

Update

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Policy and Program Coordination

Current Class

Senior Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee Name (or Vacant)

Division, Branch/Unit

PSB, Divisional Services Branch

☒ 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:

- Support and advise divisional program areas on legislative options and strategies to achieve policy goals, including supporting the determination of appropriate legislative instruments based on circumstances of program area.
- Develop and present Ministry-level summaries, updates and reports on legislative issues and projects.

Data and information management:

- Establish and maintain the document management process, records of engagement and other information resources used to support the division's cabinet and legislative work.
- Ensure data is managed in accordance with data management requirements and ministry record keeping requirements, including resolving and participating in the resolution of issues related to

quality and accessibility of data and information.

Lead and support management positions and unit operations:

- Provide leadership, coaching and mentorship to the Manager of Policy and Projects and the Manager of Technical Writing by providing guidance and direction to ensure the successful delivery of assigned projects.
- Support developmental opportunities to assist staff with developing an understanding of legislative processes and best practices.
- Coach, mentor, develop, guide, support and train staff to carry out the responsibilities of their position.
- Supervise and manage staff performance in accordance with established policies and Human Resources directives and guidelines. Identify and document staff performance strengths and deficit areas. Work with staff to develop work plans to enhance skill level/competency to meet standards and monitor progress towards goals.
- Promote and provide recognition for positive performance efforts of staff through formal and informal means.
- Act on behalf of the Executive Director on matters as requested, and in periods of absences.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director of the Divisional Services Branch, the Director leads a unit which consists of the policy team and the technical writing team. The policy team provides strategic policy support and project management, and coordination services for the division, while the technical writing team is responsible for divisional routings, Action Request drafting and Action Request review on behalf of the Assistant Deputy Minister's office. This position is also responsible for overseeing the effective delivery of corporate support services for the division.

Responsibilities

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

Lead strategic policy support, legislative planning and project management priorities:

- Development of policy packages for review and approval from departmental senior leadership, Assistant Deputy Minister-level committee, Deputy Minister-level committee, and various Cabinet Committees including but not limited to the Public Safety and Wellness Cabinet Policy Committee, Legislative Review Committee, Treasury Board Committee, Cabinet and other appropriate and relevant tables.
- Manage the review, development or updating of legislation, regulations, Ministerial Orders and others as required, and ensure appropriate internal and external approvals are secured to ensure timely progress.
- Work closely with subject matter experts in the division (i.e. Pharmaceutical and Health Benefits Branch, Health Insurance Programs Branch and Divisional Services Branch), as well as other divisions (e.g. Finance, Communications and Public Engagement, Legal Services, Strategic Policy and Legislative Planning, etc.) and ministries to advance policy priorities. This would include coordinating ministry/cross-ministry consequential amendments to legislation/regulations that are required as a result of divisional policy changes.
- Support and advise divisional program areas on legislative options and strategies to achieve policy

goals, including supporting the determination of appropriate legislative instruments based on circumstances of program area.

- Develop and present Ministry-level summaries, updates and reports on legislative issues and projects.
- Provide project management support/services for policy projects and divisional priority initiatives (e.g. MDM items, divisional roadmap), such as the development of timelines, critical paths, dashboards and presentations.
- Provide Executive Director with advice and recommendations for emerging issues, opportunities and challenges associated with the work of the unit.

Overseeing operations of the Technical Writing Team:

- Coordinate the routings of all Action Requests on behalf of the Assistant Deputy Minister's office.
- Drafting and review of correspondence (e.g. letters, memorandums, emails, etc.) to Albertans, stakeholders, Government of Alberta senior leadership, political officials and others on behalf of program areas, to ensure Action Requests reflect current messaging, legislation, policies and procedures, as they can often bypass Assistant Deputy Minister's office review due to standard messaging.
- Maintenance of tools such as the Action Request tracker to ensure that Action Requests are properly tracked, deadlines are communicated and their status is up to date, resulting in their successful completion and routings back to the Ministerial Correspondence Unit, the Chief Operating Officer and the Deputy Minister's office, on behalf of the Assistant Deputy Minister's office.
- Provide divisional Action Request metrics and trends to support organizational excellence, continuous improvement and the development of proactive messaging.
- Ensure effective delivery of corporate support services.
- Provide secretariat support for the Out of Country Health Services Appeal Panel.
- Lead the drafting and posting of physician bulletins.
- Ensure divisional web content is current and updated on Alberta.ca.
- Lead procurement and contract development on behalf of the division, including Statements of Work, FP-01 Requests to Contract, etc.
- Lead contact for the coordination and/or development of the division's inputs into the department's business plan, annual report, business continuity plan, Red Tape Reduction reporting and others as requested (e.g. transition binders, session notes, Committee of Supply/Public Accounts documents).
- Provide support to divisional staff engagement efforts, including the coordination of town halls, divisional newsletters, etc.

Data and information management:

- Establish and maintain the document management process, records of engagement and other information resources used to support the division's cabinet and legislative work.
- Ensure data is managed in accordance with data management requirements and ministry record keeping requirements, including resolving and participating in the resolution of issues related to quality and accessibility of data and information.

Operational excellence:

- Manage day-to-day operations of the unit, including staff performance, recruitment and training.
- Ensure alignment of unit goals with ministry business strategies.

- Oversee budgeting, planning and continuous improvement initiatives.
- Represent the unit and branch on internal and external committees.

Lead and support management positions and unit operations:

- Provide leadership, coaching and mentorship to the Manager of Policy and Projects and the Manager of Technical Writing by providing guidance and direction to ensure the successful delivery of assigned projects.
- Support developmental opportunities to assist staff with developing an understanding of legislative processes and best practices.
- Coach, mentor, develop, guide, support and train staff to carry out the responsibilities of their position.
- Supervise and manage staff performance in accordance with established policies and Human Resources directives and guidelines. Identify and document staff performance strengths and deficit areas. Work with staff to develop work plans to enhance skill level/competency to meet standards and monitor progress towards goals.
- Promote and provide recognition for positive performance efforts of staff through formal and informal means.
- Act on behalf of the Executive Director on matters as requested, and in periods of absences.

Problem Solving

Typical problems solved:

The thinking environment is characterized by development and delivery of a range of client services/products for the Pharmaceutical and Supplementary Benefits Division. Guided by advice from the Assistant Deputy Minister and business plan, as well as the Canada Health Act, the Alberta Health Care Insurance Act, the Pharmacy and Drug Act and other relevant current legislation and regulations, the incumbent will find creative and responsive policy and operational solutions to pharmaceutical, benefit and health care insurance issues. An evolving health system presents challenges to effective governance and collaboration both provincially and nationally and requires the incumbent to manage emerging issues with few or no precedents. This requires careful consideration and risk analysis of social and political contexts and sensitivities at both provincial and pan-Canadian levels.

This position supports work related to government, ministry and branch priorities and must assess how to prioritize a number of competing projects and initiatives, and complete work within specified timelines.

This position will participate in the preparation of background, data and briefing materials on complex issues. The position must maintain a high degree of professional conduct and cultural competence in the performance of their duties, particularly with regard to their interaction and engagement with the public and key stakeholders.

This requires:

- Integrative thinking to reconcile conflicting priorities and competing interests and guide the development of creative and transformative approaches.
- Building networks and communities of practice to support legislative development processes, which requires strategic thinking, problem solving and sound judgment skills to support legislation development by anticipating the implications of possible outcomes with a view to a coordinated approach.
- The Director must be able to provide guidance and advice on complex issues in a timely, accurate and clear manner to staff of all levels of understanding. The position requires a high degree of flexibility and adaptability as priorities may change quickly in response to direction set by the Minister and ministry officials.
- This position requires strong team building and team leadership skills. This requires flexibility and

agility to balance competing priorities and supporting strategic resource planning to ensure that other resources within the branch are leveraged appropriately.

Types of guidance available for problem solving:

Depending on the nature of the problem or project, the Director may consult with the Executive Director, other Directors within the branch and division, the Assistant Deputy Minister's office, finance, legal services, communications, human resources and staff in other divisions.

Direct or indirect impacts of decisions:

The work of this position impacts the achievement of the ministry, government and the Pharmaceutical and Supplementary Benefits Division goals, and facilitating the development of legislation, policy and the coordination of resources to support programs and/or services.

Key Relationships

Major stakeholders and purpose of interactions:

Interacts daily with the Executive Director, managers within the division and the Assistant Deputy Minister's office for the purposes of providing updates and recommendations. Provide briefings, responses and updates as needed. Resolve issues, respond to inquiries, provide consultation, advice and recommendations. Provide timely and accurate information. Interact regularly with directors, managers and senior representatives throughout the ministry for the purposes of exchanging information, providing recommendations and advice.

Interact regularly with cross-divisional partners across the ministry, including communications, legal services and finance. Support cross-branch coordination and information sharing to ensure legislation, policy and programs are evidence informed and meet policy and operational requirements.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Business

Designation

If other, specify:

- A degree in a related field (e.g., Public Administration, Business Administration, Social Sciences).

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

- Leadership of internal and external professionals to achieve excellence in divisional operational coordination.
- Program and policy monitoring and coordination will require the ability to communicate clear priorities, motivate staff and stakeholders to embrace opportunities, creativity to identify solutions to complex problems, and positivity to maintain staff morale and spirit in a dynamic and challenging workplace.
- This position accepts responsibility for integrating the work of divisional branches and to meeting the needs of divisional client partners to achieve the operational and strategic goals of the division. Leadership to develop policy and strategic planning for the division as well as program strategic policy will require astute understanding of context, timing and political sensitivities.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none">• Uses wide range of techniques to break down problems	Asks deep, probing questions in order to understand policy intent and ensure that the legislative mechanism aligns with the policy and

		<ul style="list-style-type: none"> • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>implementation.</p> <p>Work directly with different programs areas and teams across the department to address legislative and policy issues.</p> <p>Researches and analyzes the approaches used in other jurisdictions to identify and adopt best policy approaches.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Ability to foster trusted and dependable working relationships with other jurisdictions, partners and stakeholders.</p>
Agility	○ ○ ○ ● ○	<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 • Readily adapts plans and practices 	<p>Ability to work under pressure with competing priorities and timelines in a multi-disciplinary environment.</p>
Drive for Results	○ ○ ○ ● ○	<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 	<p>Ability to work independently and collaboratively with others to achieve joint, high quality outcomes in a timely manner.</p>

		<ul style="list-style-type: none">• Considers complex factors and aligns solutions with broader organization mission	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)
Director, Strategic Policy and Planning, Alberta Health

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