

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:

Responsibilities are re-ordered to reflect role priorities, consolidated for clarity, and re-worded to be consistent with current operations and functions of the branch. No impact to scope, knowledge, skills and abilities, and contacts for this position. Scope of responsibilities (e.g. research and analysis, recommendations for informing programs/policies), remains consistent. Removal of references to specific initiatives targeting "individuals with complex needs," which have been replaced with a focus on people experiencing/at risk of homelessness, reflecting the mandate of the branch.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position is within the Strategic Program Development and Integration (SPDI) unit of the Homeless Supports and Housing Stability (HSHS) branch, Preventive Community Services division, Department of

Seniors, Community and Social Services.

The Homeless Supports and Housing Stability branch works with a diverse range of community partners, civil society, municipalities and other Government ministries to take action on homelessness, making sure everyone has a safe place to stay and can be connected to housing with appropriate supports. As such, the branch directs funding to adult homeless shelters and community-based organizations to support the delivery of services to Albertans experiencing homelessness.

The SPDI unit leads the design, implementation, and monitoring the GoA's homelessness policy responses by analyzing issues, scanning/conducting research, leading homelessness data management and evaluation activities, and facilitating alignment of branch priorities with departmental/cross-ministry/intergovernmental initiatives related to the vulnerable populations supported by the branch. As part of this mandate, SPDI coordinates HSHS's involvement in the Federal/Provincial/Territorial (FPT) Forum on Housing.

Reporting to the Director of the SPDI unit, the position is responsible for ensuring that information and data from multiple sources is integrated and translated into guidance that drives provincial homelessness policy design and program funding decisions. To achieve this, the position leads advanced program and operational policy analysis, design, implementation, and monitoring activities. The position is also responsible for coordinating HSHS's involvement in a range of community, cross-ministry, and intergovernmental partnerships on initiatives that advance the ministry and branch priorities for addressing homelessness. The position requires comprehensive knowledge on a broad range of issues related to homelessness in Alberta.

Responsibilities

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

Policy research and analysis: identifies, tracks and analyzes multiple sources of information to assess impact of government's responses to homelessness and to guide policy design, service planning and funding decisions.

- Synthesizes internal quantitative and qualitative grant accountability information (e.g. service utilization, program outcomes, financial reporting, service delivery plans) to develop policy options, advice, and recommendations for senior and executive management on issues pertaining to homelessness responses.
- Gathers, collates, summarizes, analyzes and prepares contextual and facilitative resource materials from a variety of internal and external data/information sources and translates them into a variety of formats (briefings, backgrounders, presentations, speaking notes, graphic visualizations) that are appropriate to the audience and within short timelines.
- Conducts targeted in-depth secondary research on systemic, policy or practice-related issues (e.g. scans of grey and published literature, environmental and cross-jurisdictional scans on best practice approaches to supporting individuals experiencing homelessness, consolidation of information from other GoA ministries, other governments and key stakeholders).
- Develops a range of evidence-based analytical products (e.g. literature reviews and synopses, needs assessments, project proposals and models, and strategic briefing materials) often in collaboration with committees and working groups.
- Develops strategies for mobilizing data, information, and knowledge for the purposes of policy development and practice improvement.
- Utilizes networks of contacts to understand and assess the impact that policy changes in other ministries or governments may have on vulnerable populations and homelessness in Alberta.
- Collects, validates, and assesses information and data from a variety of internal and external sources for inclusion in responses to executive leadership inquiries, communications products, policy recommendations, and service responses.

Strategic project management: designs and leads priority projects to achieve desired results through the phases of conception, planning, implementation, monitoring and evaluation.

- Conducts research and analysis required to establish the context and scope for priority projects.

- Designing and maintaining comprehensive project plans from inception to completion, tracking critical path milestones and deliverables, facilitating cross-team input on deliverables, and providing assessments to leadership on project risks and mitigation recommendations.
- Develops, through engagement and negotiation with branch/divisional leadership and project working group members, project Terms of Reference and project planning documents that include objectives, roles and responsibilities, required inputs, specific activities, timelines, and key deliverables.
- Chairs project committees and working group meetings, as needed.
- Monitors project plan implementation and develops contingency plans in the event of slippage.
- Supports project monitoring and evaluation processes by developing performance measurement tools.
- Supports the interpretation of project progress and results, the development of conclusions/recommendations, and the preparation of formal reports, briefing materials and presentations, where required.

Coordination of intergovernmental initiatives: supports the involvement of SCSS in the FPT Housing Forum.

- Prepares comprehensive analyses and briefing packages, including advice and key messages, for the HSHS Executive Director, the Assistant Deputy Minister, the Deputy Minister, and the Minister in advance of key Forum meetings (e.g. FPT Ministers meetings, PT and FPT Deputy Minister's meetings) on forum topics related to homelessness.
- Liaises with the SCSS Housing Division and Intergovernmental Relations teams as well as other ministries on Alberta's policy positions as they relate to issues under discussion in the Forum.
- Represents the ministry at Forum meetings, as required, and participates on working groups that focus on homelessness-related issues.
- Consolidates and disseminates information obtained through the Forum to HSHS staff and other contacts in the ministry (e.g. through regular updates at branch staff meetings).

Representation of the branch and ministry: participates on committees and working groups mandated to develop new and assess existing approaches to responding to issues impacting homelessness in Alberta.

- Represents the branch/ministry on interdepartmental and/or external stakeholder committees as related to Alberta's policy direction on homelessness and housing stability.
- Co-ordinates the involvement of the branch on cross-divisional and cross-ministry committees and project working groups on initiatives that impact Albertans at risk of or experiencing homelessness.
- Provides input and information to meet committee objectives as required (e.g. preparing materials or delivering presentations) and reports back to the branch/ministry on matters of significance.
- Engages external stakeholders, including funded service providers/agencies, on policy and practice considerations relating to individuals experiencing homelessness, and leveraging relationships to advance collaborative multi-disciplinary responses.
- Keep team members informed of progress being made towards objectives and of any relevant issues that may impact the progress of working groups or task teams.

Problem Solving

Typical problems solved:

The position focuses on diverse strategic issues and priority projects that align with ministry Business Plan and Alberta's response to homelessness. As the position addresses complex and politically sensitive issues that are often unique in nature and require innovative responses, the ability to define issues, identify implications, and develop creative solutions in a timely manner is essential to the role. The incumbent is a primary contact on matters pertaining to the ministry's involvement in the FPT Housing Forum and on cross-ministry initiatives that support individuals experiencing, or at risk of homelessness. The priorities addressed by the position often interface with the priorities of other GoA ministries such as Health, Children and Family Services, Mental Health and Addiction, Justice, Public Safety

and Emergency Services, Treasury Board and Finance, as well as Alberta Health Services. In representing HSHS and SCSS, the incumbent has considerable latitude to make independent judgments and decisions on behalf of the branch and the ministry.

Types of guidance available for problem solving:

The issues addressed by the position are complex and often unique in nature, with limited precedence available to guide judgments and decisions. Guidance is available from the Director and Executive Director as required.

Direct or indirect impacts of decisions:

- May influence GoA contributions and positions on issues discussed at multi-lateral forums.
- May impact the direction of GoA policy responses and the design of services provided to vulnerable populations, including individuals experiencing homelessness.

Key Relationships

Major stakeholders and purpose of interactions:

- Policy/service delivery staff in other ministries and other governments: Represents SCSS and HSHS on various committees; responds to inquiries; participates in discussions on key strategic and operational issues; and creates and maintains positive and productive working relationships.
- Staff in funded service provider agencies: Leads/participates in discussions on shared priority projects; facilitates stakeholder engagement as required; maintains effective working relationships; and supports the resolution of strategic and operational problems and issues.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

A university degree in public administration/social sciences or a related field, plus minimum of 4 years of progressive experience in policy development and analysis, and/or research. Experience (2-3 years) working on complex social issues impacting vulnerable populations. Knowledge of project management approaches, quantitative and qualitative research methods, and stakeholder engagement approaches are assets. Experience with homelessness and housing issues is also an asset. Equivalencies may be considered.

The position generally demands a high level of originality and agility, as well as the ability to independently analyze complex issues and develop creative and timely responses. The position makes significant use of coordination, communication, consultation, research, analysis as well as presentation, writing, and organizational skills.

Specific knowledge, skills and abilities include:

- Knowledge of the GoA legislative, strategic and operational context of SCSS and other key GoA ministries (examples: Health, Children and Family Services, Mental Health and Addiction, Justice, Public Safety and Emergency Services).
- Awareness of issues that affect housing and homelessness as well as vulnerable populations in Alberta.
- Experience with cross-ministry and intergovernmental collaboration.
- Knowledge of the GoA policy development, operational and business planning processes.
- Ability to communicate effectively in a variety of media with a broad range of internal and external audiences and stakeholders.
- Advanced mediation, facilitation, consensus building and team building skills.
- Excellent project planning and management skills.
- Highly developed critical thinking, analytical and problem solving skills.
- Experience managing multiple, complex projects under tight timelines.
- Highly developed qualitative and quantitative research skills.
- Working knowledge of data, information and knowledge translation and management processes.
- Experience providing senior and executive management with timely and concise information and advice.
- Proficiency with a range of IT tools, including Windows-based applications.
- Ability to take initiative and work independently or as a part of a team

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>The position maintains a strong focus on results and the achievement of organizational goals by anticipating the need for information and analysis from ministry leadership. The position also requires initiative and the willingness to take direct accountability, both at the individual and group level, for the outcomes of priority projects. Requisite to the competency is the ability to develop clear plans and take disciplined and decisive actions to advance the goals of branch, division and ministry.</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>In providing information, analysis and recommendations on novel homelessness policy issues, the position requires creativity and originality to define issues, identify potential implications, and develop objective evidence-informed and solution-focused advice. The solutions must reflect the integration of multiple sources of information, the consideration of the competing interests of a diverse group of stakeholders, and the changing nature of homelessness in the province.</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 	<p>The position requires considerable flexibility to adjust to changing priorities and timelines in relation to the ministry's response to individuals</p>

		<ul style="list-style-type: none"> • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	with complex needs experiencing homelessness. The role demands the ability to anticipate and adapt to shifts in executive-level direction on cross-ministry initiatives and ministry-specific projects. These shifts, which may focus on timelines or resource commitments, require the position to update analyses and project plans while maintaining a focus on objectives and results.
	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		

Benchmarks

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

024PS10
024PS06

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