



and tracking project mandates and activities, including resources, deliverables, measurement indicators.

This position is critical to the effective and efficient organization, tracking and delivery of strategic and operational initiatives.

This position has a spending authority of \$5,000.00.

## **RESPONSIBILITIES**

1. Leads, coordinates and monitors a wide variety of Strategic initiatives and business tasks/processes and projects for the Management team within Stakeholder Services.
  - Strategic and operational planning coordination and support to ensure timelines are met, cross unit and divisional communications are in place and management is updated
  - Documenting updates and changes for work plans and where necessary drafting recommendations for expansions to strategic/corporate initiatives
  - Coordinate responses for the quarterly updates and providing management with necessary documents for Stewardship meetings
  - Policy, procedure and program development monitoring, tracking and ensuring resource requirements are allocated
  - Business analysis and process improvement
  - Coordinate and track legislative changes; Governance Council, AWCBC, interjurisdictional and Ministerial requests to ensure that resources are assigned and timelines and deadlines are developed and met
  - Assists the Director, Claims in analyzing, monitoring and tracking factors and trends impacting claims costs
  - Budget support and development for VP and Directors within SS
  - Develop and maintain comprehensive tracking tools for the Stakeholder Services division. Audit (internal and OAG) coordination, review, response and inquiries
  - Identify issues and provide recommendations to the Senior Management team on resolution options
  - Emergency management planning and coordination for administrative services within the division
  
2. Working with the Stakeholder Services Senior Management team coordinates cross unit E-Business and administrative support and services
  - Monitors all e-business initiatives to ensure that cross unit input is provided
  - Coordinate meetings, including preparation and provision of minutes and necessary background information
  - Reviews all incoming documents for Senior Management and prioritizes action
  - Develop and monitor tracking tools
  - Develop cross training and back-up support schedules for Stakeholder Services Administrators

- Provide back-up support to Administrators when required
  - Ensure the effective roll-out of any new process, tools or templates
  - Tracks legislative appointments
  - Leads the records management process in accordance with ARCS/ORCS
  - Provides direction and mentoring as required to Stakeholder Services administrative staff
  - Monitors unit budgets
3. Assists the Vice President, Directors, and Managers in preparing and monitoring the Stakeholder Services budget.
- Monitors the outcome of strategic initiatives to forecast upcoming financial or human resources for inclusion in upcoming budgets
  - Complete Visa reconciliation and budget variances for the Vice President and provide support to the Director's as required
4. Working with the VP enhance stakeholder service communications
- Assist in the development of a project plan and project schedule to
  - Coordinate the establishment of a cross divisional working group
  - Implement, monitor and communicate project plan updates
  - Establish a post implementation plan to ensure effective communications are continually maintained within Stakeholder Services

Other duties, as required.

### **WORKING CONDITIONS**

#### **Physical Demands**

As typically associated with an office position.

#### **Environmental Conditions**

As typically associated with an office position.

#### **Sensory Demands**

As typically associated with an office position.

#### **Mental Demands**

As typically associated with an office position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Project management/coordinator experience
- Strong research, problem solving, analysis, planning coordination, monitoring, and assessment skills
- Proven ability to influence and lead initiatives in a public sector environment
- Excellent communication skills with demonstrated ability to effectively communicate and manage relationships
- Exceptional organizational skills with meticulous attention to detail.
- Strong research abilities
- Knowledge of budget, and financial procedures
- Strong computer skills in word processing, database, spreadsheet and presentation software
- Lean process knowledge is an asset

### **Typically, the above qualifications would be attained by:**

- A degree in business administration or business management or a related discipline;
- 5 years of progressive related experience in a project coordinator/project management role supporting senior executives.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applicable)**

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

### **Aboriginal language: To choose a language, click here.**

- Required
- Preferred

**CERTIFICATION**

**Title:** Coordinator, Stakeholder Services Strategic Support

**Position Number(s):** 97-9700

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**