

New

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Intern

Requested Class

Program Services 2

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA11

Cost Centre

6 2862

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

System Refocusing, Strategy and Implementation

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Refocusing Strategy and Implementation Branch, the Policy Intern plays a key role in providing strategic support to the System Refocusing mandate. At the direction of management, the Policy Intern, has a supportive role in carrying out complex policy and program development projects. Projects can range from short-term assignments requiring strategic analysis with quick turnarounds, to long-term projects with multiple components, and recommendations which include options, risks, and supporting evidence. The role requires systems thinking, agility and a proven ability to gain expertise in a wide range of topics, often under very tight timelines. The work will be fast-paced and require a high level of integration with partners across the department and government.

The Policy Intern is involved in supporting the implementation of the direction for Alberta's health care system to improve health outcomes for Albertans and empower health care workers to deliver quality care across the province. This include planning, evaluation, interpretation, and implementation of new initiatives, policy or programs, within the framework of the division's mandate and the department's business plan objectives. In particular, this role will support the stand up planning of the new provincial

health entities. The position would also provide support to project working groups, consult with stakeholders on various items, and remain abreast of current policy and program related issues and trends.

Responsibilities

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

- 1) Provide strategic support to the managers and director on the stand-up of the new provincial health entities:
 - support planning and preparation for meetings, including the development of agendas, meeting materials, presentations, draft emails, and other documents to support governance body objectives as required.
 - schedule and attend meetings, as needed;
 - collate and summarize information from meetings to inform key decision makers and executive management; and,
 - contribute to and complete action items delegated to Alberta Health.
- 2) Research and analyze the impacts of strategic policy initiatives and options and identify linkages between issues and initiatives in relation to direction relevant to the department and government policy:
 - draft summaries to inform the context of strategic planning and development of potential directions, and,
 - apply a systems perspective to raise awareness of significant trends and leading practices through the development of appropriate briefings, presentations, and informational material.
- 3) Participate in the development of analysis, research, and advice on the system refocusing initiative for the department:
 - Consult with other divisions branches, teams and departments to gather the appropriate internal information that will support the overall system refocusing project management.
- 4) Undertake ad hoc requests by senior officials to support special projects and initiatives as needed.
- 5) Contribute to the effective operation of the branch:
 - respond to requests from other staff within the department;
 - establish and maintain positive and effective relationships with team members and other program areas; and,
 - support senior and executive management in dealing with issues (e.g. preparation of briefings, action requests, presentations, participation in meetings, research, etc.).

Problem Solving

Typical problems solved:

The position functions with independence and must use their knowledge and experience, with guidance from their supervisor, to complete assignments. Strong communication is required to maintain relationships internal to the division and external. The position follows goals or timelines established by a senior position or manager and raises awareness if they've uncovered emerging issues.

Types of guidance available for problem solving:

The Policy Intern can rely on other Advisors and their Manager to identify potential upcoming issues and work towards a solution. Situations faced by the Policy Intern are usually within a structured approach.

Direct or indirect impacts of decisions:

Decision making authority is limited to how the position prioritizes assigned tasks. The Practicum Student must use sound judgment to provide a definitive policy or program response. The position applies relevant government process and methodologies to complete work.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Manager - for strategic direction and immediate supervisory direction and project assignment

Branch staff (including other work units) - provide support and maintains strong communication

Director/Executive Director - as required, for strategic direction and information

External:

Other department staff - for input, information gathering, and project completion

Contracted resources - as required

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Designation

If other, specify:

University graduation in public administration, business, political sciences or in a related field

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

- Self-direction: proven experience working independently with limited supervision and working within a team to carry out policy or planning projects.
- Relationship Building: demonstrated ability to establish and maintain positive working relationships with diverse stakeholders.
- Communication Skills: strong written and verbal communication skills, with the ability to prepare and present reports, briefings, and presentations.

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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none">• Seeks insight on implications of different options• Analyzes long-term outcomes, focus on goals and values• Identifies unintended consequences | Responsible to understand the overall plan for the refocusing initiative, promote information sharing across organizations and proactively manage risks and opportunities related to the project. |
| Agility | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Works in a changing environment and takes initiative to change: <ul style="list-style-type: none">• Takes opportunities to improve work processes• Anticipates and adjusts behaviour to change• Remains optimistic, calm and composed in stressful situations• Seeks advice and support to change appropriately• Works creatively within guidelines | Maintains awareness of ministry priorities, pressures and constraints in a dynamic project environment. Applies this awareness to effectively support management and senior management to implement changes. |
| Creative Problem Solving | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Focuses on continuous improvement and increasing breadth of insight: | Constantly reviews and maintain the branch's systems and process to ensure smooth and |

| | | | |
|------------------|--|--|--|
| | | <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices | efficient work and information sharing as required across the division. |
| Develop Networks | <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | Maintains collegial internal relationships and understands external network: <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful | Builds relationships across the division and with other organizations to maintain broad awareness of the refocusing initiative and promote information sharing across the project. |

Benchmarks

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

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 |