

## 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:

Between September and December 2025, the government established four provincial health corporations (PHCs) (ALTA Paramedic Health, Cancer Care Alberta, Give Life Alberta, and Alberta Health Services). In May 2026, the government also created a Chief Operating Officer position within the Ministry of Hospital and Surgical Health Services (HSHS). This job description is updated to reflect the expanded functional role in HSHS with the following:

1. Lead the development and review of the PHCs planning and reporting requirements and processes

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

Under the direction of the Manager, Planning and Reporting, the Planning and Reporting Advisor provides expertise and lead the coordinated development, alignment and review of provincial health agencies (PHA) and provincial health corporations (PHCs) planning and performance reporting processes and documents to support strengthened accountability and performance oversight; identification and achievement of strategic priorities; results reporting; and, improved acute care system outcomes. This position contributes to and facilitates communication for internal executive management purposes and for external publication. The incumbent works mainly within established frameworks, standards and timelines to ensure an integrated approach within HSHS and consistency of information to meet legislated and policy requirements.

By using project management best practices and knowledge of Alberta's *Sustainable Fiscal Planning and Reporting Act*, *Red Tape Reduction Act*, *Provincial Health Agencies Act*, and Provincial Health Corporation Regulations, Minister and Executive Council requirements, and Treasury Board and Finance processes, this position is responsible for leading or assisting with the coordination and completion of projects involving the Minister, Deputy Minister, Chief Operating Officer, Assistant Deputy Minister, Senior/Executive Management Team members, other senior department staff, and sector-based health authorities leadership, PHAs/PHCs executive and senior staff.

## Responsibilities

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

**Outcome 1: Provincial health agency (PHA) and provincial health corporations (PHCs) (acute care) planning and performance reporting accountabilities to the Government of Alberta are clearly defined and aligned with legislated and Minister requirements.**

- Support the development of annual PHA/PHCs planning, reporting and performance management requirements and strategic priorities, including researching and preparing draft accountability requirements.
  - Leads the department process to establish the PHA/PHCs planning and reporting requirements in alignment with legislated and Minister direction.
- Develops process documents that support collaboration and communication with the department's executive, and program areas about timing and process, such as critical paths/project plans, process maps, and timeline diagrams.
- Assists with the collaboration and engagement of ministry staff on input into and review of PHA/PHCs accountability, planning and reporting documents.
  - Develops/prepares draft communication (e.g., emails) to facilitate divisional review of PHA/PHC.
  - Collaborates with divisions for data requests, including developing instructions, consolidating feedback and reviewing feedback for quality/accuracy and to assess if follow-up is needed or to resolve any issues.
  - Continuously assesses accountability, planning, and performance reporting processes and tools.
- Assists in aligning HSHS-PHA/PHCs planning and performance reporting processes and priorities as appropriate, including taking accurate notes/outcomes of joint meetings and discussions.
- Researches and makes recommendations and advice to Manager/Director/Executive Director on improvements to planning and reporting processes, tools and documents such as the annual PHA/PHCs planning and reporting requirements.

**Outcome 2: PHA and PHCs planning and performance reporting documents are effectively analyzed and information is presented to support PHA/PHCs accountability, priority alignment, and to inform decision making.**

- Participates in the coordinated review of PHA/PHCs' accountability, planning, and performance reporting documents.
  - Develops/prepares draft documents/templates to facilitate divisional review (e.g., marked up reports).
  - Critically assesses and analyses planning and performance reporting draft and final documents, including review of narrative updates, priorities, strategies, strategic risks, performance results and rationale, progress in meeting performance targets, and performance trends.
- Leads the coordinated processes for the review of various internal and public-facing planning and

performance reporting documents developed by PHA and PHCs and submitted to the Minister and/or the department's executive, including, for example:

- multi-year Health Plan, including goals, objectives/outcomes, actions and performance metrics.
- multi-year Business Plan, including statement of operations, annual priorities, and strategic risks.
- annual Operational Plan, including initiatives that will be implemented to support the Health Plan.
- interim Bi-Annual Performance Report, providing progress update on the implementation on planned actions and performance metrics in the Health Plan.
- Annual Report, including year-end performance results for Health Plan objectives and government priorities.

**Outcome 3: Strategic Planning and Performance Advice to Senior Leadership with a focus on alignment with government priorities.**

Provides timely, evidence-based advice to support executive awareness of performance trends, strategic risks, and emerging issues affecting the ministry's oversight function regarding PHA and PHCs in the acute care system.

- Reviews documents for appropriate format and presentation, as well as for consistency of information, including supporting work to align metric results, numbers, figures and statistics that may be common to both ministry and PHA/PHCs documents.
  - Consolidates and synthesizes information and prepares summary analysis documents to facilitate understanding of divisional input, document content and/or performance results and trends.
- Provides insights and recommendations to manager regarding trends, gaps and inconsistencies to help evaluate progress and prepare appropriate feedback to PHA/PHCs or other parties.
- Develops feedback summaries and presentations to brief executive and senior ministry officials.
  - Prepares high-quality briefing packages for executive and senior ministry officials including recommendations, rationale, analysis of the issue and background, detailing information on past processes and practices, contextual information, and pros and cons of various options.

**Outcome 4: Effective Ministry Planning, Red Tap Reduction, Performance Measurement, and Public Performance Reporting as mandated in legislation and to meet government requirements.**

Contributes to HSHS fulfilling its responsibilities for business planning, performance measurement, red tape reduction, and public reporting in accordance with the *Sustainable Fiscal Planning and Report Act*, *Red Tape Reduction (RTR) Act* and the Government of Alberta requirements.

- Supports the CPR unit in the:
  - development of the ministry business plan, the Enterprise Risk Management (ERM) process and products (ERM policy and framework, risk register, and risk register report).
  - development of the ministry annual report.
  - preparation of CPR's contribution to the ministry's presentations to Standing Committees of the Legislature including the Committee for Consideration of Main Estimates and the Public Accounts Committee. This work includes ministry business plan and annual report analysis.
- Other corporate planning and reporting projects in support of department goals as required.
  - Leads, or participates in, special projects or other duties as required or assigned from time to time by the Assistant Deputy Minister, Executive Director, or CPR management team.
- Models Government of Alberta and branch values.
- Develop and implement a process to facilitate division review of HSHS RTR count and forecast to ensure consistency and accuracy of reporting.
- Develop quarterly and annual HSHS RTR count update and forecast reports within the established timeline, with input from HSHS divisions.
- Represent HSHS on the GoA RTR Community of Practice meetings.

**Outcome 5: CPR unit's management team, the Executive Director, and Assistant Deputy Minister are supported in achieving the mandate, goals, and operations of the branch, division, and the ministry.**

Supports the CPR unit management team and Chief Operating Officer/Assistant Deputy Minister by strengthening PHA/PHCs planning, reporting processes across the ministry.

- Researches and suggests solutions on emerging issues, opportunities, and challenges in PHA/PHCs and departmental planning and reporting processes and products.

Identifies opportunities to improve processes, tools, and guidance related to planning and public performance reporting.

- Develops and delivers PHA/PHCs planning and reporting-related training and reference materials for a variety of audiences.
- Provides insight and recommendations on corporate issues, opportunities, and challenges related to accountability and governance.
- Leads or contributes to special projects as assigned by the Executive Director, Chief Operating Officer/ Assistant Deputy Minister or CPR management team.
- Models branch values related to collaboration, innovation, learning, and a respectful workplace culture.
- Acting manager assignments as needed.

## Problem Solving

Typical problems solved:

Problem solving is guided by existing legislation, policies, government-wide priorities, analysis of available options, and established precedent where available. The Planning and Reporting Advisor must be able to identify and make linkages between departmental programs and policies, as well as external initiatives, developments and programs within the complex health system. This draws on a broader and integrated view of the ministry's business and health system outcomes.

The incumbent develops and troubleshoots PHA/PHCs' planning and reporting processes, sets deadlines, collects and analyzes information, drafts documents, contributes to document approval processes, provides information and advice to department stakeholders and clients, and coordinates special projects and logistics for the unit's consultation, engagement and communication processes. Within existing policies and processes, the incumbent determines the best way to move forward to ensure that documents and deliverables are complete, comprehensive, consistent with the required format and standard, and on time.

The incumbent also contributes to post-completion evaluation of projects to support continuous improvement, meet stakeholder needs, maintain a high level of quality, and recognize changing expectations or circumstances that may impact the implementation of processes and procedures.

Types of guidance available for problem solving:

Problem solving is guided by existing policies, broad direction from the Manager and Director, government-wide priorities, analysis of available options, and previous precedent where available.

The position is delegated independence to prioritize responsibilities to meet deadlines and exercise judgement when researching, analyzing and summarizing information for management consideration. The incumbent uses creativity in organizing information to effectively communicate PHA/PHCs priorities, planning and performance reporting information. Day-to-day problem solving is carried out independently by the Planning and Reporting Advisor within established legislation and policies. Issues with significant risk or executive impact are escalated to the Manager or CPR unit management as required.

The Manager, Planning and Reporting is available for consultation and guidance as necessary. The Manager, Planning and Reporting provides strategic direction, priorities, and guidance on complex or high-risk issues. Guidance and alignment are supported through regular one-on-one discussions and weekly CPR unit meetings.

Direct or indirect impacts of decisions:

Decisions made by this position directly impact the quality, accuracy, and timeliness of legislated ministry planning and reporting documents, which inform Executive Council, the Legislative Assembly, and the public. The work of this position:

- Contributes to the success of communications between HSHS and PHA/PHC in the acute care system as well as the Government of Alberta and the public.
- Contributes to the maintenance of an effective accountability framework for PHA/PHCs that supports health authorities' planning, reporting and performance management activities in alignment with existing governance structures and the Government of Alberta direction and priorities.
- Supports the alignment of the planning and performance reporting functions and objectives of HSHS and

health authorities.

## Key Relationships

Major stakeholders and purpose of interactions:

Manager, Corporate Planning and Reporting - daily/ongoing - to provide strategic input, analysis, and recommendations related to PHA/PHCs planning, reporting processes and products; receive direction, priorities, and guidance on complex or high-risk issues. information and advice, escalate issues and received direction.

- CPR staff - regular/ongoing - to work collaboratively on unit projects and deliverables, share expertise, and deliver integrated planning, reporting, and provide backup support.
- Director, Corporate Planning and Reporting Unit - as required - to provide analysis, advice, and briefing materials to support decision-making related to PHA/PHCs planning and reporting, and HSHS Snr. Executive performance agreements.
- Assistant Deputy Ministers' office staff (i.e., Executive Assistants, Issues Managers) - occasionally as required - to request input or follow-up on issues.
- Communications and/or Legal Services staff - occasionally as required - to ask for advice or request input.
- Senior financial planning and reporting staff - occasionally as required - to ask for advice or request input.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

This position requires university graduation in a related field (e.g., public administration, business, economics, communication, etc.) or a combination of academic background and experience with strategic and business planning and reporting processes, legislation and its requirements, strong writing and editing skills, as well as experience in performance and accountability frameworks.

### Knowledge:

- Knowledge of, and experience with, Government of Alberta business planning and reporting processes, timelines and standards.
- Knowledge of theories and approaches related to strategic, business and operational planning, reporting, and performance measurement as it pertains to planning and reporting.
- Knowledge of project management principles and strategies.
- High-level of awareness of current affairs and issues facing the Government of Alberta and the ministry.
- Working knowledge of software tools to carry out job responsibilities (i.e., MS Outlook; Word; Excel; Visio; PowerPoint, Adobe Pro).

### Abilities and Skills:

- Ability to interpret broad strategic direction and link it to business and operational objectives and expected outcomes.
- Ability to take a broad scale, long-term view, assessing options and implications; understanding the strategic direction of the organization.
- Accuracy and skill in incorporating all factors, e.g., trends, strategic business plan links, ministry position and stakeholder interests.
- Ability to manage projects and gather and collate information from a variety of resources to meet tight internal and external deadlines for deliverables.
- Ability to research, analyze and synthesize information to produce concise documents and briefing materials.
- Ability to work collaboratively, build trust in relationships, and manage through influence while building commitment to reach desired results.

- Drive for results and highly self-motivated to move forward on timelines and work with other business units.
- Strong analytical and problem-solving skills.
- Commitment to excellence.
- High level of technical accuracy and keen attention to detail.
- Strong oral communication skills and strong writing and editing skills to meet the needs of the target audience.
- Team player but also able to work independently.
- Flexible and adaptable, including ability to assess options and implications in new ways to achieve outcomes and solutions.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Ability to assess options and implications in new ways to achieve outcome solutions in a complex and dynamic health area where flexibility and adaptability are strong assets.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Determine the best way to move forward by proactively identifying potential challenges that may be faced while implementing ministry planning and reporting processes, setting deadlines, coordinating approval processes and solving problems within guidelines.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict</li> </ul>	-Works as part of a team to edit and complete a variety of documents (leading and contributing). -Respectfully communicates with managers and colleagues to develop the best

		<p>resolution</p> <ul style="list-style-type: none"> <li>• Recognizes and appreciates others</li> </ul>	<p>products, incorporating feedback from multiple people/levels.</p>
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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>-Determines appropriate suggestions for sector-based health authority planning and performance reporting requirements, within an often changing strategic context.</p> <p>-Analyses documents for alignment with government priorities and broader health system outcomes.</p> <p>-Provides insights and recommendations to help evaluate performance and prepare appropriate feedback to PHA/PHCs.</p> <p>-Maintains awareness of other unit projects such as the ministry business plan and annual report, and how development of these products may impact PHA/PHCs deliverables - both from a process and content perspective.</p>

**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 N

\_\_\_\_\_  
Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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