

New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Dir. Strat. Implementation

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:

The Strategic Implementation Director is accountable for the delivery of strategic initiatives and mandate items for the Capital Planning Sector. This includes taking the lead on emergent priorities such as Collegiates, Charters, Francophones, and Childcare Spaces. As head of the Strategic Implementation Branch, the Director is also accountable for taking the lead on alternative project delivery and funding activities, including but not limited to Unsolicited Proposals, P3s, and the Canada Infrastructure Bank. This position oversees the development and management of processes that support broader ministry and government objectives while helping ensure the Government of Alberta (GoA) receives value for funding in the construction and maintenance of school facilities. Collectively, these programs and processes ensure quality and value for investment in supported school facilities.

The Director provides direction to the branch and is a member of the Sector's Management Team. Strong working relationships and collaboration are maintained with business units in the ministry and across Government to establish new and innovative approaches to strategic initiatives, mandate items, and alternative project delivery and funding activities. The position works with a variety of internal and external stakeholders, including other ministry staff, partner ministries, and contractors. The position is a member of the Sector's Management Team.

Responsibilities

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

Program Development And Implementation

- Lead sector responses to new and emergent Capital Planning priorities and programs, such as charter hubs, daycares in schools, etc.
- Direct the development of programs, projects, and policy frameworks to address new and emergent Capital Planning mandates
- Identify and leverage opportunities for program improvement and integration with related programs and evolving stakeholder needs to achieve Ministry priorities.
- Lead the identification and promotion of best practices associated with all unit programs through research and evaluation of existing and emerging best practices, recommending and promoting the adoption of innovative techniques and tools with potential application for the Ministry.
- Direct the development or review of scope, and deliverables for contracts prepared to procure consulting services for specific projects. Monitor outcomes throughout project consultant assignments, ensuring that the scope is adhered to, and that the quality of deliverables provides value to the clients and to the GoA.
- Oversee the integration of strategic initiatives and mandate items with related programs across the ministry for ongoing implementation.

Alternative Financing and Project Delivery

- Spearhead the development and execution of various alternative financing and project delivery programs including:
 - P3 capital programs
 - Federal PCH Francophone program
 - Unsolicited capital proposals
 - Strategic school projects for new and existing educational programs
- Collaborate with Infrastructure and school jurisdictions on P3 Delivery. Ensure compliance with legal, financial, and operational standards. Implement risk management strategies and resolve project-related issues.
- Lead the comprehensive Evaluation of Unsolicited Capital Proposals. Develop criteria for assessing unsolicited proposals. Conduct thorough evaluations of submitted proposals. Provide feedback and guidance to proposers. Make recommendations for proposal acceptance or modification.

Branch and Sector Leadership

- Develop and lead effective teams through direction and mentoring of staff members; encouragement and facilitation of learning and skill development; and development of plans to meet future human resource needs.
- Engage staff and build a culture that embraces innovation and encourages continuous improvements.
- Develop, implement, and monitor Branch operational and communication processes, preparing plans, schedules, and status reports.
- Monitor outcomes achieved by consultant assignments, ensuring the scope and quality of deliverables provide value to the clients and to the GoA.
- Provide consultation and recommendations for issues, opportunities, and challenges associated with Sector programs, including active contribution to business planning and reporting activities.
- Contribute to strategic and business planning and reporting activities at the Branch and Division level.
- Oversee the preparation of action request responses, briefings, background documents, correspondence, and recommendations for consideration by senior Ministry and Government representatives and officials.
- Represent the Branch, Sector, and Division on Ministry, Government, and external working groups and committees with diverse mandates and responsibilities.
- Provide leadership and expertise to cross-ministry special projects, committees, and programs including recommendations to executive management.
- Serve as Acting Executive Director as needed.

Problem Solving

Typical problems solved:

- Considering and addressing program impacts on other areas in the ministry/GoA, or on current policies, processes and methods that might be affected in the short, medium, and long-term. Projects and programs related to mandate items or alternative financing options are typically novel and direct precedent is not always fully available. New approaches, processes and/or data might need to be created and introduced to stakeholders. The Director provides strategic direction and recommendations on future courses of action to executive sector and ministry leaders.
- Addressing problem solving and decision-making processes involving clients, stakeholders, and ministry representatives. The Director must recognize conflicting perspectives and requirements of the parties when leading projects and is required to negotiate sensitive issues with these parties if they cannot be resolved by staff members.
- Assessing and identifying compromises to meet operational, budget, and scheduling targets while maintaining overall integrity of the programs managed within the branch. The Director works with stakeholders to strike a balance between budget, schedule, and deliverables so that the resulting programs will provide value to the GoA.
- Addressing the feasibility of strategies including cost-effectiveness and exploring opportunities for standardization to support the effective and efficient use of GoA resources. The Director also applies a depth and breadth of business knowledge in order to ensure consistent support and advice to all stakeholders. This position is accountable for decisions made within the scope of the Branch.
- Decisions and recommendation include many situations without precedent and require creativity, leadership, and conviction. Decisions must also be consistent and cognizant of the staff impact and longer-term impact of any prescribed changes. Excellent professional judgment is essential given the sensitive nature of information dealt with on a regular basis and the complexity of relationships that exist within the Ministry, other departments, consultants, and stakeholders.

Types of guidance available for problem solving:

- This position functions within the context of established statutes, policies, directives, and guidelines, with key pieces of legislation setting parameters for work including the Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy Act, and various ministry-specific acts and regulations.
- The Executive Director is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as required. However, the position is delegated significant authority and independence to determine approaches to responsibilities and priorities.
- Problem-solving often requires consultation with departmental and government experts in a discipline to ensure that the solutions support optimal functionality.
- Assistance from other senior leaders, consultants or external stakeholders is in the form of discussion and a sounding board.
- The Director's broad knowledge and experience also inform problem-solving, applying lessons learned and leading practices across programs and projects.

Direct or indirect impacts of decisions:

- The Director's decisions will directly impact the efficiency and effectiveness of Alberta's educational infrastructure projects. These decisions shape the educational environment, influence budget allocations, value of capital investments, and affect the department's reputation and stakeholder relations. This include utilization of alternative capital financing options and exploration of strategic initiatives that could be translated into ongoing ministry program or policy directions.
- The Director's decisions directly impact the capacity of the branch to plan and achieve its business goals in line with Ministry priorities.
- As a member of the sector leadership team, the Direct impacts the development of sector plans and priorities.
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Key Relationships

Major stakeholders and purpose of interactions:

- Assistant Deputy Minister (ADM) - As required - Report on ongoing initiatives, provide advice, and recommend solutions to ongoing and emergent issues.
- Executive Director/Sector Directors - Daily - Exchange of information; provide advice related to Branch programs; collaborate on joint initiatives; sustain pathways for communication and information sharing; represent Branch for Sector planning and operations.
- Branch Staff - Daily - Provide overall direction, assign tasks, and confirm priorities to accomplish various Ministry/Division/Sector/Branch goals.
- Leaders in other sectors, divisions, and departments (e.g. Infrastructure) - Exchange information; provide advice and recommend solutions; collaborate to integrate programs and data systems; provide consultation and advice pertaining to branch programs; collaborate on projects and initiatives; communicate and gain commitment to implement program outcomes.
- School Jurisdictions, Charters, Collegiate Schools, and School Associations- Provide leadership and support on mutual projects and initiatives. Act as a primary point of contact for high profile issues, and ensure alignment between program outcomes and government mandates.
- Human Resources (HR), Finance - as required/monthly - Obtain advice, recommendations, and assistance with staffing, interviews, and budget.
- Committees and working groups - lead and or participate as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related degree and/or designation

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

Education and Experience

- Undergraduate degree in a related field (e.g., business, engineering).
- Several years of progressive related experience.
- Project management accreditation (PMP) is an asset.
- Accreditation or membership with relevant industry organizations is an asset (AAA, APEGA, etc.).
- Experience managing cross functional teams consisting of both direct and indirect reports.
- Experience in the management of projects and program development initiatives.
- Extensive experience supervising and mentoring staff, including commitment to team building, coaching, and developing staff capacity
- Experience with capital planning priorities and processes for the provincial education system, and associated issues/challenges.
- Demonstrated ability to develop and maintain a technically and managerially complex program.

Competencies and Knowledge

- Highly developed written and oral communication skills, including extensive experience in writing (e.g. Briefing Notes, white papers, etc.), as well as developing and delivering presentations.
- Knowledge of Education and GOA capital planning priorities and processes for the provincial education system
- Knowledge of current and emerging issues associated with designing, building, financing, and maintaining schools, along with associated trends and issues at the provincial, territorial, national, and international levels.
- Sound knowledge of the diverse client and stakeholder communities, including relevant and specified organizations, committees, advisory groups, and senior representatives.
- Sound professional judgement to ensure decisions will address the primary needs as well as potential unanticipated consequences and reduce the risks of unanticipated challenges or difficulties.
- Conceptual, critical thinking, and analytical skills to analyze a variety of inputs; synthesize diverse information; and make decisions that are aligned with Ministry and Government business plan goals.
- Breadth and depth of knowledge of applicable legislation, regulations, Ministerial Orders, policies, and

guidelines (e.g. *School Act; Closure of Schools Regulation; Capital Borrowing Regulation; Disposition of Property Regulation; Municipal Government Act; Memorandum of Understanding with Alberta Infrastructure; School Capital Manual; Provincial Capital Plan; Freedom of Information and Protection of Privacy Act*), as well as legislation of other departments that impact sector operations.

- Comprehensive knowledge and understanding of ministry business plan goals, priorities, and strategic issues associated with school capital planning/delivery..
- Awareness and understanding of business, operational, financial, and human resource planning and accountability processes used in the Ministry and the GoA.
- Keen awareness of the political environment within which the Ministry operates and of Government decision-making processes.
- Strong project management skills to direct and properly resource the projects undertaken by the section and skills to deliver results within tight timeframes and lead cross-functional teams involved with diverse initiatives and projects.
- Exceptional negotiating, coaching, and leadership skills to effectively engage, influence, and motivate action with a diverse and demanding group of internal and external stakeholders and to promote innovation.
- Ability to evaluate technical recommendations and options to make effective decisions on behalf of GoA.
- Interpersonal and relationship management skills to collaborate and negotiate with diverse clients, partners, and stakeholders having varied and occasionally conflicting perspectives, requirements, and priorities; represent the Ministry and Government on committees and teams involving multiple stakeholders and sensitive strategic and/or political information.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Integrate the diverse work of the branch and apply a systems thinking approach to consider and plan for any impacts on other areas in the ministry/GoA/education system, or on current policies, processes and methods that might be affected in the short, medium, and long-term.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Collaborates with a variety of internal and external stakeholders, including other ministry staff, partner ministries, and School Jurisdictions to establish new and innovative approaches to business needs. This includes recognizing conflicting perspectives and requirements of the parties. The Director is required to negotiate sensitive issues with these parties if they

			cannot be resolved by staff members.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>The Director must be proactive in the development of programs and initiatives. Typically this work is conducted with minimal supervision and only broad direction to meet mandate goals. The Director must be able to direct a team to meet aggressive timelines by proactively addressing challenges, and removing barriers to collaboration.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Develops standards and processes for multiple emergent programs and initiatives, often under extreme timelines. This work must be done cognisant of the need for flexibility to evolve with future demands. The Director must take a proactive, forward-looking approach to address challenges including integrating changes to stakeholder needs and political direction. Some challenges are 'known', but many are 'unknown' due to changes in mandates and priorities.</p>