

## New

Ministry

Primary and Preventative Health Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Project Manager and Process Enhancements

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Health Workforce Division

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 1

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Health Professions Regulations and Physician Workforce, the Project Manager and Process Enhancements supports the division and leads the coordination and advancement of process improvement initiatives across the division. This role requires strong project management expertise and a demonstrated ability to drive operational and process enhancements. The Project Manager and Process Enhancements works closely with divisional leadership, providing strategic support in planning, execution, and stakeholder engagement. The position is responsible for managing complex project scopes, overseeing multiple concurrent initiatives, and reviewing processes to ensure efficiency, consistency, and alignment with divisional priorities. The role also oversees the development, maintenance, and enhancement of key business functions within the Health Workforce Division, ensuring effective implementation of health workforce planning priorities.

Exceptional communication, coordination, and interpersonal skills are essential to support the Executive Director's office and manage the division's corporate deliverables. Responsibilities include coordinating major initiatives, delegating project components to senior divisional staff, and contributing to policy development, formulation, and

review. The position also provides research, analysis, and planning support to enable informed and strategic decision-making.

The role requires a strong understanding of the Division's mandate, priorities, business goals, strategies, relevant policies, legislation, regulations, and organizational structure, along with comprehensive awareness of government and Ministry strategic directions as they relate to the Division's work. It also requires specific knowledge of government and departmental planning processes, requirements, and Minister/Deputy Minister correspondence standards. General knowledge is needed in key departmental and government acts and regulations, departmental positions on a range of issues, and the provincial political system, as well as the political, societal, and executive decision-making environment in which the Division and Ministry operate. The position further requires familiarity with fiscal planning and forecasting cycles, quality assurance principles, and business and operational planning processes that support divisional outcomes, including developing and implementing innovative practices that enhance overall effectiveness and efficiency.

## **Responsibilities**

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

### **1. Project Coordination & Reporting**

- Coordinate the planning, execution, control, and closure of assigned projects within approved scope.
- Manage multiple projects simultaneously, ensuring priorities are balanced and deadlines are met.
- Identify and secure necessary resources, including in-house expertise, other Ministries, Boards, interest groups, and technical specialists.
- Lead and support project teams in developing plans, documentation, and reporting frameworks.
- Prepare requests for proposals and participate in proposal evaluations.
- Collaborate with internal and external stakeholders to ensure alignment and effective communication on projects.

### **2. Scope & Parameters Management**

- Initiate and manage preparation of functional programs in consultation with relevant stakeholders.
- Direct the development of business case analyses and feasibility studies to evaluate alternative solutions.
- Collaborate with Executive Directors of within the division, cross Ministry leadership and stakeholders to assess project and program delivery requirements.
- Create and maintain a project plan dashboard to provide visibility across the entire project portfolio, ensuring progress, risks, and deliverables are tracked consistently and reported accurately to leadership.
- Ensure approved project scope remains aligned throughout the lifecycle.
- Request and document approvals for scope changes when required.

### **3. Process Review & Enhancement**

- Apply Lean Six Sigma methodologies to identify inefficiencies and recommend improvements.
- Review existing processes to ensure alignment with Ministry standards, codes, and guidelines.
- Lead continuous improvement initiatives to enhance project delivery and stakeholder satisfaction.
- Provide recommendations to the ADM on process optimization and risk mitigation strategies.

## Problem Solving

Typical problems solved:

The Project Manager reports directly to the Executive Director of Health Professions Regulations and Physician Workforce, and works closely with senior leadership within the division and the Assistant Deputy Minister's Office to accomplish core divisional priorities.

This role leads comprehensive oversight of complex projects, ensuring coordination across planning, execution, monitoring, and completion of projects/priorities. It addresses operational and strategic challenges by securing appropriate resources, facilitating collaboration among internal and external partners, and maintaining alignment with approved scope and organizational priorities.

The role proactively identifies inefficiencies, recommends corrective actions, and implements enhancements that strengthen project delivery, mitigate risk, and improve stakeholder outcomes. Success in this role requires exceptional time management, flexibility and the ability to thrive in a high-demand environment.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

Health Workforce ADM, Issues Manager, Operations Manager and Executive Assistant, Executive Directors within Health Workforce, ADM's and other senior leadership across other divisions within the Ministry and cross-ministry partners, Corporate Services (Financial Services, Health Legal Team, etc.)

### External

Alberta Medical Association, Alberta Health Services, Primary Care Alberta, Acute Care Alberta, Recovery Alberta, Covenant Health, University Professionals, Health Professionals, other various colleges and associations.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Public Administration

Designation

If other, specify:

Bachelor's degree in Project Management, Political Science, Engineering, or related field.

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

Minimum Lean Six Sigma Green Belt certification (Black Belt to be considered an asset).

## 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	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 identify areas for collaboration</li> </ul>	<p>Ability to align project outcomes with organizational priorities. Skilled in Lean Six Sigma methodologies to identify inefficiencies and implement enhancements.</p>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Position needs to bring and reconcile disparate views to the table, break down issues into root causes and come up with innovative solutions in a politically sensitive environment.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <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>	<p>Thrives in high-demand environments, managing multiple priorities with agility.</p>

Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Position must project manage complex projects and policy initiatives that involve multiple ministries.</p> <p>Ensures projects are delivered within defined scope and standards.</p> <p>Effectively balances competing deadlines and resources across multiple projects.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Builds strong relationships with diverse stakeholders. This position interacts with various levels of staff across the ministry and with cross ministry partners. Collaboration is required to ensure competing interests are balanced, key input is gathered to generate a well-supported and informed policy decisions.</p>

## Benchmarks

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