

## New

Ministry

Health

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Indigenous Legislation and Strategic Planning

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Indigenous Health, Policy and Planning

☐ 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:

Manager, Indigenous Legislation and Strategic Planning

Within the Indigenous Health Division, the Indigenous Health Policy and Planning Branch is dedicated to developing and supporting strategies, policies, and legislation that help improve health status of Indigenous peoples and reduce the gap in health outcomes between Indigenous and non-Indigenous Albertans.

Within the Indigenous Policy and Planning Branch, the Legislation and Strategic Planning Unit is responsible for contributing to the development and implementation of a legislative and policy framework to guide and support Ministry and Government priorities related to Indigenous health. This includes the identification of issues, engagement of stakeholders, and development of solutions that support and reflect Alberta's broad legislation and policy objectives.

The Manager, Indigenous Legislation and Strategic Planning, leads a dynamic team to advance the Ministry's and Government's policy, program, and legislative priorities related to Indigenous health. The role is responsible for providing oversight of the identification, planning, and coordination of Indigenous health-related programs and services aligning with the final report recommendations from the Indigenous Modernization of

Alberta's Primary Health Care System (MAPS). The role has a strong focus on project management, process development, supporting the development of policy and legislative materials related to Indigenous health, and leading staff in a fast paced and complex environment.

## Responsibilities

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

Manage the Indigenous Policy and Planning Branch's policy, and legislative planning, review and development processes.

Develop legislative options and strategies to achieve policy goals, including determination of appropriate legislative instruments based on circumstances of program area.

Ensure legislation is aligned with policy options, political sensitivities and operating requirements of affected program areas.

Work with Alberta Health's Policy Integration and Legislative Services team to proactively ensure development of policy, legislation and programs impacting Indigenous Peoples and communities aligns with the appropriate strategies of legislative planning and development.

Lead information and data gathering including cross-jurisdictional analysis.

Lead develop legislative options and strategies to achieve policy goals, including determination of appropriate legislative instruments based on circumstances of program area.

Responsible for managing and/or drafting all legislative documents policy documents, briefings, speaking points, and other documents as required by senior officials).

Ensure that move the legislation through the applicable internal and external approval processes to ensure timely progress.

Identify and develop alternate non-legislative mechanisms that may be available to achieve the desired outcomes (e.g. policy changes, communication plans, education, etc.).

- Lead coordination and support cross-Divisional legislative review, program development, and policy work to ensure goals align with broader Indigenous community needs, and health care requirements.

Provide strategic advice regarding legislative, policy, program, and related matters.

Ensure awareness of the Indigenous Modernization of Alberta's Primary Health Care System (MAPS) initiative, recommendations, Ministry mandate letter, Ministry business plan, objectives, priorities, supporting strategies, and provincial and federal legislation to ensure alignment with development of legislation, policy or programs.

Provide strategic advice related to legislation to program areas and Ministry officials.

Cultivate effective working relationships with a diverse range of internal and external stakeholders at all levels of government.

### Data and Information Management

Establishes and maintains the document management process, records of engagement, for all documents and other information resources used to support the Indigenous Health's Divisions' cabinet, and legislative work.

Ensures 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 manage the Indigenous Legislative Analyst positions.

Provide guidance and direction to ensure the successful delivery of assigned projects.

Support development of 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.

Coordinate training for staff, complete orientation and support ongoing professional development strategies.

Supervises staff 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. Keep Director informed of significant performance issues.

Promote and provide recognition for positive performance efforts of staff through formal and informal means.

Create and support a positive and respectful workplace and an environment that motivates staff

Conduct performance reviews with staff through regular conversations and review. Assist in providing supports to achieve goals set out in the personal performance agreements/teaming plans. Assist and support the Director, Legislative Services in the strategic oversight of the unit.

Develop and present Ministry-level summaries, updates and reports on legislative issues and projects.

Provide Director with advice and recommendations for emerging issues, opportunities, and challenges associated with the work of the unit; ensure Action Requests approved by the Director reflect current legislation, policies and procedures; and provide appropriate advice and recommendations.

Draft responses to Action Requests that reflect a sound understanding of relevant legislation, legal principles, and the business of the Ministry, are accurate and defensible, and provide politically sensitive advice and recommendations.

Manage and participate in unit planning and reporting.

Act on behalf of the Director on legislative matters as requested.

## Problem Solving

### Typical problems solved:

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

This position participates in and supports work that is beyond the direct mandate of the branch and the ministry. To this end, the position must develop positive working relationships with partners and stakeholders beyond Unit staff.

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 Indigenous health stakeholders.

This requires:

- Integrative thinking to reconcile conflicting priorities and competing interests and guide the development of creative and transformative approaches.
- Building networks, communities and practice movements to support legislative development processes; 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 and holistic approach.

The Manager, Indigenous Legislation and Strategic Planning 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.

Another challenge is to proactively identify practices within the Ministry that may not be in accordance policy related to improving Indigenous health, and influence Ministry staff and officials to modify practices.

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 Manager may consult with the Director, other managers in the branch, 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 Indigenous Health Divisions goals related to addressing Indigenous health policy matters, and facilitating the development of legislation policy and the coordination of resources to support programs and/or services that serve to improve Indigenous health outcomes.

## Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with the Director for the purposes of providing updates and recommendations, and to act for the Director as required. 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, Health's Law Team, and Finance. Ensure advice, and legislation is evidence informed by working with colleagues in Strategic Policy and Planning's data surveillance team. Support cross-Branch coordination and information sharing to ensure legislation, policy and programs are informed by Indigenous perspectives.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

University graduate in health or social sciences, Indigenous relations and/ or political science.  
Understanding of the Alberta health system and current challenges, strategic initiatives intended to renew and reform the health system, and addressing the health program and service needs of Indigenous Albertans in particular.  
Understanding of Indigenous health issues and their implications for Alberta.  
Understanding of the Indigenous policies and priorities of the GoA (e.g., in response to the UN Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission of Canada's Calls to Action) and awareness of the policy priorities and concerns of the Indigenous community.  
Knowledge of the Constitution Acts (1867 and 1982), the Indian Act, the Canada Health Act, the Canada Health Transfer and relevant Alberta legislation, and their implications on program and service delivery within the Alberta health system.  
Knowledge of different types of research methods, approaches and various research platforms.  
Understanding of governmental policy development processes and procedures and relevant health legislation and regulations.  
Office software: Microsoft Word, PowerPoint, Excel, Outlook and SharePoint.

Skills:

Strong conceptual, analytical and problem solving skills in order to assimilate and assess complex issues and situations, and propose appropriate options and recommendations.

Strong written and oral communication skills.

Strong organizational and self-management skills with the ability to prioritize and complete work within specified timelines.

Abilities:

Ability to synthesize complex materials and issues and utilize analytical skills to write in a clear and concise manner.

Ability to work independently and collaboratively with others to achieve joint, high quality outcomes in a timely manner.

Ability to foster trusted and dependable working relationships with other jurisdictions, partners and stakeholders.

Ability to work under pressure with competing priorities and timelines in a multi-disciplinary environment.

Work Experience:

Experience working or volunteering in the health system and/ or Indigenous communities would be 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		
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"><li>• Uses wide range of techniques to break down problems</li><li>• Allows others to think creatively and voice ideas</li><li>• Brings the right people together to solve issues</li><li>• Identifies new solutions for the organization</li></ul>	Asks deep, probing questions in order to understand policy intent, and ensure that the legislative mechanism aligns with the policy and implementation. Work directly with different programs areas and teams across the department to address legislative and policy issues.

### Benchmarks

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

Manager, Indigenous Health Policy, Alberta Health

Manager, Policy Integration and Legislative Services, Alberta Health