

## LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
<b>Organization:</b>	OGD
<b>Program:</b>	Government of Alberta
<b>Title:</b>	Senior Program Assistant, AB
<b>Job Description Type:</b>	Unique
<b>Job Description Number:</b>	202
<b>Group &amp; Level:</b>	Le-A3
<b>Decision Number:</b>	14888
<b>Job Code:</b>	500466
<b>This job description is already evaluated and should not be modified.</b>	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
The Government of Alberta is responsible for the effective and efficient management and operations of the program through the provision of high quality of services to the Government of Alberta's government.

CONTEXT & PARAMETERS
The position is a <b>senior administrative support- level position</b> for the Alberta Investment and Trade Program.
The position typically reports to a Senior Commercial Officer or higher.

KEY ACTIVITIES	
<b>Primary Role</b>	<p><b>Provides coordination and administrative services in support of the Alberta Investment and Trade Program in a mission or for multiple missions. In addition may provide Executive Assistant services for an Alberta the senior in-market representative.</b></p> <p>This includes providing database requirements, travel arrangements, corporate gift purchases, ordering and distribution of promotional materials, office supplies, newspaper or magazine subscriptions and list of upcoming events (e.g. industry missions, conferences, seminars, commercial events etc.). In addition to building relationships and initiating/negotiating with local officials, planning and organizing government/business meetings for the senior in-market representative.</p>
<b>Advice &amp; Recommendations</b>	<p>Provides advice regarding office supplies orders to ensure that they are sufficient for the expected daily operations. Also makes recommendations on project needs, governance, product performance, and compliance with regulations.</p> <p>Provides recommendations regarding administrative and technical support needs that are required to be provided by other sections of Embassy. Also advises other members of the Embassy or HQ of the program needs on developing issues, work delivery expectations, briefings requirements, and participation or roles in other initiatives.</p> <p>Advises clients on strategies for resolving business or market access problems, local customs, culture, business practices, logistics and etiquette.</p>
<b>Documents and Services</b>	<p>Drafts expense claim documents and routine financial documents in accordance with departmental regulations, which includes maintaining records of expenditures and maintaining records of receipts, disbursements and fund balances. Also enters, maintains and updates databases of local contacts.</p> <p>Compiles and reports on the results of the research in the pre-developed format. Also maintains appropriate supplies of Alberta brochures and other promotional materials</p> <p>Drafts letters, e-mails, tables, presentations, reports and memoranda as appropriate. Also prepares financial claims such as hospitality or travel for the program activity, project and/or program manager, guest lists, writing invitations, recording replies to invitations and calling where</p>

	<p>replies not received, makes guest list for hospitality diaries when required for program manager or activity.</p> <p>Evaluates the program activity or project on a regular basis and provides a report to program manager and/or HQ officials. Also prepares outreach activities to provide a forum to display or discuss the goals and objectives of the program with other sections of the Embassy, officials at other Embassies, or interest groups.</p>
<b>Research &amp; Analysis</b>	<p>Researches for information, market intelligence, trends and opportunities on the needs of local investors, researchers and other business contacts to develop effective relationships with key stakeholders involved to promote Alberta investment and commercial opportunities as required.</p> <p>Researches and analyses the implications of new Departmental or Mission guidelines and establishes new procedures and practices in relation to program administrative requirements.</p> <p>Researches internal and external sources of information for use by the program or project, collects, clips, sorts, analyzes material and makes independent judgments as to sources, utility and appropriateness.</p>
<b>Networking &amp; Alliance Building</b>	<p>Maintains contacts with local representatives to ensure the Mission's compliance with procedures and regulations, and to obtain early notification of impending changes.</p> <p>Acts as first point of contact for a wide range of individuals, correspondence, and personal enquiries.</p> <p>May need to engage with high level senior government and business leader's Executive Assistants to negotiate meetings and provide Alberta's general mandate for securing high level meetings etc.</p>
<b>Communications &amp; Client Services</b>	<p>Responds to individuals orally or in writing regarding routine enquiries, and passing important/difficult ones on the manager or other officer in the section or Embassy.</p> <p>Provides liaison and serves as point of contact to respond to requests for general program information to improve awareness and knowledge by clients.</p> <p>Provides guidance and any required training for other users of any specialized database or on-line system associated with the program activity or project.</p>
<b>Committees &amp; Working Groups</b>	<p>Participates and Support working groups with meeting, events, schedules or travel coordination; including administrative coordination and logistics, information retrieval, document and file processing and maintenance.</p> <p>Intercedes on behalf of the program manager or program activity with others when direct involvement is not required by the program manager or other senior Embassy official.</p>
<b>Supervision/Management Responsibilities</b>	<p>Provides logistics coordination in collaboration with colleagues for business events or high level visits of the Alberta Premier/ministers, provincial/municipal government Officials, and senior executives as required, as well as Officials and senior executives' visits to Alberta as required.</p> <p>Organizes meetings, visits, travel, transport, hospitality (calls, responses, reservations, tickets, agendas, refreshments) for the program manager or related to the program activities.</p> <p>Coordinates the section's participation in the assigned project or program activity and collaborates with other sections in the Embassy, other Canadian missions, sections at Headquarters, local federal government officials, and/or private sector representatives as required.</p> <p>Coordinates financial reports on the activity/project with other sections in the Embassy, or divisions at HQ, communications on the program activity or project on behalf of the section or Embassy as required, and the work related to any contracts required for the program activity/project and ensures the contract obligations are met. Also tracks</p>

	and coordinates the project or program manager's budget and ensures departmental and Embassy regulations and procedures are followed.
<b>Other Duties</b>	May be required to translate documents and/or interpret for CBS staff.

<b>WORKING CONDITIONS</b>	
<b>Physical Effort</b>	The work requires many hours sitting in an office.
<b>Psychological Effort</b>	The work requires a fair level of focus while reviewing documentation (requests, legal documents, etc.) and conducting data entry. The work is also subject to fluctuating and conflicting priorities and unpredictable demands or issues.

<b>AUTHORIZATION</b>	
Head of Mission (HOM)	_____ Signature <span style="float: right;">Date</span>
Program Manager	_____ Signature <span style="float: right;">Date</span>