, policy, and institutional change; and, (3) support the participation of post-secondary students in international education and industry focused learning opportunities.

Specific accountabilities include:

- manage a suite of international and industry focused learning opportunities for students and recent graduates within Alberta and abroad.
- develop proposals and agreements, oversee the implementation and evaluation of grants, outline program scope and operations and establish selection and advisory committees that engage stakeholders
- develop and manage on a day-to-day basis talent mobility models and platforms involving cross-ministry priorities.

Where possible, the SPO supports the development and implementation of International Education Market Strategies. This work includes researching, developing, and implementing market strategies and initiatives to ensure Alberta is positioned to be a globally engaged competitor in attracting talented international students and in accessing opportunities to provide educational services internationally.

Responsibilities

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

With direction from their supervisor, the position supports the following responsibilities and activities:

1. International Education Capacity Enhancement

- Support outgoing missions and incoming Canadian and foreign government delegations involving higher education through development and delivery of presentations, planning institutional visits and meetings
- Support participation on cross-divisional and interdepartmental committees
- Support the evaluation of stakeholder relationships and organize in-person meetings to reposition relationships
- Aggregate midpoint and final evaluation data from program partners, participants, and stakeholders
- Build capacity in international education knowledge and mechanisms within institutions through:
 - International educator's forums
 - Provide department expertise and support for institutional initiatives that enhance international education leadership and capacity in Alberta's advanced learning system

2. Industry Insight and Linkages to the Adult Learning System

- Utilize information from industry tables to provide strategic recommendations on programs
- Work with industry partners on reporting of initiatives, programs and funding streams
- Support unit colleagues and the unit on industry tables, as required
- Collaborate with unit colleagues to develop strategic recommendations on linking adult learning providers to industry representatives

3. Grants, Programs, and Special Initiatives

- Provide support to a unified holistic department approach to interacting with stakeholders, other departments, and other orders of government related to international education, industry and non-profit

funded initiatives

- Manage grant reporting for unit
- Lead the development of grant initiatives from conception to implementation that involve Memorandum of Understanding, Requests for Proposals, and contracts
- Evaluate, update, and ensure compliance with departmental grant policies to bring accountability and transparency to program development, outcomes, and objectives
- Generate leads and support supervisor with the negotiation of matching funding for new or revised programs
- Establish and Chair working groups to ensure grants meet quality, transparency, and accountability measures
- Participate in the development of international education and industry related program proposals
- Receive, review and maintain grant, award and scholarship reporting and records for funded programs
- Lead the renewal of grants with cost-pressures (as terms expire)
- Negotiate, plan, and execute transition/wind-down contract(s) with third-party contractor(s), if applicable

4. Education market development strategies

- Identify, recommend, develop, and evaluate market strategies and initiatives to ensure Alberta is positioned to be a globally engaged competitor in attracting talented international students and in accessing international opportunities to provide educational services internationally
- Apply evidence-based research and analysis pertaining to international education engagement and marketing as well as the diverse aspects related to talent recruitment and retention in Alberta
- Support development and implementation of international education strategies to increase awareness and encourage greater participation in international education
- Design, sometimes with contracted resources or government colleagues, promotional materials to raise awareness of scholarships, grants, and awards in key markets
- Co-lead the positioning of digital resources as a platform for international education promotion, engagement, and mobility, while ensuring present assets remain current.
- Develop and review web content, monitor website analytics and identify areas for improvement

Problem Solving

Typical problems solved:

The Senior Program Officer (SPO) is responsible for solving problems on program and grants-related activities within the unit and branch. This position will be responsible for day-to-day operational elements of those programs, while working with a diverse group of stakeholders to support the achievement of intended outcomes of those programs. The SPO oversees daily operations and strategic positioning of grants relating to education abroad programs, international internships, scholarships, award programs, and internationalization of campuses.

The SPO will also work closely with their supervisor on the implementation of international education strategies. This may require supporting the development of strategic tables with adult learning partners, and developing materials and resources that support those tables and forums in a timely manner.

This position must meet the challenge of conflicting directions and policies surrounding international education. This may include finding the balance between revenue generation and post-secondary accessibility to Albertans or the balance between government accountability and institutional autonomy. The SPO must competently and with political sensitivity weigh the sometimes conflicting priorities of institutions, the system, learners, industry and the province when developing and implementing initiatives.

Types of guidance available for problem solving:

The incumbent resolves straightforward issues on his/her own initiative. Some of the work also involves working with other ministries, federal and foreign government representatives and being able to influence their engagement. Successful handling of these types of situations draws on sound judgment and analysis of options and considering the impacts of solutions on the ministry, stakeholders, other policies etc. More urgent and complex issues are managed in consultation with the supervisor, Director, and/or Executive Director.

Direct or indirect impacts of decisions:

The SPO supports work on international education market development as a strategy for economic diversification, through the attraction and retention of highly qualified personnel. It is estimated that international students studying in Alberta contribute over \$1 billion annually to Alberta's GDP making it one of Alberta's top industries.

The work of this position impacts the implementation of Alberta's International Education Strategy for post-secondary education, the Ministry's Business Plan, and other ministry strategies and priorities. and development which results in the internationalization of curriculum; increased attraction of foreign students to Alberta's post-secondary programs; and increased opportunities for Alberta students to participate in education in other countries.

The Senior Program Officer works within strategic international and national environments and Memorandums of Understanding that frame key international relationships and programs of significance to the Ministry.

Key Relationships

Major stakeholders and purpose of interactions:

- Unit Staff to collaborate on projects and complete research and provide options and recommendations to Managers; provide program statistics and analysis.
- Other units and branches to coordinate the administration of grant programs.
- Adult learning institutions' international contacts to implement grants and initiatives and to inform post-secondary institutions' international contacts about ongoing ministry events and initiatives.
- Industry and non-profit representatives to implement and report on grants and initiatives that support the linkages between higher education and industry
- other governments and embassies

Required Education, Experience and Technical Competencies

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

If other, specify:

International Relations,

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

- Experience:
- Post-secondary study experience
 - Participation in an international learning experience
 - Previous Government work experience
 - Stakeholder relations
 - Program design, implementation and evaluation
- Understanding:
- Federal and provincial legislation and policy applicable to international education.
 - *Post-Secondary Learning Act*
 - Tertiary education organization, governance, programs and credentials
 - Government of Alberta Request for Proposals, contract and grant management policies and practices
 - Higher education formal, experiential and co-curricular teaching and learning models

- Post-secondary internationalization and international education activities
- Strong planning and project management knowledge and demonstrated experience
- Intergovernmental Relations and Protocol

Competencies:

- Higher education market research, analysis, and strategy development
- Strong interpersonal and communication skills (verbal and oral) that support ongoing positive contact, consultation and collaboration across ministries, with other governments and with stakeholders
- Contribute to design and development of promotional digital and print material possessing technical skills in DTP including proficiency in Adobe Creative Suite is desirable.
- Synthesize and analyze information drawn from disparate sources, conceptualize solutions and make recommendations that integrate project administration, policy and funding
- Understanding of international management and mobility of talent to make recommendations based on findings and to present the information in a variety of written formats
- Program and budget development, monitoring and reporting and fiscal forecasting
- Work with both minimal supervision across a broad scope of accountabilities and as a member of a team on specific projects and issues
- Negotiation skills
- Public speaking and delivering presentations
- Research and analysis

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 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 	Engages different perspectives in seeking out root causes and identifying solutions; seeks ways to improve processes and functions to better meet business goals; critically analyzes options and issues.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <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 	Incumbent must have the ability to consider inter-relationships and emerging trends and long term outcomes as well as anticipating risks associated with different options and outcomes.

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 	Actively engages stakeholders; considers how changes will impacts colleagues, clients and other stakeholders; seeks multiple inputs when developing recommendation or strategies that lead to change in functions or processes.
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: <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 	Works creatively within existing policies and processes to proactively meet goals; anticipates obstacles to change and thinks ahead about next steps; supports others to identify, assess and use alternative approaches; prepares to mitigate reactions and maintain productivity and composure in conflicts or challenging situations.

Benchmarks

List 1-2 potential comparable Government of Alberta:

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.

Vacant

	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature