

New

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

Manager, Strat Workforce Plann

Requested Class

Manager (Zone 2)

Job Focus

Supervisory Level

01 - Yes Supervisory

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

PEI, Program Innovation/Strategic Workforce Plannin

Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (30 characters)

ED, Program Innovation

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Program Innovation Branch is responsible for ongoing operations of the public program approval function and private program licensing within Advanced Education. This includes identifying, on an ongoing basis, priorities for workforce planning to support strategic change leadership in partnership with post-secondary institutions to ensure programming at the system level continues to provide high quality learning opportunities for students while addressing the needs of Alberta's economy.

This position is responsible for managing a portfolio of Government of Alberta (GoA) workforce planning projects to realize government outcomes and policy direction in support of systemic change within the post-secondary system aligned to Alberta's Recovery Plan, Alberta 2030 and Alberta at Work. Each project is centered on and organized by priority economic sectors; project focus on leveraging sector data/information to identify strategies for addressing workforce planning needs through the post-secondary system. The Unit develops critical intelligence and leverages knowledge and relationships to inform policy and decision-making related to post-secondary programming.

Program management responsibilities for this position include monitoring the portfolio as a whole and specific projects and addressing issues as they merge; related evaluations and reporting, and ensuring opportunities for improvement are identified, analyzed and mapped out in accordance with relevant department and government priorities.

The Manager leads the Strategic Workforce Planning Unit and contributes to Branch leadership as a member of the

management team. Strategic advice and recommendations are provided to senior and executive leaders within the department and in other departments.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

Portfolio Management

- Direct the development and implementation of various project processes including issues management, monitoring, tracking, and reporting tools to enable consistent management across portfolio projects.
- Maintain relationships and pathways with project stakeholders across the department and in other departments to maintain communication and information flow.
- Surface portfolio priorities and recommendations for decisions to appropriate leaders to inform decision-making
- Integrate project monitoring to a portfolio / program levels (e.g., status of each project - are they tracking on target? Where are the hitches across the portfolio?).
- Provide proactive advice and recommendations to project leaders (e.g., where projects are headed; where to go next based on the unique needs of each sector and potential impacts post-secondary institutions (PSIs) [e.g., need for capital investment or plans to accommodate increase clinical experience]).
- Prepare budget materials including budget submissions and quarterly reports in collaboration with Financial Services to support the ongoing work of the portfolio and monitor and evaluate overall health of inflight programs, projects and initiatives.
- Present reports on the progress across the portfolio to ensure the portfolio meets expectations (e.g., to project leaders and to Treasury Board and Finance).
- Manage the development of communications and responses to queries from various sources including from the media.

Strategy Development

- Identify potential strategies to address workforce planning needs of each sector (10).
- Advise other ministries on their workforce needs as a first point of contact based on collection and analysis of sector data and trends (e.g., what are the talent needs based on enrolment data, conversion rates and graduation trends).
- Recommend approaches to development of talent pipelines based on understanding needs and sharing that back to the dept to advise on strategies.
- Provide high level strategic interpretation and advice regarding the application of labour market intelligence in the development of programs and services to enhance employment attraction and retention, and skill development.
- Advise allocation of fundings for the overall talent pipeline and formulate plans for financial distribution of project funds.
- Serve as the hub and focal point for coordinating AEs initiatives and involvement on cross-ministry initiatives.

Strategy Research, Analysis and Advice

- Manage research and analysis to provide sector data and information related to workforce planning needs.
- Consult with project stakeholders in other ministries to ensure they have the necessary data / information.
- Lead the analysis of requirements - is it an enrolment issue or will another incentive work.
- Ensure channels are open for the Unit to maintain awareness of enrolments across the post-secondary system in alignment with labour needs.

Cross-ministry Coordination and Engagement

- Stand up cross-dept working teams and lead, co-lead or participate as needed.
- Coordinate and initiate several tables with other ministries to share intelligence across the GoA regarding labour needs across all sectors.
- Represent the Branch, Division, and Ministry perspectives and objectives to working groups and committees made

up of ministry, cross-ministry, cross-jurisdictional members.

- Engage other members of the ministry and other ministries in the development of briefing materials.
- Negotiate agreements within the ministry and with partnering ministries for the development of joint initiatives.
- Build partnerships with other ministries, organizations and stakeholders to foster a common vision and advancement on initiatives related to provincial workforce planning.
- Champion and foster attention to the value of strategies.

Manage unit operations on a day-to-day basis to meet branch or ministry goals and priorities.

- Translate business plans and priorities into an operational plan and monitor its implementation.
- Supervise, coach and mentor staff, building a positive and productive environment based.
- Provide overall management of unit human and financial resources, including planning, prioritization, monitoring, and reporting.
- Resolve more complex operational issues and include staff in developing solutions.
- Adjust program resources (human or financial or technology related) to meet operational needs (e.g., short-term high demands; resource shortages).
- Manage the completion of related action requests and briefings.

Support the Executive Director in achieving the mandate and goals of the Branch.

- Participate in unit planning and reporting, working collaboratively with other managers and staff.
- Provide the Executive Director with strategic advice and recommendations for emerging issues, opportunities, and challenges.
- Provide input and recommendations to senior and executive decision-makers.
- Represent the Executive Director as needed.

Problem Solving

Typical problems solved:

Multiple ongoing initiatives at varying stages and every sector has specific needs and how that will potentially impact the post-secondary system in Alberta. This includes negotiating and influencing project processes at multiple levels to maintain project progress and to ensure accuracy in reporting. Adding to the challenge of this role, is the profile and priority on workforce planning and its links to Alberta's recovery and future economic development. There is a high level of accountability for program management. The Manager is also challenged to manage accurate and comprehensive communications and reporting across multiple projects and shifting practices to proactive from reactive reporting and communication.

Types of guidance available for problem solving:

The Manager must be able to think strategically about multiple needs from different perspectives to plan, manage, and implement projects in alignment with policy and legislation. There is a need to integrate multiple inputs and perspectives (e.g., stakeholder needs, alignment to strategic and program policy, alignment to interprovincial initiatives, and integration with other existing programs and services). The Manager must be able to use a systems-thinking approach and consider broad impacts such as alignment with other department and government initiatives, impact to the post-secondary system, overall program integrity and validity of data, or integration with the work of external stakeholders. Efficiency, cost-effectiveness, and program measures and outcomes need to be strongly considered in the Manager's work.

Assistance and guidance are available through direction from the Executive Director and consultation with project leaders. Business Plan priorities also guide decision making. Original thinking is applied to help projects identify

strategies in concert with existing programs and services in a way that minimizes conflicts or opposing perspectives, and shapes new programs and services to best meet multiple stakeholder inputs and expectations.

This position will have the authority to prioritize actions and move them through executive level in accordance with budget reporting and preparation timelines.

Direct or indirect impacts of decisions:

Externally, the work of this position impacts:

- transformation, shape, and modernization of the post-secondary education system to address sector workforce planning needs so that Alberta has the talent pipelines to achieve economic development and labour market priorities.
- Achievement of priorities for Alberta at Work - a collection of strategic investments to help Albertans develop new skills and grow their careers - Alberta's Recovery Plan, and Alberta 2030.

Internally, the work of this position impacts:

- more proactive and integrated approach to program management for strategic workforce planning projects in place across the GoA.
- the operational plans and results achieved by the team.
- unit and branch plans as a part of the branch management team.
- linkages and collaboration across sectors and the post-secondary system to operate nimbly and adapt to evolving environments.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Unit staff - Manage planning and priorities for the team; supervise and coach staff.
- Executive Director and Assistant Deputy Minister - Provide updates and recommendations; discuss issues and solutions; support senior leaders roles on committees and working groups.
- Other unit leaders/staff - Program development and implementation leadership or facilitation; collaborate on initiatives and share information; provide advice on program development and implementation approaches.
- Peers in other departments - Share information; collaborate on initiatives; represent the department's perspectives on program development and implementation topics; leverage linkages across initiatives.
- Corporate Services - work closely with colleagues in Financial Services to prioritize and move actions through executive level in accordance with budget reporting and preparation timelines; collaborate with HR on related topics to lead the team.

External

- Leaders in post-secondary systems - Liaise with Vice President Academics to understand capacity of programming and potential for new program streams at both public and private post secondary institutions; collaborate with those VPAs and their staff as appropriate to outline plans, budgets and action a variety of calls for proposals, grants etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field is also applicable.

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

Education and Experience

- Undergraduate degree plus several years progressive experience
- Project and program management experience

Technical Competencies, certification and/or training

- Ability to apply knowledge of relevant legislation and government strategic priorities to the portfolio of workforce planning projects.
- In-depth knowledge of approaches and methods in program management and change management
- Knowledge of and exposure to the full strategy and policy development process.
- Financial and human resource management frameworks, policies, and processes in place across the GoA.
- Supervisory and team leadership skills.
- Consultation, influence, and negotiation skills to manage and advance diverse projects across multiple economic sectors and ministries.
- Highly developed relationship building and communication skills.
- Demonstrated ability to lead initiatives, manage change and achieve positive results.
- Ability to work independently, make appropriate decisions and acting as required.
- Strong judgement/decision-making.
- Well-developed problem-solving and analytical skills.
- Agility to adapt quickly to changing direction and priorities across multiple subject matters simultaneously.
- Ability to maintain resiliency and momentum when leading projects with significant ambiguity.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Takes a holistic and long-term view of challenges and opportunities; considers short-and long-term impacts of issues; consider project needs within broader workforce priorities.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Clarifies objectives and sets performance standards; monitors processes and adjust as needed to reduce deviations from the plans and to achieve expected measures.

