

Update

Ministry

Education and Childcare

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Child Care Supports

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 Removed:

Job Purpose and Organizational Context

Why the job exists:

The Director, Child Care Supports and Grant Administration reports directly to the Executive Director, Child Care Delivery. This position is responsible for providing overall leadership and strategic direction to provincial delivery teams for implementation and delivery of supports for the child care sector, as well as centralized services for procurement and contract and grant

administration for all Branches within Child Care Delivery.

This position leads various teams tasked to implement service delivery initiatives such as Space Creation Grants Program and Inclusive Child Care Program. This position may also assist delegated licensing staff to uphold the Act and Regulations and serves as a consultant with those delegated in the interpretation and application of the *Early learning and Child Care Act* and Regulation.

The Director is responsible for maintaining regional partnerships with public and private sector organizations and for developing and maintaining effective, open, and consultative relationships with clients and stakeholders in Alberta. The position provides strategic input, practice support and advice.

In collaboration with the Executive Director of Child Care Delivery, this position sets provincial goals that aim to maximize child development and well being and program capacity and oversees the implementation of provincial strategies and programs with an outcomes-based focus. The position is directly accountable for positions ranging from administrative, contract and grant specialists, finance staff, policy analysts, and management who deliver a range of services.

The Director coordinates distinctly different program areas ensuring that monitoring of quality child care programs and grant monitoring of services including Space Creation Grant Program, Family Day Home and Inclusive Child Care are undertaken in an effective and responsive manner.

Responsibilities

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

1. Provide strategic management and leadership to Child Care programs by developing and implementing provincial strategies to enhance quality of child care programs and provide information to Albertans on childcare matters.

- Participate in the development of provincial frameworks for child care, providing expertise and advice on content, and ensuring provincial child care delivery needs and interests are represented.
- Set the direction and develop strategy in implementing finalized initiatives, developing outcomes- based goals and performance measures for programs, and leading province wide execution of these objectives.
- Analyze research, information, and knowledge of CC practices and strategies to determine how they can be used in a broader context within Alberta's other Jobs, Economy & Trade programs and services. Work with the provincial Leadership Teams to integrate goals, knowledge and research on child care into all regional and provincial programs,

2. Coordinate the development, monitoring, evaluation, and financial reporting of provincial childcare initiatives and innovative programs.

- Direct the negotiation of grants, procurement and competitions for all service providers.
- Define service specifications and oversee the development of contracts and grants for service providers.
- Oversee renegotiations of grants due for renewal.
- Oversee the quarterly and annual monitoring and evaluation of contracts and grants, ensuring the provisions of legal agreements are upheld, including financial services, confirmation of deliverables requested, and quality of service.

- Collaborate with contract and grant teams in the Child Care Delivery Division to ensure consistency in practice and approach.
3. Lead the operationalization of initiatives and innovative programs deemed Ministry priorities in child care.
- Oversee the management of staff responsible for implementation and operationalization.
 - Build and maintain strong relationships with community and child care programs to establish trust and effectively manage innovative programs.
4. Ensure program knowledge and information is integrated across all areas to support other regional programs.
- Coordinate staff meetings and brainstorming sessions, provide coaching, critique, advice, and mentoring to staff.
 - Motivate staff, support high performance, respectful workplaces throughout Alberta with engaged and skilled employees.
 - Provide direct supervision to the Managers responsible for innovative programs, initiatives, grants and services.
 - Ensure teams are adequately managing the day to day performance of programs and supporting the needs and development of quality child care in Alberta. Supporting teams to be responsive to the needs of agencies, staff, programs and the families and communities they serve.
 - Ensure the provision of ongoing training, development and support to staff in the areas of early brain development, infant mental health, child development, and early intervention.
 - Monitor and evaluate programs; becoming involved when atypical situations arise such as the closing of a program, termination of a grant or resolution of disputes.
 - Participate in recruitment activities for staff.
 - Manage staff performance, resolving any discipline-related matters (including Grievances).
5. Participate in Provincial and Regional senior leadership teams to develop strategic and operational plans.
- Partner with Directors within the Regions to determine the strategic and operational needs in Child Care. Advise the team on how to integrate innovative program and initiative processes, knowledge, and outcomes into existing regional programs.
 - Support provincial and regional planning and strategy development as a member of the leadership team, providing a comprehensive and forward-looking view of ECD and child care in the annual planning process.
 - Develop performance metrics to measure success of programs and evaluate grant provisions.
6. Liaise with other ministry managers and peers throughout Jobs, Economy & Trade across the province, and participate in cross-ministry initiatives, which include:
- Representation for all innovative programs and initiative related issues and projects that impact other regions, providing expertise and views and positions.
 - Working with other ministries and agencies when they are developing their regulations/guidelines/ governance models to ensure they consider Child Care Delivery strategic plan and legislation requirements. Ensure Jobs, Economy & Trade interests are incorporated into recommendations and decisions.
 - Informing and advising senior leaders across the ministry of concerns arising from these

initiatives, seeking support from department staff or other resources as needed.

7. Accountable for effective stewardship and leadership of the resources allocated to support innovative programs and initiatives:

- Accountable for budget and a staff spanning the entire province. Areas of responsibility include: grant monitoring, continuous improvement, and delivery of programs and initiatives.
- Manages government and community resources effectively and efficiently, within approved budgets, department and government policies, procedures, and management practices, to achieve Ministry goals

Problem Solving

Typical problems solved:

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Types of guidance available for problem solving:

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Direct or indirect impacts of decisions:

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Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Executive Director, Child Care Delivery - weekly - For approval and support of high level strategic planning services in the area of EI and CC. To participate in business and operational planning activities for the branch.

Managers of Child Care Supports and Grant Administration - weekly - Provide supervision to team. Involvement in the most contentious of services issues, providing direction and expertise on how best to manage grants and community conflicts or non compliances to the legislation, regulations and standards and other conflicts that have escalated to the Senior Management level.

Managers, Supervisors and CC Specialists - monthly - Provide regular updates as to best practices, provincial direction.

Regional Child Care Meetings throughout regions within the ministry - monthly - Liaise with Senior Managers across the ministry responsible for Child Care to share information and best practices, and collaboratively resolve issues.

External:

Various contracted agencies, other child care programs and community partners in the area of innovative programs and initiatives - Bi-weekly - Meetings are held as required to coordinate/discuss priorities and strategies in the innovative areas and other issues raised by the community.

Other Ministries - As needed - Respond to inquiries in collaboration with Executive Manager and Communications Manager. To coordinate strategies and planning.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The Senior Manager 2 requires a Bachelor's Degree, plus 5 or more years of senior leadership and management experience. Strong knowledge of child development, prevention and early intervention, brain development and child care programs is required. Additionally, the position requires extensive knowledge and competence in:

- Alberta Children's Service legislation (in particular, the *Early Learning and Child Care Act* and Regulations)
- Regional programs and business objectives
- Social work principles, theories, and practices
- Financial management, including cost benefit analysis and pricing (i.e. understanding what the market will bear for reasonable costs for certain types of services)
- Demonstrated ability in managing urgent, politically sensitive and provincially significant child and youth-related issues.
- Grant/Contract Management
- Project management principles and practices
- Tactical as well as strategic thinking: A big-picture view to craft a long-term vision for Child Care within Alberta, as well as how this is integrated across all program areas.
- Evaluated the effectiveness of program and services offered throughout the province, ensuring they are relevant to all cultural groups and communities. Provide direction on how programs can be enhanced to reflect the changing needs and demographics of Alberta.
- Problem solving in both a business and strategic context. Sharp analytical and problem-solving capabilities that go beyond technical expertise.
- Communication and people management skills. In order to be successful, the Director must be skilled in building collaborative relationships that span functional and organizational lines. The Director must be able to communicate effectively to a diverse range of stakeholders, including child care programs, service agency staff, and public audiences (including parents and child care professional groups).
- Strong leadership skills to cultivate a high-performing team of staff and elicit cooperation cross-functionally are required. Strong oral and written communication skills must accompany an aptitude for building collaborative relationships across all levels of the business.
- Negotiating skills are required to work with diverse stakeholders, and gain their agreement.
- The ability to build consensus among competing interest groups and negotiate the resolution of conflicts is essential.
- Lead joint projects within the the Ministry, other government partners, community-based committees.

The position integrates the goals and outcomes of a diverse range of child care programs ranging from early brain development of children to intervention methodologies and programs where parenting capacity is in question. Working within the Child Care licensing legislation, provincial financial and contract management regulations, and various other provincial frameworks, the position must balance

the needs and interests of families, communities, children, youth, parents, and contracted agencies providing services to support children and families within the regions to deliver the responsibilities outlined above in this job description. There are often conflicting views and priorities between all of these stakeholders which add complexity in the position's leadership of these program areas.

As the escalation point for the programs and initiatives and unit of staff, the position regularly is required to analyze and resolve the most complex issues around program areas that are provincial in scope, and where the solutions to the program areas' needs are unknown. When faced with complex and ambiguous information, the Director must be able to evaluate it, synthesize it, and develop a coherent plan of action.

The sensitive subject matter, structure of the worksites, and the provincial focus are added complexities to the position's need.