

## New

Ministry

Education and Childcare

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Branch Administrator

Requested Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

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 Branch Administrator has the following roles and responsibilities:

- management of branch budget and forecasting, including the Official Languages in Education Programs (OLEP) finances and management of contracts and grants
- development of branch processes to ensure effective and efficient work flows for branch staff
- stakeholder and pan-Canadian meeting preparation for Director, Executive Director and senior leadership
- increased communications with administration within and across sectors and key internal and external stakeholders

This position supports both the Intergovernmental Relations Branch and the French Language Services Branch by providing administrative assistance in areas such as budget management and forecasting, contract and grant administration, payment memo preparation and processing, coordination of Action Requests and FOIP requests, facilitation of hiring processes and onboarding preparation as well as handling IT and other coordination requests for the branches. The incumbent must also be fluent in English and French to accommodate requirements of both branches.

## Responsibilities

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

### Activities:

- Makes decisions and initiates actions regarding day-to-day administrative operations and workflow requirements within the Branch, liaising with Branch managers and other administrative support positions to establish and maintain administrative processes.
- Identifies administrative issues with potential to impact the Branch, developing and recommending solutions and action to address issues.
- Ensures highly confidential and sensitive materials and information flowing through the Branch is managed effectively, anticipating and resolving issues or proposing solutions to bringing them to the attention of Branch staff.
- Reviews, edits and tracks correspondence directed to and from Branch staff, especially that of the Director.
- Coordinates and arranges meetings and appointments for the Director and Branch managers, ensuring appropriate background information and materials are available.
- Attends meetings (as requested) to take minutes, providing them for review by the Director or Branch managers as appropriate, prior to forwarding them to meeting participants and following up on action items (as requested).
- Forwards correspondence, including that from the OLEP EDC Official Languages shared email account and EDC phone line, to appropriate areas of the Branch for information, draft reply and/or comments, tracks status of replies and actions.
- Composes and formats correspondence and responses for the Director's and Branch managers' signatures on own initiative or according to general instructions, composes replies to routine inquiries and drafts administrative correspondence.
- Coordinates travel and accommodation arrangements for Branch staff.
- Prepares presentations and assembles materials for presentations and other Branch sessions.

*Action Requests and Branch briefings are coordinated and administers to ensure responses are addressed and provided in a timely and coordinated manner.*

- Generates ARs as needed and coordinates Branch responses to Action Requests to ensure accurate, high quality and timely responses consistent with relevant Division and Ministry policies and procedures, including the ministerial style guide.
- Proof read work leaving the Branch for copy errors and formatting, ensure documentation is complete.
- Provides follow-up and reminder functions to promote timely delivery of draft responses.
- Tracks and monitors status of responses and briefings using Action Request Tracking Systems (ARTS).
- Ensures that copies of approved and completed correspondence are returned to the appropriate area for filing.
- Coordinates and ensures Branch ARs are updated accordingly in ARTS.
- Coordinates the development of briefing packages and in gathering a high volume of information from various sources and background material when requested by Branch staff to support meetings at the Minister, Deputy Minister and other executive leadership tables, including but not limited to the Council of Ministers of Education, Canada and other bilateral meetings within and outside Canada for executive leadership.

*Financial, budget, contract and grant management and human resource administration services and provided to support and enhance the effective and efficient operation of the Intergovernmental Relations Branch.*

- Reviews Branch contract and grant documents for completeness and compliance with relevant policies and procedures prior to forwarding to appropriate area for processing.



- Ensures contract and grant documents are uploaded into CRMS and obtain appropriate approvals in a timely manner.
- Verifies and codes invoices for the Branch and obtains Expenditure Officer approval; provides follow-up and research in response to questions.
- Prepares and submits expense claims for the Director and Branch Managers; performs reviewer function for expense claims submitted by Branch staff, reviewing claims for accuracy, completeness and adherence to policies.
- Performs on-line reconciliation of monthly procurement card transactions for the Branch, ensuring all transactions comply with Ministry financial policies.
- Performs review function of procurement card transactions completed by Branch staff members.
- Monitors availability of office supplies for the Branch and prepares/completes orders as appropriate.
- Prepares and submits payment memos for OLEP expenditures, ensuring appropriate management of OLEP codes.

#### Budget Administration

- Maintains, monitors and analyzes accounts, forecasts and expenditures to identify cost pressures, deviations and variances; brings concerns and recommended adjustments for solutions to the attention of the Director.
- Completes preliminary review and reconciliation of expenditures for the Branch on a monthly basis prior to submitting to the Director for review and approval; monitors, retrieves and analyzes data from financial system(s).
- Prepares year-end financial functions and analysis for review by the Director within set timelines (accruals, etc.).

#### Human Resource Administration

- Liaises with Human Resources to ensure HR process requirements are met for the Branch, including ensuring forms/documentation are completed correctly and on a timely basis (i.e., time approvals, staff development requests, etc.); and works with the Executive Director's Office to update Branch organizations charts and documents as needed).
- Ensures accurate employee and position records are maintained for the Branch. Maintains confidentiality and uses discretion in coordinating HR processes and records.
- Coordinates preparation and updates vacation schedules for Branch staff and works with ED administrative support to ensure adequate coverage exists.

#### *Comprehensive administrative services and provided to support and enhance the effective and efficient operation of the Branch.*

- Organizes internal and external stakeholder meetings, consultations, workshops, events, etc. for the Branch, including arranging meeting rooms, catering, travel, audio-visual requirements, etc., preparing presentations and background materials; ordering session supplies; and attending sessions to take meeting notes and address emerging issues.
- Develops and coordinates administrative and operational systems and processes to enhance efficiencies within the Branch; identifies administrative issues with potential to impact Branch operations and recommends solutions and courses of action (i.e., developing templates for memo formats; advising management team of general administrative procedures; etc.).
- Establishes and maintains effective communication and working relationships with the other Sector administrative support staff, as well as with Division and Ministry staff to answer inquiries, coordinate activities, exchange information and resolve administrative issues.
- Provides stakeholder relations (internal and external) by being the first point of contact for the Branch and responding to requests on behalf of Branch staff.
- Maintains stakeholder contact lists, ensuring accuracy and expediting communications processes.
- Reviews and edits various forms and requests to ensure accuracy, completeness and appropriate authorizations, following up with Director and Branch managers as required (i.e., staffing requests, out-of-province travel, training).

requests, hosting forms, etc.).

- Acts as IT liaison (i.e., provides assistance in rolling out upgrades of equipment and software, communicating with all staff on roll-out details and to ensure preparedness of all staff) and supports technology for new and existing staff to ensure work flow.
- Ensures that accommodation and office equipment for Branch staff are communicated to the Sector Facilities coordinator and follows up as required.
- Remain proactive in respect to issues concerning the effective administrative operation of the Branch and Sector.
- Maintain and establish electronic filing and archiving of high-volume of records, ensuring all staff are aware of records management policies and procedures.
- Act as resource for information on the operation of standard computer program, record keeping, contract and grant processing subh as signing authority and ensuring processing of these arrangements.
- Ensure all incoming work assignments are complete and clear in their request and resolve any issues of ambiguities, conflicts, or missing information.



## Problem Solving

Typical problems solved:

The Branch Administrator applies knowledge of business administration and ministry intergovernmental education priorities to support the efficient and effective operation of the Branch in a complex and very busy work environment. Creativity is applied through the development and support of innovative systems to help meet the Branch demands and work flow, and to help ensure efficient and effective client services both internal and external to the Government of Alberta, and at provincial, national and international levels.

Types of guidance available for problem solving:

Although the Branch Administrator's work is subject to overall supervision by the Director, the nature of the Branch Administrator's work requires an independent and proactive approach to questions and problem solving. In-depth knowledge of a variety of administrative policies as procedures as well as close knowledge of the mandate of the Branch, Sector and Division are therefore required. The Branch Administrator must use this knowledge, along with a close understanding of the priorities of the Branch, Sector and Division to determine the best approach when dealing with different clients, stakeholders or staff. Judgement is required to know when and how to engage the Director so that they are appropriately informed of the issues and events, and sensitivity to confidential materials and information is required.

Direct or indirect impacts of decisions:

Although the Branch Administrator's work is subject to overall supervision by the Director, the nature of the Branch Administrator's work requires an independent and proactive approach to questions and problem solving. In-depth knowledge of a variety of administrative policies as procedures as well as close knowledge of the mandate of the Branch, Sector and Division are therefore required. The Branch Administrator must use this knowledge, along with a close understanding of the priorities of the Branch, Sector and Division to determine the best approach when dealing with different clients, stakeholders or staff. Judgement is required to know when and how to engage the Director so that they are appropriately informed of the issues and events, and sensitivity to confidential materials and information is required.

## Key Relationships

Major stakeholders and purpose of interactions:

This position has regular and ongoing contact with:

- The Executive Director's office to respond to information requests, exchange information and resolve issues.
- Sector and Division managers and staff members to provide clarification on assignments and Action Requests and coordinate responses, follow up on assignments and issues and provide support and information.
- Other Government representatives and the public to exchange information, respond to inquiries, resolve issues and coordinate consultations, workshops, meetings, etc.
- Representatives of other sectors to exchange information and resolve issues.

## Required Education, Experience and Technical Competencies

Education Level <b>Certificate (1 year)</b>	Focus/Major	2nd Major/Minor if applicable	Designation
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If other, specify:

**Fluent in English and French**

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

Certificate or diploma in office administration or equivalent experience. Training or background in budget administration. Training or background in computer applications like Indesign Adobe Suite, Adobe Acrobat, Adobe Creative Suite and Microsoft Office.

## 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		
<b>Creative Problem Solving</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Focuses on continuous improvement and increasing breadth of insight:</b> <ul style="list-style-type: none"> <li>Asks questions to understand a problem</li> <li>Looks for new ways to improve results and activities</li> <li>Explores different work methods and what made projects successful; shares learning</li> <li>Collects breadth of data and perspectives to make choices</li> </ul>	Develop and facilitate processes to accommodate changing work requirements and ensure efficient and effective practices.
<b>Develop Networks</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Works on maintaining close relations with all stakeholders:</b> <ul style="list-style-type: none"> <li>Identifies key stakeholder relationships</li> <li>Has contact with range of interested parties</li> <li>Actively incorporates needs of a broader group</li> <li>Influences others through communication techniques</li> </ul>	Maintain effective relationships with a wide variety of contacts
<b>Build Collaborative Environments</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Facilitates open communication and leverages team skill:</b> <ul style="list-style-type: none"> <li>Leverages skills and knowledge of others</li> <li>Genuinely values and learns from others</li> <li>Facilitates open and respectful conflict resolution</li> </ul>	Coordinate collaborative and integrative team reflecting multiple cultures, perspectives, interests and priorities

		• Recognizes and appreciates others	
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**Benchmarks**

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

Job Description -