

## New

Ministry

Health

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Partnerships

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 Partnerships, Planning and Integration Branch in the Primary Care and Rural Health Division leads a team dedicated to ensuring primary health care perspectives are included in Ministry or government-wide initiatives that require extensive collaboration to achieve improved health outcomes.

The Branch's responsibilities include:

- Developing programs and grant opportunities to achieve government's priorities for primary health care, including the goals set out in the Modernizing Alberta's Primary Health Care Strategy (MAPS).
- Promoting integration across Divisions, Ministries, health care delivery organizations, and partners in the social and municipal sectors.
- Providing primary health care perspectives into issues requiring cross-department collaboration, including workforce, capital infrastructure, and information technology solutions.
- Facilitating strategic partnerships across the Government of Alberta, and with key provincial and national

partners dedicated to advancing primary health care.

- Monitoring and coordinating grants with external partners to ensure alignment with community needs and government priorities.

The Manager, Partnerships, proactively identifies, manages, monitors, and develops solutions for diverse issues encountered by their organizational unit, providing synthesized analysis and updates to the Director and management team. They also lead the development of standard work processes to ensure the Branch's efficiency and effectiveness.

### **Responsibilities:**

Reporting to the Director, Partnerships and Program Planning, the Manager:

- Provides leadership, organization, and expertise in program administration and oversight to achieve Alberta Health's priorities, including components of the MAPS report.
- Provides advice about program administration and oversight to senior management and internal and external stakeholders.
- Works with stakeholders and external partners to monitor programs and grants, better understand issues, negotiate solutions, and ensure program and grant opportunities are aligned with community needs.
- Collaborates with executive and senior management in Alberta Health, other Government of Alberta ministries, senior management of Primary Care Alberta, and senior officials of key external stakeholder groups.
- Exercises managerial duties and responsibilities over program services and administrative staff, ensuring the organizational unit's activities support Alberta Health's priorities for primary health care.
- Oversees the allocation, assignment, and integration of resources to carry out activities impacting several organizational units within the Ministry, across ministries, and external stakeholders.

### **Responsibilities**

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

1. Oversee the administration, monitoring and evaluation of existing programs and grants to ensure alignment with Alberta Health's strategic directions for primary health care, including MAPS.

- Lead the monitoring and evaluation of programs and grants, focusing on accountability frameworks and compliance with grant deliverables to achieve intended outcomes.
- Engage with stakeholders and partners to track program performance, address challenges, and ensure initiatives align with community needs and government priorities.
- Collaborate with external partners to resolve operational issues and develop solutions to enhance program effectiveness.
- Ensure financial accountability by tracking resource utilization and compliance with established financial policies and guidelines.

2. Manage and lead an organizational unit of program services and administrative staff by ensuring the quality of work performed and alignment with Alberta Health's priorities, timelines, and government commitments.

- Provide guidance and advice to staff regarding program monitoring, grant deliverables, and compliance with accountability frameworks.
- Allocate resources effectively to support the direction, approach, and deliverables of monitored programs and grants.
- Respond to requests for briefing materials and correspondence by directing staff to develop high-quality materials that meet requirements for senior leadership and elected officials.

- Ensure proactive, transparent, and appropriate communication and collaboration within the team to support program and grant oversight.
- Assess and respond to issues identified by staff, providing leadership in decision-making and issues management.
- Ensure operational plans reflect Alberta Health priorities and support the achievement of program and grant deliverables.
- Strengthen cross-team communication to enable a smooth flow of information to inform branch operations and program monitoring activities.
- Foster a positive team environment and culture by encouraging staff development and teamwork.
- Build capacity within the organizational unit by assessing staff development needs and providing opportunities for skill enhancement in program and grant monitoring.
- Cultivate an environment for organizational learning by promoting collaboration to devise solutions to identified issues.
- Manage the organizational unit's adherence to records management requirements and best practices, with a focus on program and grant oversight.
- Frequently engage and work with key external stakeholders to ensure alignment with grant deliverables and community priorities.

3. Be an effective member of the management team, responsible for branch decision-making, identification of issues and developing integrated solutions to support the achievement of the Alberta Health primary health objectives.

- Support the Director in leading unit operations.
- Provide the Director and executive leaders with advice and recommendations for emerging issues, opportunities and challenges.
- Participate in branch planning and work with other Directors and management staff to synthesize opportunities and results.
- Represent the Branch, Division and Ministry perspectives and objectives to working groups and committees internal and external to the ministry and Government of Alberta.
- Maintain awareness of leading and emerging trends in primary health care.

## Problem Solving

Typical problems solved:

The Manager faces diverse, complex, and evolving challenges in the oversight of existing primary health care programs and grants. These challenges require innovative problem-solving and adaptability to ensure initiatives deliver on their mandates, comply with financial policies, and meet community needs and government priorities.

The Manager is tasked with monitoring program and grant performance, identifying and addressing operational issues, and providing evidence-based recommendations to support decision-making. Issues encountered may be novel, requiring a thorough understanding of program intent, stakeholder positions, and Alberta Health's procedures and processes.

The Manager is accountable for making timely, informed decisions to resolve challenging situations, ensuring financial accountability and alignment with government deliverables. This involves synthesizing data on program outcomes, financial performance, stakeholder engagement, and legal and policy considerations to develop practical solutions.

The Manager must remain flexible, proactively adapting to rapidly changing operational contexts within Alberta Health and across the Government of Alberta, while maintaining a collaborative approach with internal teams and

external partners.

Types of guidance available for problem solving:

To resolve challenges, the Manager must consider the overarching priorities, accountability frameworks, and policies/standards governing primary health care programs and grants. Solutions often require innovative approaches to enhance program monitoring or ensure grant compliance, while other situations may call for clarification of existing processes or the provision of targeted support (e.g., financial reporting improvements or adjustments to performance metrics).

The Manager collaborates with other managers across the Division and Department to address barriers and develop practical solutions that enhance program effectiveness and financial accountability. When additional support is required, the Manager consults with the Director to ensure that complex issues are addressed appropriately and outcomes align with Alberta Health's priorities and operational goals.

Direct or indirect impacts of decisions:

Externally, this position has a direct impact on the ongoing administration and oversight of primary care programs to ensure they are fiscally responsible and accountable primary health care system in Alberta. Internally, this position impacts the ongoing implementation, monitoring and reporting of primary health care programs, processes, and operations.

### Key Relationships

Major stakeholders and purpose of interactions:

Unit Staff: To provide guidance, direction, and advice. To receive advice.

Branch Staff: To provide assistance and advice. To receive advice.

Management team, Programs Partnerships and Integration Branch: Promote sharing and teamwork across the Branch; ensure all Branch members are aware of relevant work across the Branch. Provide advice. Receive direction and advice. Respond to queries and request for information.

Government of Alberta Divisions and Ministries (e.g., Community and Social Services, Education, Children's Services) - Share information regarding the impact of program design and the implications these programs have on other initiatives; request information to resolve queries and clarify existing policy.

Executive and Senior Divisional Leaders (e.g. ADM) - Present options and recommendations; respond to queries; seek direction related to primary health care program implementation.

Primary Care Alberta, Primary Care Networks (PCNs) and Primary Care Providers: Seek input/consultation on policy and operational issues and projects; Liaise and engage with primary health care leaders regarding program implementation; respond to queries; seek input related to the resolution of issues or conflicts.

Community Stakeholders (e.g. social organizations, educational organizations): Liaise and engage with community stakeholders when there is perceived impact of a specific program; respond to queries; seek input related to the resolution of issues or conflicts.

### 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:

Public Health, Health Administration, Business Administration, Public Policy, Health Care

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

The Manager requires analytical, interpretive, creative and critical thinking skills and must determine, organize, analyze and initiate changes in planning and program development and resolve complex health service issues in an often ambiguous, intangible, complex, and unstructured environments.

**Skills:**

- Program development and administration expertise.
- Advanced interpersonal and conflict resolution skills to guide, facilitate and to resolve conflicts.
- Highly developed oral and written communication skills.
- Demonstrated experience in supervising and managing teams of diverse, skilled individuals.
- Sound problem solving, analytical and planning skills to address complex problems.
- Well-developed critical and creative thinking, strategic planning, policy development and project management skills.
- Demonstrated ability in developing relationships and partnerships, and facilitating consensus building, leading working groups, and working collaboratively in team-based environments as well as independently.
- Advanced organizational skills and ability to lead an organizational unit by prioritizing task, directing work, and allocating resources in an ambiguous environment with conflicting agendas.
- Well-developed skills working with multi-party stakeholders with different backgrounds and agendas.
- Business planning and development expertise to lead the operational requirements of funded primary health care organizations and other grants.
- Excellent coordination skills to concurrently manage and resolve multiple issues at any one time while meeting timelines.

**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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"><li>• Identifies alternative approaches and supports others to do the same</li><li>• Proactively explains impact of changes</li><li>• Anticipates and mitigates emotions of others</li><li>• Anticipates obstacles and stays focused on goals</li><li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li></ul>	The Manager responds to changing direction for program reporting and provides advice and recommendations to the director in support of departmental priorities.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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</li></ul>	The manager will lead the development of program oversight processes. There is typically many options for program oversight and monitoring. The manager must ensure appropriate engagement with partners across the system to ensure success of the program.

		identify areas for collaboration	
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"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	Active prioritization of work and proactive planning are required as there are multiple departmental and project demands that will need to be met, where there is strong competition for the finite resources (for example, review of grants reports).
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	The unit is comprised of a variety of levels of program staff. The manager must work collaborative with the director to ensure ongoing development of staff to as part of staff engagement, retention and operational success of the unit.

## Benchmarks

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