

Public (when completed)

Common Government

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Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

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:

Reporting to the Director, Primary Prevention and Wellness, the Manager is responsible for leading a team and participating in strategic planning related to wellness. This role develops population and public health policy and provincial strategies focused on cancer prevention, population based screening programs, tobacco and vaping reduction and cannabis. It requires guidance, supervision and performance planning of policy analyst staff. The Manager provides leadership within Primary and Preventative Health Services, Primary Care Alberta (Alberta Health Services), other government sectors, and other affiliated stakeholders both inside and outside the health sector. It represents provincial perspectives on interprovincial and national committees. Senior and executive ministry leaders rely on the Manager to provide analysis and recommendations to facilitate well-informed decision making. The Manager leads the team through provincial matters related to various public health functions. It develops policy and relationships with stakeholders with cultural competency, recognizing the fundamental principle of health equity. It advises on governance structures that build a strong foundation for public health within various settings, including communities, workplaces and schools.

Responsibilities

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

- Lead the team through strategic planning of provincial policy frameworks and associated projects.
 1. Support Primary and Preventative Health Services' of population based screening programs.
 2. Advance efforts in cancer prevention and screening initiatives through policy development and grant management.
- Review provincial policy in areas such as tobacco and vaping reduction and the safe use of cannabis.
 2. Review provincial policy in areas such as tobacco and vaping reduction and the safe use of cannabis.
- Lead team in implementation of strategy renewals, including establishing timelines, milestones and deliverables.
 3. Lead team in implementation of strategy renewals, including establishing timelines, milestones and deliverables.
- Ensure policy aligns with the department's strategic goals and directions, reflects stakeholder feedback, and integrates current issues and trends.
 4. Ensure policy aligns with the department's strategic goals and directions, reflects stakeholder feedback, and integrates current issues and trends.
- Oversee its team in grant management functions.
 1. Ensure grants include all requirements to ensure transparent and accountable delivery of funding.
 2. Include performance measures in grant requirements to ensure grantee maintains accountability.
 3. Review grant budgets and resource allocation to confirm they are in line with expected outcomes.
 4. Review, identify and implement grant process improvements to sustain consistency and high standards.
- Provide leadership to Primary and Preventative Health Services, Primary Care Alberta (Alberta Health Services) other government sectors and affiliated stakeholders both inside and outside the health sector.
 1. Provide strategic options and evidence-based advice to senior leaders and decision makers.
 2. Establish and maintain highly effective working relationships.
 3. Foster a collaborative and innovative culture.
 4. Support staff in professional growth and development.

Problem Solving

Typical problems solved:

- Providing leadership in matters related to cancer prevention, population based screening programs, tobacco and vaping reduction and the safe use of cannabis.
- Analyze and resolve multifaceted policy issues with a high degree of precision within limited timelines.
- Set goals to delivery outcomes consistent with Government direction.
- When working with diverse stakeholders from within and outside the health sector who come with varying approaches, cultures and objectives, it is particularly important to present information in a way that minimizes conflict and controversy. Facilitation and negotiation skills are required when divergent opinions, attitudes and approaches exist.
- It is challenging to articulating the benefits that exist from encouraging stakeholders to reach common ground.

- Coalitions sometimes require the participation of a variety of sectors not traditionally involved in health issues.
- The Manager is also challenged to motivate stakeholders to begin or continue involvement despite funding issues.
 - Building and sustaining trust between sectors (e.g. Alberta Health Services and Alberta Health; provincial and federal government; government and non-government; health and non-health sectors) requires diplomacy and foresight.
 - Understanding stakeholders' situations and working within the system to remove barriers and develop the most effective approaches is important. Addressing issues requires innovative, sometimes non-traditional approaches.
 - Targeted investments in health services need to integrate with strategies of other ministries' mandates but stay focused on a shared outcome for government.
 - Solutions must be innovative, creative, fiscally responsible and acceptable to service providers. Experience with non-government entities, advocacy groups, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.
 - Solutions are sometimes identified by examining experiences with similar situations in other projects and in other jurisdictions, however, many problems and solutions are unique. This requires sound analysis and research, creativity and tenacity to develop strategies and achieve desired outcomes.

Types of guidance available for problem solving:

The Manager's Director and Executive Director provide guidance. Matters with potential for significant impact on business area operations, resource allocation, planning documents, or branch functions are referred to the Director and Executive Director, who are also available for guidance when dealing with particularly sensitive issues or situations. The Director and Executive Director also review briefings and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected. When addressing complex issues the Manager is expected to participate in the generation of solutions and to provide options.

Direct or indirect impacts of decisions:

This position is responsible for results that have an impact on the wellness of Albertans and the implementation of provincial and national strategies. For example, the Manager affects the manner in which Primary Care Alberta (Alberta Health Services) and non-profit organizations work with and provide services to Albertans.

This position impacts the way a strategy or program is conceived, developed, implemented, and evaluated.

This position leads the execution of specific initiatives, projects or programs and makes recommendations for financial decisions about them. Information impacts decision-making by keeping the ADM, Deputy Minister and Minister apprised of outcomes and emerging issues.

This position is delegated considerable independence requires good judgment in working within the Ministry, across ministries, and with other stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

PCA (AHS): Integrate health promotion approaches and provide appropriate guidelines for practice.

Other Provincial Ministries: Develop a shared agenda and integrate activities across sectors.

FPT Committees or National Bodies: Provide the Alberta perspective to national programming and learn from and share information with other provinces.

Public: Provide accurate information in a timely fashion.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	

If other, specify:

Public Health, Health Sciences or Business Administration

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

Knowledge:

- Current knowledge of emerging wellness issues, strategies and theories;
- Knowledge of existing policies and public health and wellness frameworks and strategies;

- Knowledge of the federal and provincial health systems;
- Extensive knowledge of government policy development and planning processes;
- Background and experience in program planning, development, administration and operation;
- Familiarity with the work of various stakeholders, including health and non-health sector groups;
- Sound knowledge of project and program management including team based approaches;

Work Experience

- Minimum of 5 years management experience in a related area, preferably in the health sector.
- Experience in providing leadership to staff.
- Experience in managing and directing complex projects or programs.
- Experience in working with senior officials of provincial ministries and local authorities.
- Demonstrated experience in strategic planning and critical thinking.
- Considerable progressively more complex responsible health related experience including demonstrated experience managing projects involving diverse client groups.
- Demonstration of creative and innovative approaches.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • 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 	Recognizes necessary changes to policy based on changing environments and emerging evidence. Manages changes in workflow for self and staff.
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Assists staff in the development of attainable career advancement goals through training, experience and mentoring.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of 	Completes work at exemplary level within timelines set. Coaches staff on the

		resources to monitor own performance standards <ul style="list-style-type: none"> • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	consistent delivery of quality deliverables.
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Orients assignments within the public health and Ministerial contexts.

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Benchmarks 

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Manager, Business Planning
 Manager, Research and Evaluation

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	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
		 <input type="button" value="Remove Signature"/> <input type="button" value="Add Signature"/>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
		 <input type="button" value="Remove ADM Signature"/> <input type="button" value="Add ADM Signature"/>
ADM Name	Date yyyy-mm-dd	ADM Signature
		<input type="button" value="Remove DM Signature"/> <input type="button" value="Add DM Signature"/>
DM Name	Date yyyy-mm-dd	DM Signature