

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

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:

Position refined to focus on supporting and developing a coordinated community based seniors serving sector as highly responsive to GoA priorities and integrated with other systems such as the housing and disability sectors. Management of significant provincial-in-scope initiatives through planning to completion (e.g, rural transportation program including for those with disabilities, a community based sector workforce strategy, and the development of comprehensive policies that support integration and purposeful planning to ensure the supply of community based services matches the growing demand of an aging population with strong accountability mechanisms and system performance monitoring.

Responsibilities Removed:

Position responsibilities related to programmatic elements specific to Continuing Care Transformation removed (e.g., primary responsibility to develop a non-medical home supports program), since those elements were transferred to Health in December 2022.

Job Purpose and Organizational Context

Why the job exists:

The Seniors Strategic Planning Branch undertakes research, policy analysis and development and planning activities on

issues of relevance to seniors and the aging population and provides leadership within the ministry, and across government, with respect to these issues. The Branch also collaborates with other ministries, levels of government and community stakeholders to ensure seniors' issues are considered in government initiatives and strategies. participates in the planning and reporting for the branch and its collaboration with other internal and external stakeholders.

The Community Partnerships and Programs unit works with a core of provincial partners, a central hub 'backbone organization', and multiple allied organizations and associations that are collaborating in a co-created collective impact model to establish and coordinate the community based seniors serving (CBSS) sector, known as Healthy Aging Alberta (HAA), in Alberta to meet the diverse needs of seniors. The team is the central coordinating hub within the department and across other ministries; this includes representing Government of Alberta (GoA) perspectives to HAA and advancing sector perspectives across the department and to other ministries. This work leverages the strengths and assets of the community to ensure that policies, programs, and services are developed and implemented in a holistic and integrated way, to meet the current and future needs of Alberta's seniors. This work is highly responsive to GoA priorities.

This position is responsible for managing the team's roles in the development of multiple projects and work streams with cross-ministry, inter-provincial, and community based partners, such as a provincial workforce strategy for the community based sector, addressing gaps in service (e.g., rural transportation), fostering social connectedness and civic engagement, and advancing system integration with areas such as housing and the disability sector. This position is responsible for collaboration and information-sharing across the sector partners and organizations, and liaison with other ministries on initiatives related to HAA. Advice is also provided on oversight, governance, and sustainability of the sector.

As part of the branch management team, the Manager participates in the planning and reporting for the branch and its collaboration with other internal and external stakeholders. The Manager leads unit operations to achieve results in an effective and productive manner and to foster a collaborative, environment with all stakeholders. The Manager works collaboratively with leaders across the branch and division to advance the goals and priorities of the division.

Responsibilities

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

The team's role in multiple initiatives is effectively managed to support the establishment and coordination of HAA.

- Manage significant provincial-in-scope initiatives through planning to completion (e.g., rural transportation, community based sector workforce strategy, and development of comprehensive policies that support integration and purposeful planning to ensure the supply of community based services matches the growing demand of an aging population, and the development of strong accountability mechanisms supported by system performance monitoring.
- Oversee the management of multiple diverse projects and engage peers to resolve issues as they emerge (e.g., grant management; capacity building; pilot projects; stakeholder engagements; research and evaluation).
- Set direction, review, and approve a variety of draft documents created by the team (e.g., project plans, frameworks, engagement plans, analysis reports and presentations).
- Present integrated updates, briefings, and intelligence to senior and executive leaders and government officials
- Foster collaboration, linkages, and information sharing across branch units and across departments to facilitate and harmonize resource utilization and alignment with GoA priorities (e.g., aligned policy directions).
- Proactively identify and advise on strategic issues and impact of HAA directions and decisions on existing policies and legislation.
- Ensure HAA partner input/ feedback is captured for use by the Branch when developing recommendations for consideration in future operational policy, frameworks, and programs.

Problem Solving

Typical problems solved:

The branch is positioned to achieve goals in line with ministry and government priorities and stakeholder needs.

- Inform and advise the Director on emergent issues and execute resolution strategies.
- Provide advice and recommendations to the department leaders to inform their decision-making and to shape responses.

- Participate in branch planning and reporting.
- Open and maintain pathways for collaboration, information sharing, and integrated reporting.
- Represent the branch and/or ministry perspectives on working groups and committees.

Serve as acting Director as needed.

Types of guidance available for problem solving:

The team achieves its business goals in alignment with unit and branch priorities within a positive team environment.

- Develop and implement operations plans in alignment with branch plans and department priorities.
- Provide direction, guidance, and mentorship to ensure the team's effective service delivery.
- Provide the team with the tools and supports that enables them to effectively deliver their objectives.
- Ensure rigor in all team activities and alignment with ministry and GOA frameworks.
- Foster a culture of holistic and strategic thinking about team functions and how they impact current and future department priorities and operations.
- Account for team financial and human resources
- Review and approve various reports and responses (e.g., Action Requests, Briefing Notes, Cabinet Reports, Engagement and Consultation Analysis Recommendations) prior to submission to the Director's Office.

Direct or indirect impacts of decisions:

The collective impact model is applied to the development of a robust HAA sector to enable seniors to live with optimal independence and participate fully within their communities (e.g., stakeholder engagements; sector development and coordination; governance model).

- Identify and prioritize needs and opportunities to achieve Sector strategic objectives using co-creative and collective impact models in collaboration with the partner organizations.
- Plan and frame specific initiatives or projects across Sector work streams in collaboration with the backbone organization and partners (e.g., investments, strategies to address unmet needs, pilot projects).
- Represent Government of Alberta perspectives to leverage and enhance initiatives and advise on related topics.
- Serve a central role to open and leverage government pathways to support the work of HAA (e.g., connect this work to strategic initiatives such as Family and Community Support Services, Affordable Housing Strategy, Elder Abuse Prevention Strategy, and those led by other ministries, and other committees, as necessary).
- Manage related funding programs sponsored by the ministry.

Key Relationships

Major stakeholders and purpose of interactions:

Strong HAA partnerships and relationships are sustained to advance integrated path forward for the sector.

- Maintain effective processes for communication and decision-making in alignment with collective impact model.
- Liaise and update partners and the backbone organization on relevant Government perspectives and opportunities.
- Maintain mutually trusted relationships across the department and with other departments that are engaged in related initiatives to align efforts, resources, and outcomes.
- Provide advice about provincial and regional issues and pressures to encourage a collaborative approach across the province.
- Promote strategies to enhance sector coordination and cross-sectoral collaboration across multiple streams (e.g., resource development, data, and evaluation; online resources).

Required Education, Experience and Technical Competencies

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

If other, specify:

Degree in a social science; graduate degree is an asset

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

- Knowledge of provincial seniors' programs, services, policy, and legislation as well as that in other sectors (e.g., federal, municipal, not-for-profit, and private).
- Knowledge of key trends and issues related to seniors and the aging population across Alberta.
- Broad knowledge of provincial policies and processes regarding decision-making, legislative planning, business planning, and the policy development process.
- Knowledge of collective impact models and co-created approaches as paths to achieve common outcomes.

- Exceptional communication skills and application of different strategies to work with different audiences.
- Strong project management skills and experience, including demonstrated ability to manage a multitude of varied internal and external projects with broad scopes and numerous deliverables.
- Political acumen and sensitivity to read and navigate sensitive situations.
- Knowledge of strategic and business planning processes.
- Knowledge of principles and approaches related to human and financial resource management.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Identifies need for sector and program opportunities that align with both government and HAA direction and priorities.</p> <p>Develops an idea from a conceptual stage, through to implementation, to translate concepts and objectives into a clear and meaningful program structure.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to 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 	<p>Works across the department and with other departments to align resources and efforts related to HAA.</p> <p>Proactively engages stakeholders to resolve issues to mitigate their escalation;</p> <p>Reframes situations to facilitate positive change in the face of resistance.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 	<p>Develops operational plans that align with broader department and government priorities to focus the team efforts on key goals.</p> <p>Fosters initiatives across the department toward innovation, collaboration, and responsiveness to evolving seniors' needs.</p>

		and stays focused on goals <ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Seeks and leverages internal and external relationships to ensure the HAA partners have sound inputs from stakeholders and stakeholders have meaningful opportunities to provide input. Routinely engages Sector partners.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Seeks and builds networks for effective collaboration and utilization of resources across the department. Utilizes strong issues management and project management skills and a wide range of management skills to translate strategic plans into action and manage the processes to ensure strategic goals are met. Promotes collaboration and positive relationships within and across groups and builds commitment to reach desired results.

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