# New

Ministry

| Health |

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

| Director, Ind. Program Implement. and Data Sharing |

Requested Class

| Senior Manager (Zone 2) |

Job Focus

Supervisory Level

pervisory

Agency (ministry)

| Health |

Division, Branch/Unit

| Indigenous Health Partnerships and Collaboration |

☐ Current organizational chart attached?

Supervisor's Position ID | Supervisor's Position Name (30 characters)

| Executive Director, PAC |

Supervisor's Current Class

| Executive Manager 2 |

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

The Government of Alberta is committed to a diverse and inclusive public service that reflects thepopulation we serve to best meet the needs of Albertans. Consider joining a team where diversity,inclusion and innovation are valued and supported. For more information on diversity and inclusion,please visit: https://www.alberta.ca/diversity-inclusion-policy.aspx .

The Ministry of Health is building a more resilient and sustainable health care system that cansupport Albertans getting care when and where they need it, while responding to system-wide healthchallenges, improving health outcomes and maintaining fiscal responsibility. The ministry supportsAlbertans' health and well-being throughout their lives by protecting public health services, planningcapital infrastructure, supporting innovative information management and technologies, regulatinghealth care and funding the health system.

The Department of Health establishes the Government of Alberta's strategic direction for healthincluding advising government on health policy, legislation and standards, public health concerns,monitoring and reporting health system performance, setting policies and priorities for theelectronic/digital health environment, providing oversight and ensuring accountability across thehealth system.

For further information, visit the ministry website at http://www.health.gov.ab.ca

## Responsibilities

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

### Role Responsibilities

Reporting to the Executive Director, the Director, IPADS will be responsible for managing a team to coordinate IPADS projects, programs and initiatives for the department. The team will work together with Indigenous health leaders to develop health-related projects, and to incorporate Indigenous perspectives into policies, and regulatory changes. You will provide leadership, vision, and oversight for all aspects of the management and operation of the team. As Director, you will collaborate with First Nations, Métis, and Inuit peoples and Indigenous supporting organizations, as well as stakeholders, including First Nations and Inuit Health Branch within the Government of Canada, to build and sustain partnerships that facilitate an effective work environment, advance strategic initiatives, ensure effective information management, and training capacity. With your leadership approach, you will commit to partnering with Alberta's Indigenous people in pursuit of reconciliation, inclusion, and opportunity. You will provide timely advice to the senior leadership team and work with the division and ministry to collaborate, develop and build strong relationships with Indigenous communities and organizations.

## Problem Solving

Typical problems solved:

The Director leads high level, operational activities, is accountable for delivering critical tactical functions, and must work with senior staff in the division to design and ensure implementation of project plans are sustainable and transparent. The position ensures that information is effectively organized, communicated, and documented using appropriate government business processes.

The problems solved by the position are often politically sensitive and do not have a clear solution or process. The Director is responsible to establish systems to deliver the constantly evolving and often times competing priorities of organizational and legislative changes while supporting staff, clients, Indigenous communities, and government stakeholders.

The position advises the Executive Director of Partnerships and Collaboration of any issue that may require further personal attention or action, proposes solutions, and implements required changes. The Director is expected to work with internal and external stakeholders to navigate competing priorities and advance program projects connected to government initiatives.

The position requires leadership skills to influence performance of unit staff and to effectively influence up and across into other areas of government. It is essential that the incumbent works collaboratively with team members and colleagues and that they understand the mechanics of government's decision-making processes, including the roles and responsibilities of staff in all areas of government.

Under the leadership of the Executive Director, and ADMO, the position oversees the delivery of regulated services, and contributes to the development of strategies, initiatives and programs that support excellent service delivery and promote Indigenous perspectives.

The position is expected to ensure Managers have their staff with up-to-date performance agreements in place with clearly defined and measurable objectives. Quarterly reviews must be completed with each Manager. Overseeing that staff are motivated and trained to provide excellent operational, and program supports and understand departmental goals, objectives, requirements, and the changes in direction through open lines of communication.

The role provides proven leadership, team building and coaching skills, with the ability to support a high-performing team that achieves results through an evolving mandate, despite multiple time-sensitive competing priorities and despite managing issues that are often technically specialized.

Conflicts involving staff members are are overseen, addressed promptly and resolved by the Manager in accordance with government policies, or otherwise escalated to the Director for further action

New and/or changing legislation/policies at the federal, provincial, and municipal level are a facet of the job. This requires the ability to quickly understand and adapt new practices to implement the changes in a manner that meets the expectations of the ADMO.

The incumbent must have the ability to act decisively and confidently, while balancing the opinions and priorities of Albertans, Indigenous Communities, and the Ministry.

Types of guidance available for problem solving:

The Director of IPADS Implementation is guided but the Government of Alberta, Ministry and Branch area policies and directives. Within those parameters, the Manager must evaluate options and provide direction independently to meet the position's accountability.

The position is supported by the other Director of the Branch, Executive Director, and Assistant Deputy Minister, with advice and direction given primarily by the Executive Director.

Guidance is available for problem solving from a variety of sources. Depending on the nature of the problem or project, the Director may consult with the other Director, EDO, other managers in the Branch, Finance, Legal Services, Communications, Human Resources, staff from the ADMO, and/or staff in other divisions.

Direct or indirect impacts of decisions:

The Director of IPADS Implementation will report to the Executive Director, and oversee 2 units, including 2 Managers and their staff in the unit.

Sound decision making coupled with appropriate operational planning and implementation leads to effective service delivery. Leading a sound operational planning process results in clear expectations and a productive work environment aligned with the Divisions goals.

Appropriate handling of Human Resources issues is a critical arena. Congruent, consistent, and fair HR practices are a key to achieving positive business results.

This position is responsible for the timeliness and quality of advice and information provided to internal and external stakeholders.

Advice provided by the Director and their team has a significant impact on the effectiveness and applicability of department programs and operations.

The Director is relied upon to lead operational development on key government initiatives impacting the department, as well as to provide strategic advice and information to the Executive Director and ADMO, and project partners within Health and other departments. Data, recommendations, and information provide by the position have considerable influence on the critical decision-making by senior leadership and elected officials. Ultimately, these decisions have the potential for significant impact on Ministry representatives, stakeholders, and partners in terms of policies and the allocation of resources. In turn, this has an impact on all Albertans who interact with the programs and services provided through the Ministry.

## Key Relationships

Major stakeholders and purpose of interactions:

Daily Interaction
· Managers - To provide work assignments and support in monitoring workload within the team.
· Executive Director, daily strategic direction, immediate supervisory direction, and project assignment.
· Other branch staff - advice, exchange information, joint projects, promote ideas, problem solving.


Weekly
· Other Government departments - Address issues with the service platform, exchange information, identify opportunities.
· Community Partners - Exchange information, provide advice, develop plans, collaborate on initiatives, identify opportunities, maintain awareness of emerging issues, implement standards and solutions.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Equivalencies will be considered.

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

**Qualifications**

A University degree in a related field (e.g. Health, Public or Health Administration, IndigenousRelations, Commerce, Economics, and Business Administration) supplemented by a minimum ofseven (7) years of progressively responsible supervisory experience is required.

Related experience or education may be considered as an equivalency one-for-one for one basis of:
1 year of education for 1 year of experience; or
1 year of experience for 1 year of education.

Required experience includes:
Demonstrated knowledge of strategic planning and policy development
Proven track record of building strong relationships and successfully collaborating withinternal and external government stakeholders, local Indigenous communities and otherrelated associations and organizations
Excellent understanding of government structure, legislative frameworks and Alberta'shealth care system
In depth knowledge of health system priorities, primary care delivery, and issues withinthe political, economic and global environment

**Preference** will be given to individuals with Indigenous cultural knowledge

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency | Level<br>A  B  C  D  E | Level Definition | Examples of how this level best represents the job |
|---|---|---|---|
| Systems Thinking | ○ ○ ○ ◉ ○ | Integrates broader context into planning:<br>• Plans for how current situation is affected by broader trends<br>• Integrates issues, political environment and risks when considering possible actions<br>• Supports organization vision and goals through strategy<br>• Addresses behaviours that challenge progress | The Director, Indigenous Programs and Data Sharing takes a long-term view towards the organization's objectives and how to achieve them, takes a long-term view of challenges and opportunities, anticipates outcomes and potential impacts, seeks stakeholder perspectives, works towards actions and plans aligned with APS values and works with others to identify areas for collaboration. |
| Creative Problem Solving | ○ ○ ○ ◉ ○ | Works in open teams to share ideas and process issues:<br>• Uses wide range of techniques to break down problems | The Director, Indigenous Programs and Data Sharing engages the community and resources at hand to address issues, engages perspective to |

| | | • Allows others to think creatively and voice ideas<br>• Brings the right people together to solve issues<br>• Identifies new solutions for the organization | seek root causes, finds ways to improve complex systems, employs resources from other areas to solve problems, engages others, and encourages debate and idea generation to solve problems while addressing risks. |
|---|---|---|---|
| Agility | ○ ○ ○ ◉ ○ | Proactively incorporates change into processes:<br>• Creates opportunities for improvement<br>• Is aware of and adapts to changing priorities<br>• Remains objective under pressure and supports others to manage their emotions<br>• Proactively explains impact of change on roles, and integrates change in existing work<br>• Readily adapts plans and practices | The Director, Indigenous Programs and Data Sharing identifies and manages required change and the associated risks, identifies alternative approaches, and supports others to do the same, proactively explains impact of changes, anticipates and mitigates emotions of others, anticipates obstacles and stays focused on goals, makes decisions and takes action in uncertain situations and creates a backup plan. |
| Drive for Results | ○ ○ ○ ◉ ○ | Works to remove barriers to outcomes, sticking to principles:<br>• Forecasts and proactively addresses project challenges<br>• Removes barriers to collaboration and achievement of outcomes<br>• Upholds principles and confronts problems directly<br>• Considers complex factors and aligns solutions with broader organization mission | The Director, Indigenous Programs and Data Sharing works to exceed goals and partner with others to achieve objectives, plans based on experience, holds self and others responsible for results, partners with groups to achieve outcomes and aims to exceed expectations. |
| Build Collaborative Environments | ○ ○ ○ ◉ ○ | Involves a wide group of stakeholders when working on outcomes:<br>• Involves stakeholders and shares resources<br>• Positively resolves conflict through coaching and facilitated discussion<br>• Uses enthusiasm to motivate and guide others | The Director, Indigenous Programs and Data Sharing leverages relationships to build input and perspective, looks broadly to engage staff and stakeholders, is open to perspectives towards long-term goals, actively seeks input into |

| | | • Acknowledges and works with diverse perspectives for achieving outcomes | change initiatives, maintains staff and stakeholder relationships, and proactively building networks, connecting, and building trust in relationships. |
|---|---|---|---|
| Develop Self and Others | ○ ○ ○ ◉ ○ | Encourages development and integration of emerging methods:<br>• Shapes group learning for team development<br>• Employs emerging methods towards goals<br>• Creates a shared learning environment<br>• Works with individuals to develop personal development plans | The Director, Indigenous Programs and Data Sharing encourages the development of emerging methods, shapes group learning for team development, and works with individuals to develop personal development plans. |

## 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

DM Name     Date yyyy-mm-dd     DM Signature