

New

Ministry

Hospital and Surgical Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Workforce Policy Advisor

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SSP, Workforce Compensation and Regulation

Current organizational chart attached

Supervisor's Position ID

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Supervisor's Position Name (30 characters)

Manager, Workforce Policy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Workforce Compensation and Regulation unit is responsible for developing, coordinating, and overseeing system-wide acute care workforce strategies for both physicians and acute care health professionals (e.g. nursing, allied health, and support classifications) and represent the acute care sector's interest in compensation and workforce strategies.

Reporting to the Manager, the Senior Policy Advisor provides neutral and unbiased analysis and strategic advice on priority initiatives, to support the Ministry priorities and strategic directions for the provincial health system with regards to the Acute Care Action Plan's Workforce Resilience focus area, and other acute care workforce action and implementation plans.

The Senior Policy Advisor will help define acute care workforce issues facing Alberta, engage other Ministries, jurisdictions, and external service providers to understand potential solutions, define and assess options, translate solutions into actionable policies, and implement/monitor/evaluate performance of the strategies as executed. This position will also support collaboration and engagement with senior officials within the Government of Alberta,

Responsibilities

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

Develop policy, strategies and actions to advance the Ministry's commitments for workforce policy:

- Conduct research, policy and strategy development, and related activities in support of Ministry workforce compensation policy priorities
- Work with colleagues in Primary and Preventative Health Services, other GoA ministries, and health system partners (e.g., Acute Care Alberta, colleges, labour organizations, etc.) to coordinate work on implementation of the Acute Care Action Plan - workforce resilience focus areas, and other workforce action and implementation plans.
- Supports the development of communication materials to inform and educate internal and external stakeholders, including Ministerial correspondence to the general public.
- Reviews and prepares updates and briefings on projects for the Manager, Director, Executive Director, Assistant Deputy Minister, Deputy Minister etc.
- Review work in Canada and internationally to understand trends, innovations, and models of workforce policy related to acute health care.
- Create and build networks across multiple internal and external stakeholder groups to inform the development of policy advice, strategies and research.
- Plans, organizes and participates in meetings with internal and external stakeholders.

Manage relationships to advance key acute care workforce policy priorities

- Create and build networks across multiple internal and external stakeholder groups to inform the development of policy advice, strategies and research.
- Collaborates with Unit and Divisional colleagues to ensure health standards, evidence-based practices, quality and access initiatives are incorporated into policy.
- Represent the Unit, Branch, Division or Ministry on cross-ministry committees.

Problem Solving

Typical problems solved:

-Working independently and within a team environment to analyze information, develop policy, provide briefings and address issues where there are specific workforce policy implications, such as consulting/mediating with other ministries, divisions, branches and agencies;

-Prioritizing work to meet changing priorities and timelines; and to facilitate, collaborate, and mediate among various groups with competing priorities to develop workforce policies;

-Quickly reviewing materials and provide analysis and advice to leadership with only limited incoming information or direction.

Types of guidance available for problem solving:

-Significant independence and initiative, with a high degree of accuracy and self-motivation within the scope of the position and under the direction provided by the Manager.

This position reports to the Manager, Workforce Policy, who is available to provide guidance. The Director, Workforce Compensation and Regulation, and Executive Director, Strategic Policy and Initiatives, are also available.

Direct or indirect impacts of decisions:

- Enhances intergovernmental and inter-organizational collaboration through coordinated engagement with ACA, PHCs, regulators, and professional associations.
- Supports predictable service delivery and reduces system risk by informing capital, legislative, and

policy planning with accurate workforce intelligence.

- Strengthens public confidence and stakeholder relationships by enabling transparent, well-supported decisions in areas with political, legal, and operational sensitivities.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Workforce Policy (daily)
-provide information and receive direction as needed.
- Director/Executive Director (as needed)
 - Provide advice on specific program and policy areas
 - Provide support towards the attainment of Division/Department goals, information sharing, and resolution of issues.
- Analysts in other business units (as needed)
 - liaise with and seek information about workforce policy, gaining information about the business needs of different business units and how their work is related to divisional/Ministry priority initiatives.
- Leaders, Analysts, Consultants in other ministries or organizations (e.g. Provincial Health Agencies, Provincial Health Corporations) (as needed)
 - Discuss issues and obtain feedback regarding implementation of research initiatives and legislation/regulation
 - Monitor and gather information on acute care workforce trends and issues.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, health administration, labour relations, or a related field.

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

2+ years of progressively senior experience in policy development, collective bargaining, or health system strategy.

Knowledge

Knowledge of GOA policy development, government structure, operations and decision-making processes.

A strong understanding of complex, multi-stakeholder policy and program development

A general understanding of health system structures and accountabilities, programs and services

Sound knowledge of theories of policy development

Understanding of Alberta's acute care delivery system, including HSHS roles, ACA/PHC structures, and system accountability

Skills & Abilities

Adaptability and flexibility to adjust priorities and schedules to meet the needs of each initiative

Knowledge of different approaches to policy research and ability to apply the appropriate methodology to each situation

An ability to effectively employ consulting/consensus building techniques

Well developed project management and direction skills

Ability to facilitate problem solving and decision-making

Ability to anticipate future requests or issues and respond proactively

Experience preparing and/or reviewing policy analysis, options and recommendations.

Experience working with multiple internal and/or external interests to develop shared understanding and

outcomes; including facilitation, consultation, consensus building and conflict management.

Excellent interpersonal and communication skills, including:

- o Clear and concise writing ability
- o Strong listening skills

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <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 	<p>This position works with a wide variety of inputs, some of which may be contradictory, and must also integrate leading practice and emerging trends to develop recommendations that are relevant for Alberta. Strong visioning and systems thinking are required, as well as critical and evaluative thinking, so that final recommendations to senior and executive leaders are reliable, valid and comprehensive.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>Sometimes when a request comes it may not be entirely clear. The expectation is the individual facilitates discussions with leadership and management to ask the right questions. The individual also independently seek out the best data sources to answer the question.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work 	<p>There are instances where the turnaround time for a request is very short therefore the individual needs to be able to adjust accordingly. The individual should be able adapt to new direction and approaches quickly.</p>

		<ul style="list-style-type: none"> • Readily adapts plans and practices 	
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 resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	The Workforce Compensation and Policy team provides analysis that can inform and impact Alberta's acute care sector therefore it is critical that the individual in this role has a drive to produce quality results.

Benchmarks

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

024PS10 - Policy Advisor
024PS62 - Workforce Analyst
024PS63 - Policy Analyst

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
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature