

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

The Data Access and Information Privacy Branch is responsible for data standards, governance and privacy within Alberta's health case system. This includes ensuring that data driven decisions are supported by robust governance, privacy standards, and stakeholder collaboration. This helps to facilitate enhanced data access, collaboration, reduction in data duplication and innovation to ensure effective and efficient services across the government and health ecosystem to provide better services to Albertans.

Reporting to the Executive Director, Data Access and Information Privacy, the Manager is responsible for supporting the implementation of the Health Analytics Roadmap where data will be utilized for the benefit of all Albertans through a coordinated approach to manage, govern and use data. This position will lead the development of a data governance framework, grounded in privacy by design while also enabling data-driven research and innovation, which will enable data linkage, integration and access across the health ecosystem.

A critical responsibility of this position is to coordinate with various internal and external stakeholders to develop governance and policy instruments that will enhance the ability to access data and ensure consistency of practices. The development of standardized data access practices will increase the ability to make evidence-informed policy and program decisions while increasing public confidence about data use in Alberta's healthcare system.

Responsibilities

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

1. Data Governance

- Responsible for establishing and executing a Data Governance Framework and associated standards, guidelines and policy instruments;
- Collaborate with stakeholders to understand specific business needs for data access, data linkage and data integration to ensure alignment for data governance;
- Lead training around roles and responsibilities for data governance relating to data access, data linkage, data integration, de-identification, metadata, data quality, synthetic data and data ethics.
- Participate in the development and implementation of performance metrics and reporting mechanisms to monitor compliance with and effectiveness of data governance policies, standards and guidelines.
- Contribute to developing, communicating and implementing the Health Analytics Roadmap.

2. Data Policy, Standards and Legislation Management

- Lead the development and implementation of policy instruments and common standards around data governance within the health ecosystem;
- Establish and manage processes/standards for managing data throughout its lifecycle, including how data is collected, stored, processed, analyzed and shared;

3. Connection with Leadership and Stakeholders

- Provide updates and options for various policy instruments and governance standards;
- Present strategic options, recommendations, training and solutions to senior management as needed;
- Initiate and maintain effective working relationships and partnerships with various stakeholders across the organization in order to develop and implement policy instruments and governance options/standards.

4. Leadership, Direction and Support to Team Members

- Ensure effective leadership by providing strategic direction and coaching support to team members;
- Promote and support the delivery of quality work aligned with the business needs of program areas and the mandate of the department;
- Oversee and guide consultation and discussions with stakeholders;
- Empower staff to use creative thinking and develop innovative solutions to business needs;
- Provide appropriate performance management, learning opportunities and feedback tools, leading by example and fostering a working environment based on trust and respect.

Problem Solving

Typical problems solved:

The manager will be required to:

- develop and create solutions to standardize processes for data governance with key partners and data custodians.
- build consensus/capture existing best practices around standard processes for data access, data linkage, data quality, data disclosure, etc.
- navigate the regulatory landscape to ensure privacy is protected while enabling data access in a way that is transparent to Albertans.
- support a team work on complex cross-organizational data access standards/processes.

Types of guidance available for problem solving:

The manager is expected to function independently and to independently research and work through problems.

Additionally, the manager can seek guidance from:

- internal GoA policies, guidelines, and procedures;
- other managers within the branch, division, ministry and across the GoA;
- subject matter experts within the branch, division and across GoA; and
- Executive Director, Data Access and Information Privacy.

Direct or indirect impacts of decisions:

The work of this position ensures:

- data handling practices are consistent and comply with policy, standards, and legislative and regulatory requirements;
- organizations can leverage data, benefiting Albertans;
- patient safety and patient outcomes are improved by ensuring providers have access to the right information at the right time when providing care;
- data is used ethically and privacy is protected; and
- leadership is provided with strategic, timely advice and recommendations.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Team

- To provide leadership and direction; manage operational activities and issues; manage performance and provide coaching; provide guidance and advice; etc.

Senior Leadership:

- To receive direction; provide regular briefings; provide advice and recommendations; and strategize and develop strategic solutions.

Teams across Division and Department:

- To collaborate on initiatives and better understand the impacts and business needs for data governance, discuss activities and issues as it relates to data governance, data management and data access; and ensure service delivery is optimized.

Partners outside Department:

- To collaborate and ensure alignment of governance standards which will enhance the value of data, while protecting Albertans' data, privacy and security; and
- To develop data governance practices which will facilitate data access, where authorized, to enable evaluation and improvement of policies and services across the health ecosystem while driving innovation.

Required Education, Experience and Technical Competencies

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

If other, specify:

A university degree in business, science, public administration, law or a related field.

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

Education and Experience

- Experience providing advice and the ability to define a problem, develop solutions, and analyze options and solutions.
- In-depth knowledge of data governance trends, standards and best practices;
- Experience working with Alberta legislation, including privacy legislation, and governance systems.
- Knowledge of Health's legislation and Ministry policies, programs, and Business Plan.
- A strong working knowledge of data management practices and data governance.
- Experience working with a wide variety of stakeholders and diverse groups and the ability to communicate effectively, collaborate strategically, and balance the needs and interests of these diverse groups.
- Strong interpersonal skills and the ability to consult, coordinate and collaborate with a broad range of decision-makers in a positive and constructive manner.
- Experience in data governance, privacy and/or information management.
- Demonstrated ability to lead teams through complex issues while delivering results in a timely manner.
- Demonstrated creativity problem solving and decision making.
- Extensive project management experience and the ability to manage complex and politically sensitive projects.
- Exceptional written and verbal skills.

Assets

- A master's degree in a related field;
- Supervisory experience; and
- Experience in project management.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience. Examples of equivalences include: a related master's degree from a recognized post-secondary institution and a minimum of three years related experience.

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>The Manager is responsible for understanding business needs across program areas and organizations, and developing data governance standards based on identified needs as well as best practices from around the world to facilitate data access, while working within the regulatory framework.</p> <p>The Manager needs to consider and understand the privacy impacts and potential outcomes of data access and delivery of data services.</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>The Manager is responsible for supporting and developing policy instruments and standards related to data governance, working with areas and organizations with different data access needs and requirements.</p> <p>Solutions will involve resolving challenges across multiple areas and organizations with diverse needs.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>The Manager will lead the development/ implementation of a data governance framework and the associated policy instruments which will require working collaboratively with other managers in the unit, division, ministry, across GoA and with external stakeholders, often on cross-functional teams.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p>	<p>The Manager is required to build and manage a well-rounded network to</p>

