

## 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

and funding to provincial sport organizations. The Ministry outcomes and objectives of Alberta Tourism and sport related to the Sport Physical Activity and Recreation Branch guide their activities with alignment to Federal-Provincial/Territorial (FPT) commitments. The incumbent will use a high level of interpersonal and organizational skills in working with volunteers and committees; local, provincial and national sport organizations, agencies, and educational institutions.

## Responsibilities

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

### 1. Program Management

The incumbent will plan, coordinate and evaluate programs and services to meet the needs and expectations of the Alberta sport community within the scope of the ministry business plans and FPT commitments.

#### Activities:

- The incumbent will impart a transfer of knowledge to provincial sport organizations related to organizational effectiveness, governance, policy development and mechanisms to support the creation of the safe and welcoming sport environments. Such transfer of knowledge will be based on substantial practical experience applying extensive knowledge of the sport delivery system and the needs of Albertan's provincial sport organization's volunteers and staff.
- Based on guidelines and expectations established by the Sport Physical Activity and Recreation Branch the incumbent will participate in the review of policies, business plans and accountability reporting from provincial sport organizations and provide analysis to inform unit recommendations for the ministry for funding and accountability processes.
- The incumbent will conduct client-centered evaluations of existing policies and practices to develop strategies for the future direction of those programs and events.

### 2. Policy Support and Implementation

Working within existing policies, and having the knowledge of current and emerging issues, combined with extensive experience in the area of sport development, organizational effectiveness and good governance, the incumbent will develop policy recommendations for approval by senior management to further enhance the Alberta sport delivery system foster safe and welcoming sport environments for Albertans.

#### Activities:

- Based on guidelines and expectations set out by the Alberta Government, and the Sport Physical Activity and Recreation Branch, the incumbent will ensure that all funds allocated by the ministry are properly utilized.
- The incumbent will plan and work with the provincial sport organizations involved in the respective programs.
- The incumbent will provide analysis to manage operational issues as they arise, and will recommend changes to guidelines and policies for the approval of senior management.
- The incumbent will collaborate with other provincial/territorial counterparts, local, provincial and national sport organizations to develop and implement business practices or systems for the benefit of sport development in Alberta.

### 3. Partnership Development

Through an understanding of the business implications and benefits of developing partnerships with other governments, departments, boards and agencies and within the Division, the incumbent strives for more efficiencies and effectiveness in the sport delivery system.

#### Activities:

- The incumbent will develop partnerships by providing facilitation, consultation, and guidance to provincial sport organizations in a liaison role and other sport delivery agencies such as local, national sport organizations and educational institutions.
- The incumbent provides a multi-sport perspective gained through extensive experience within the sport delivery.

### 4. Supervision and Coordination

Utilizing strong interpersonal and organizational skills, the incumbent will coordinate efforts of staff and volunteers related to their assigned tasks.

#### Activities:

- The incumbent will identify the human resources needs for volunteer committees or work groups and coordinate their roles and responsibilities.

- The incumbent will provide direction in the selection of volunteer committee or work groups members, provide proper orientation and coordinate their activities.
- The incumbent will support the orientation of volunteers with respect to the duties and responsibilities
- The incumbent will appraise and provide feedback regarding the performance of various volunteer committees or work groups.
- The incumbent may participate in the interview and selection process of potential practicum students required.
- Assume acting responsibilities of the Unit Director when assigned.

#### 5. Financial Administration

Administers program and grants budgets of the Sport Physical Activity and Recreation Branch to ensure that expenditures reflect the purpose of the business plan and support the overall operation of the unit.

##### Activities:

- The incumbent will exercise independent decision-making in determining the various needs and will be responsible for recommending budgets allocations for specific programs.
- The incumbent will exercise fiscal responsibility and utilize their knowledge of necessary financial policies in operating within allocated program budget.
- The incumbent will review and administer the funding and accountability processes on behalf of the unit, including informing and advising clients as to the policies and procedures for applications; processing results of ministry decisions including reports, letters, appeals and requests for grant payments; and the recording of financial accounting of projects having received funding.
- The incumbent will monitor program and grant budgets accurately and reconcile with expenditures to remain within prescribed allocations.

#### 6. Leadership Development

The incumbent will support knowledge, skill and leadership development opportunities for provincial sport organization leaders and program stakeholders to enhance their effectiveness and enable them to be resourceful within their community, region or organization.

##### Activities:

- The incumbent will facilitate information and awareness opportunities to assist provincial sport organization volunteers and staff in emerging issues in sport delivery.
- Through consultation with stakeholders, the incumbent will identify training priorities and will participate where appropriate in developing, implementing and/or promoting new learning opportunities for the sport, physical activity and recreation sector.
- The incumbent will develop and maintain a high level of professional or volunteer contacts to keep up-to-date on resources and information from national multi-sport service organizations including Sport Dispute Resolution Centre Canada, Canadian Centre for Ethics in Sport, Coaching Association of Canada and other expert sport, physical activity and recreation stakeholders.
- The incumbent may assist in the training and mentor student practicum placements in the area of sport development projects as required.

#### 7. Business Operations

The incumbent will use their extensive experience and knowledge of sport delivery systems to provide advice or recommendations to senior management within the unit to effectively resolve current or emerging issues.

##### Activities:

- Using program knowledge and experience, the incumbent prepares program recommendations for senior management
- The incumbent works closely with colleagues and management to develop strategies for current and future program initiatives, providing the basis for on-going unit business plans.
- Using extensive knowledge and analytical skills, the incumbent will provide background and recommended responses on behalf of senior management with the ministry and elected government officials.
- The incumbent will participate on inter-provincial committees or focus groups to facilitate on-going sport development, planning or policy creation.

### Problem Solving

Typical problems solved:

- With the objective of attaining a coordinated development of effective policies that support the

development of the sport delivery system from the community and provincial level with understanding the national level alignment, the position must analyze complex, multi-level issues in order to develop integrated policy recommendations for approval by senior management.

- The position is also tasked with multiple assignments requiring the ability to provide advice and leadership to a wide variety of organizations, leaders, athletes, coaches and officials within various working environments including large and small teams, inter-sector partnerships and committees, and as a team leader and as a team member.
- The position's tasks have varying timelines and pressures, and time management, and the ability to make quick and thoughtful recommendations, is a significant factor.
- The position requires the analysis and evaluation of current programming and the development and implementation of new programs that align with harmonized approaches of Federal-Provincial/Territorial commitments.

Types of guidance available for problem solving:

Use of established provincial sport organization funding and accountability processes, training/orientation tools and resources to support the enhancement of organizational effectiveness, good governance and sport organization policy development.

- On-going engagement with provincial sport organization stakeholders to support the development and implementation of new initiatives to enhance the sport delivery in Alberta.
- Discuss and provide comparative practice examples of organizational effectiveness, good governance and sport organization policy development from various provincial sport organizations and other jurisdictions.

Direct or indirect impacts of decisions:

- Develop and sustain collaborative network with principle sport partners
- Nurture and support a strong, professional relationship that is understood by the provincial sport organizations participating in the operating grant programs
- Demonstrate a sense of purpose and responsibility among the partners for the successful implementation of new initiatives related the FPT pan-Canadian priorities.
- Share the passion for sport through a collaborative and shared experience by motivating and inspiring volunteers and staff involved in programs and initiatives.

## Key Relationships

Major stakeholders and purpose of interactions:

- Provincial Sport Organizations (PSO) - Executive Directors are primary liaisons.
- Sector Development Unit staff for overall implementation of funding and accountability reporting and organizational supports.
- Sport Physical Activity and Recreation Branch staff for overall business planning and program development development related branch and division activities.

## 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:

Sport, physical education, recreation or a program with a focus on sport administration

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

- A minimum of 5-6 years of related experience in the area of sport administration is required.
- Demonstrated experience working with local, provincial and/or national sport organizations.
- Understanding or experience in creating safe and welcoming sport environments is an asset.
- Analytical skills, business writing, presentation skills and facilitation experience are essential.
- Experience coordinating and facilitating small and large meetings or teams.
- Provide a wide range of services such as technical expertise, promotion, conflict resolution and guidance to provincial sport organizations as well as groups and individuals concerned with sport development.
- Experience with business planning, strategic plan development and budgeting.
- Experience with the review and assessment of grants including analysis of accountability reporting, including financial statements will be an asset.
- The ability to work within a team environment, or as team lead, is necessary.
- Ability to deal with a wide variety of clients, attitudes and sensitive situations.

- Be flexible and adaptable within a complex, diverse and rapidly changing environments;
- Experience managing multiple projects or tasks and working with tight times lines;
- Working knowledge of Microsoft 365 in a Windows environment;
- Valid drivers license and availability to travel.

### 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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <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> <li>• Recognizes and appreciates others</li> </ul>	Supports partnerships across the organization Communicates clearly and consistently Fosters cooperative environments to achieve goals Maintains trust and confidentiality
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Learns from mistakes and interpersonal interacts Guides individual or team to solution while exhibiting professionalism
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Analyzes information and ongoing reporting to create insight in development of education and awareness of emerging issues in support of potential policy development
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"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> </ul>	Plans and facilitate committees or work groups activities related to emerging issues.

		<ul style="list-style-type: none"> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>
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**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