

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

Reporting to the Executive Director, Labour Relations & Occupational Health and Safety (LR&OHS), the LR&OHS Branch Administrator provides comprehensive branch-wide administrative and operational support. The position ensures effective coordination of administrative systems, financial management and support to branch leadership to enable the delivery of LR & Negotiations, Arbitrations & Disputes, Workplace Conduct Investigations and OHS programs across the Alberta Public Service. The role ensures the smooth, compliant, and efficient operation of the branch through proactive coordination, problem solving, and independent decision-making within established policies and procedures.

Responsibilities

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

Administrative Services and Operational Coordination

Provide advanced administrative and operational coordination to support branch by:

-Providing senior administrative support to the Executive Director, including scheduling, document preparation, tracking action items, and preparing briefing materials and reports.

- Supporting the operation of four program units by coordinating administrative case management functions, including maintaining investigation and arbitration files; tracking contractual deadlines; preparing and issuing acknowledgment letters and other correspondence; and ensuring accurate, confidential records management to support timely and effective case work.
- Maintaining branch organizational charts, email distribution lists, and administrative records.
- Coordinating travel, events, P-Card administration, invoice processing, and inter-unit financial transactions.
- Coordinating vendor and contract administration related to branch administrative services.
- Implementing and maintaining branch administrative processes, policies, and procedures aligned with corporate and government-wide requirements.

Onboarding, Offboarding, and Accommodations

Ensure effective coordination of staffing logistics by:

- Coordinating onboarding and offboarding activities for LR & OHS employees, including workspace, equipment, system access, and documentation.
- Liaising with Accommodation, Facilities, IT, and Security to ensure staff are appropriately supported.
- Coordinating accommodation requests for staff across multiple locations and ensuring documentation and follow-up are completed.
- Ensuring offboarding activities are completed, including the return of equipment and access credentials.

Budgeting and Financial Management:

Ensure effective financial management of LR&OHS branch resources by:

- Supporting the preparation of the branch budget, forecasts, and financial analyses in consultation with the Branch and Issues Coordinator and Executive Director.
- Supporting monthly forecasting activities to monitor expenditure trends and identify variances.
- Preparing budget-to-actual analyses reporting.

Ad Hoc Reporting and Client Service

Support branch and program units' operations and service delivery by:

- Responding to inquiries from internal and external stakeholders regarding branch programs, services, and administrative processes.
- Monitoring and coordinating responses to branch email inboxes and other intake channels.
- Researching, preparing, and coordinating ad hoc reports, data requests, and administrative support for branch initiatives.
- Collaborating with other Branch Administrators to address emergent issues and ensure consistent administrative practices.

Problem Solving

Typical problems solved:

- The position regularly addresses complex administrative and operational challenges related to budgeting, forecasting, staffing logistics, competing priorities, and evolving corporate requirements.
- Problems often involve balancing urgent and competing demands, interpreting policies, coordinating across multiple service areas, and ensuring compliance while maintaining service quality for branch leadership and staff.

Types of guidance available for problem solving:

- The LR & OHS Branch Administrator exercises independent judgment to determine appropriate actions, resolve issues within established policies, and escalate matters to the Executive Director when required.
- Problem solving is carried out within a framework of established but diversified guidance, requiring independent judgment to interpret and apply direction appropriately.
- The Executive Director provides high-level priorities, objectives, and risk tolerance, while the Branch Administrator determines the most effective administrative approach to achieve those outcomes.

Direct or indirect impacts of decisions:

- Decisions affect the timeliness and effectiveness of processes and administrative support for LR & OHS staff. Administrative decisions enable or constrain the ability of branch leadership and staff to meet operational and service delivery commitments.

-Administrative delays or errors can impact timelines, resource availability, and the effectiveness of labour relations or occupational health and safety initiatives across the organization.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director and Branch Leadership Team - to provide administrative advice, coordination, and operational support.
- Finance, Human Resources, Accommodations, IT, Facilities, and Security - to coordinate financial, staffing, and infrastructure requirements.
- Other Branch Administrators and corporate service areas - to ensure alignment and consistency of administrative practices.
- Internal and external stakeholders - to respond to inquiries and support branch operations.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Significant experience providing senior-level administrative and financial support in a complex organizational environment.
- Demonstrated experience in budgeting, forecasting, financial monitoring, and administrative process coordination.
- Knowledge of government administrative, financial, and human resource policies and systems.
- Advanced proficiency with office productivity tools (including SharePoint), document preparation, and data 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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<ul style="list-style-type: none"> -Rapidly reprioritizes administrative work in response to urgent LR issues, OHS incidents, or emerging executive requests. -Adjusts administrative plans when staffing, funding, or corporate direction changes, ensuring continuity of branch operations. -Maintains composure and productivity during periods of high pressure, competing deadlines, or organizational change.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards 	<ul style="list-style-type: none"> -Plans and tracks branch administrative deliverables such as budgets, forecasts, onboarding timelines, and reporting requirements.

		<ul style="list-style-type: none"> • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<ul style="list-style-type: none"> -Identifies risks to timelines or deliverables and takes corrective action before issues escalate. -Ensures administrative services support branch priorities and enable leadership to meet operational commitments.
Build Collaborative Environments	○ ○ ● ○ ○	<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 	<ul style="list-style-type: none"> -Facilitates collaboration between LR, OHS, Finance, HR, IT, and Accommodation teams to resolve branch-wide issues. -Ensures stakeholders have shared understanding of administrative processes, timelines, and expectations. -Addresses misunderstandings or friction between service areas early to maintain effective working relationships.
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<ul style="list-style-type: none"> -Redesigns onboarding or offboarding processes to address recurring issues related to access, equipment, or accommodations across dispersed staff. -Brings together Finance, HR, IT, and Accommodations to resolve non-standard administrative problems that fall outside routine procedures. -Identifies gaps or inefficiencies in existing administrative processes and implements practical improvements within policy boundaries.
Systems Thinking	○ ○ ● ○ ○	<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 	<ul style="list-style-type: none"> -Considers how changes to LR or OHS staffing, budgets, or accommodations affect branch operations, service delivery, and

		<p>opportunities</p> <ul style="list-style-type: none"> • 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>corporate partners (Finance, HR, Accommodations). -Anticipates downstream impacts of corporate policy or system changes (e.g., finance or onboarding systems) on branch processes and proactively adjusts administrative workflows. Integrates LR and OHS operational needs when planning administrative support, rather than treating them as separate silos.</p>
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Benchmarks

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

Office Administrator - AS5 (Benchmark 015AS08)
Program Coordinator - AS5 (Benchmark 015AS10)

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

Employee Name	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature