Multiple Positions (Program Services)
Program Services 2, 3 and 4

Alberta Municipal Affairs, Edmonton.

Alberta Emergency Management Agency (AEMA)

The Alberta Emergency Management Agency (AEMA) leads the coordination, collaboration and co-operation of all organizations involved in the prevention, preparedness and response to disasters and emergencies. This ensures the delivery of vital services during a crisis. These organizations include government, industry, municipalities and first responders. The Alberta Emergency Management Agency is accountable and responsible to our government, to Albertans, to their communities and to industry for the protection of people, their property and the environment from the effects of emergency events. To learn more about AEMA please visit: http://www.aema.gov.ab.ca

Our Workplace. Your Future. Come Work For Us.
http://www.paomultimedia.gov.ab.ca/performance/premier/awards_video.wmv

Municipal Affairs has a number of vacancies within the Program Services stream that you need to explore.

Program Services roles involve applying theoretical knowledge and program know-how to deliver or develop provincial programs and/or policies within a social science framework. In the strategic development of programs and policy, positions may be involved in: providing advice, leadership, facilitation, stakeholder consultation, evaluation, planning, research, and analysis and interpretation of policies and programs. Research work in this stream involves adapting and using appropriate research methodologies, analyzing data and statistics, using economic or other modeling, managing social or economic databases, or leading research projects.

Positions you typically see within this stream are:

Policy Analysis

Supporting excellence in policy development is an important aspect of your role. You provide direction and support by owning the process, application of resources and implementing the final policy product.. Policy comes in various forms: broad policy which enunciates government-wide direction; specific policy for a particular sector or issue-area; and operational policy to guide decisions on programs. In policy development, you assist your team in the research, analysis, consultation and synthesis of information to develop and evaluate policy options.

Typical Duties:
• Prepare a policy development process plan.

• Develop and monitor the policy development plan to ensure successful completion of the activities within the set schedule.

• Development of briefings and approvals with senior management and the Minister, including briefing documents, presentations and reports.

• Analyzing data, developing and assessing options, conducting stakeholder consultations and other key aspects of the development process.

• Establish and maintain regular communication with policy stakeholders within the ministry and within other ministries as required.

Program Support/Development

Program support/development involves providing a variety of provincial programs in fulfillment of the department's vision and mission. The success of each program is measured in terms of benefits, which might include increased revenues, decreased costs, reduced wastage or environmental damage, more satisfied customers, or providing a better service to the community. Program support/development encompasses all of the activities involved in implementing, maintaining, assessing ensuring accountability and enhancing a provincial program. Those involved in program development/support understand related business constraints and determine the processes required to achieve results.

Typical Duties:
An excellent resource in program management will have a deep understanding and ability to accomplish the following:

• Assist in the strategic direction for the program, in alignment with the Ministry's vision, goals and objectives.

• Develop and monitor performance indicators to determine the health and progress of the program in the most vital areas.

• Assist in program delivery across the province, providing expertise allowing for appropriate integration of services

• Resolve program compliance issues in consultation with operations management and program delivery staff.

• Continuously research and develop new capabilities, and systemically introduce enhancements to the program.

• Supervise staff performance, develop team work plans and support development (specific to Grant Compliance position)

Research Analysis

Supporting quality in policy development is an important aspect of your role. You provide support by owning the research and analysis process. Research comes in various forms: qualitative and quantitative; analysis; objective and subjective. In policy development, you assist your team in the research, analysis, consultation and synthesis of information.

Typical Duties:

• Develop and monitor the research and analysis plan to ensure successful completion of the activities within the set schedule.

• Development of briefings and approvals with senior management and the Minister, including briefing documents, presentations and reports.

• Analyzing data, developing and assessing options, conducting stakeholder consultations.

• Establish and maintain regular communication with policy stakeholders within the ministry and within other ministries as required.

Why do so little when you can join our team and do so much! Apply today!

Positions available within AEMA:

Program Services 2:

• Procurement/Contract Coordinator (Permanent)

• Redesign Analyst (Temporary)

• Jr. Project Coordinator (Temporary)

• Data Coordinator (Temporary)

• RP Writer (Temporary)

Program Services 3:

• Jr. Analyst, Legislation and Operational Policy (Permanent)

• Jr. Analyst and Business Planning (Permanent)

• Stakeholder Relations Coordinator (Permanent)

- Lessons Learned Coordinator (Permanent)

- DRP Operations Planner (Permanent)

- Business Continuity Planning Officer (Permanent)

- Case Manager (several positions) (Temporary)

- Issues Coordination Assistant (Temporary)

- Program Analyst, DRP Coordination (Temporary)

- Business Analyst (Temporary)

- Information Management Project Coordinator (Temporary)

- Appeals Coordinator (4 positions) (Temporary)

Program Services 4

- Senior Analyst, Legislation and Operational Policy (Permanent)

- Emergency Management Exercise Developer (Permanent)

- Evaluation Coordinator (Temporary)

- Senior Appeals Coordinator, MD Appeals (2 positions) (Temporary)

- Case Manager Team Lead, Residential South (Temporary)

- Case Manager Team Lead, Residential North (Temporary)

- Case Manager Team Lead, Municipal/First Nations South (Temporary)

- Senior Program Analyst, DRP Coordination (Temporary)

- Senior Redesign Analyst (Temporary)

- Senior Business Analyst (Temporary)

Salary: Program Services 2: $ 2,204.25 to $ 2,891.46 bi-weekly. Program Services 3: $ 2,524.91 to $ 3,311.86 bi-weekly. Program Services 4: $ 2,707.94 to $ 3,549.74 bi-weekly. Closing Date: Open until filled. Job ID # 1032966.

Qualifications: Please use your cover letter to tell us the specific position(s) of interest to you. Resumes without a cover letter and position(s) of interest specified will not be considered.

Program Services 2:
University graduation in a related field; or equivalent (1 year of education for 1 year of experience; or 1 year of experience for 1 year of education).

Program Services 3:
University graduation in a related field plus 2 years progressively responsible related experience; or equivalent (1 year of education for 1 year of experience; or 1 year of experience for 1 year of education).

Program Services 4:
University graduation in a related field plus 4 years progressively responsible related experience; or equivalent (1 year of education for 1 year of experience; or 1 year of experience for 1 year of education).

Competencies are the foundation for our talent management programs, including hiring decisions. We encourage you to find out more about the Alberta Public Service Competency Model and have an in depth understanding of the competencies required for these opportunities by following the links below:

• http://www.chr.alberta.ca/learning/apscompetencies/aps-competency-model.pdf

• http://www.chr.alberta.ca/learning/apscompetencies/apscomp-self-assessment-questionnaire.pdf

• http://www.chr.alberta.ca/APSCompetencies

It is essential to be prepared to demonstrate the required competencies throughout the recruitment process.

Position classification is currently under review. This competition will be used to fill a variety of permanent and temporary salaried opportunities within the Government of Alberta. Secondment opportunities will be considered. This competition may be used to fill current and future vacancies across government at the same or lower classification.

What We Offer:
• Comprehensive benefits plan: http://www.chr.alberta.ca/employees/DocList122.cfm

• Pension plan: http://www.pspp.ca/

• Leadership and mentorship programs

• Professional learning and development

• Positive workplace culture and work-life balance

Online applications are preferred. If you require more information regarding this posting, please contact our office at 780/427-4860. If you apply online, please quote the Job ID and address your cover letter and resume to Human Resources and ensure that they are submitted as one file. If you are unable to apply online, please submit your cover letter and resume, quoting the Job ID, to: Alberta Municipal Affairs, Human Resource Services, 18th floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4 or Fax: 780/422-0214. Applicants who apply online will be able to track the status of this competition.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) http://eae.alberta.ca/labour-and-immigration/overview-of-immigration/international-qualifications-assessment-service.aspx. It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for assessment will be contacted.

Please continue to check jobs.alberta.ca for all career opportunities with the Government of Alberta.

www.jobs.alberta.ca