

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Program Services 4

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Continuing Care Branch

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:

The Continuing Care Branch is responsible for the development of legislation and provincial strategic policy for home and community care, supportive living accommodations and continuing care homes and palliative and end of life care. This includes working closely with Assisted Living Alberta (ALA) in planning for continuing care service needs across the province in both the short and longer term. The branch establishes health service and accommodation standards and maximum resident accommodation charges and coordinates a key continuing care information system - namely the Alberta Continuing Care Information System (ACCIS).

Reporting to the Manager of Home and Community Care Policy, Standards, and Quality, the Senior Policy Advisor will work collaboratively with internal Assisted Living and Social Services (ALSS) partners, other GOA partners, ALA, service providers and facility operators and other key stakeholders to develop, oversee, analyze, and coordinate implementation of substantial high level priority policies and projects with a focus on home and community care.

The Policy Advisor will be the branch lead with respect to home and community care and policy development with a focus on:

- Supporting the implementation of approved policy shifts/regulation changes coming out of the legislative review (e.g. eligibility requirements, staffing requirements)
- Introducing more person centered policies that increase flexibility and choice for clients/residents
- Leading projects resulting from the Home Care Path Forward (HCPF) Strategic Plan and/or the Facility Based

Continuing Care Review, both aimed at achieving transformative change within the Alberta continuing care system.

- Information sharing and issues management (e.g. policy analysis regarding impact of new initiatives or policy direction, requests for changes to capacity and programming, transitions when facilities close)

Responsibilities

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

1. Develop, review, and update policies and legislation (home and community care and palliative care)

Activities:

- Design, oversee, and complete the policy review cycle.
- Identify trends and issues that affect access to and quality in home care; develop briefings and propose directions to deal with these issues and trends through development and implementation of policies, standards, and legislation.
- Develop analyses that include the benefits and risks associated with policy change.
- Review literature and gather accurate and relevant background information about the problem or issue and identify best practices pertaining to the delivery of continuing care services that are occurring in other jurisdictions, noting areas of excellence.
- Liaise and collaborating with subject matter experts and leaders in continuing care to incorporate evidence-based thinking and research into policies, standards and legislation.
- Bring forward options and recommendations to senior department officials.
- Act as a content expert for the branch, executive team, and relevant stakeholders.

2. Policy implementation support.

Activities:

- Prepare written reports, options papers and briefing materials, with recommendations for senior officials and the executive team.
- Regularly solicit the input of key stakeholders with respect to policy and program changes under consideration or during implementation.
- Develop, foster and maintain effective working relationships with key stakeholders, including participation in and/or provision of secretariat support to the Continuing Care Steering Committee and the Continuing Care Alliance.
- Consult with and seek advice from Legislative and Legal Services (LLS) if issues are of a legislative or regulatory nature; provide feedback to stakeholders on advice given by LLS.
- Work with and influence internal and external partners and stakeholders to develop and monitor implementation plans and evaluation activities.

3. Project Management.

Activities:

- Leads projects arising from strategic planning in home and community care and palliative and end of life care that focus on transforming the continuing care system and enabling an increasing proportion of Albertans to age at home.
 - Prepares briefing notes and coordinate materials arising to support the advancement and progress of assigned projects.
 - Dependant on the project, this may involve bringing together and leading working groups or committees with representatives from the department, other Ministries and other key stakeholders.
- Lead or contribute to the design and execution of evaluation related activities.

4. Issues Management and Information Sharing

Activities:

- Provides concise, relevant and accurate written responses to action requests, information requests and ad hoc requests.

- Manage and respond to inquiries from outside the department for information requests relating to continuing care.
- Work with other units, branches, divisions and Ministries to respond to the concerns of Albertans and provide information relating to continuing care.
- Develop information or resource material with a focus on home care and palliative and end of life care.



Problem Solving

Typical problems solved:

This position requires effective support, coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the well-being of current and future clients in Alberta's continuing care system.

This position will need to deal with policy issues that cross divisional or Ministry boundaries and into Assisted Living Alberta and the delivery of care and home care services. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities.

These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner.

The position will be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward.

Types of guidance available for problem solving:

Day to day decisions are impacted by political and Ministry platforms and current priorities. Platforms, priorities and direction can change quickly which impact day to day decisions and the work of this position. Decisions are also guided by internal government and department procedures and policies to seek direction and decision on policy work. Guidance to problem solve is available from peers, as well as branch and division management. However, it is anticipated that this position will operate with a great deal of independence and without the need for significant supervision.

Direct or indirect impacts of decisions:

This position will be called upon to support changes to legislation, policy, programs and services that will have implications for current and future continuing care clients and their families, continuing care operators/providers, staff working in the continuing care system, and potential impact to other health and social serving sectors.

Key Relationships

Major stakeholders and purpose of interactions:

Key relationships with Director, Manager, other CCB staff including policy and clinical advisors, other GOA staff and continuing care contracted service providers, advocacy groups and associations.

Required Education, Experience and Technical Competencies

Education Level

Master's Degree

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

- Bachelor's degree in health or social sciences will be considered along with relevant experience.

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

- Certification related to gerontology or persons with disabilities, combined with one of the above requirements, is strongly desired.

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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>This position needs to be continually seeking out and liaising with experts and colleagues closer to the field (in ALA or service and facility providers). Insights from key stakeholders will contribute to options and recommendations being well informed and feasible and practical - and minimizing unintended consequences from emerging post implementation.</p>
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 	<p>This position requires a few years experience in completing policy analysis and development in order to successfully manage small policy projects which require analysis and the development of implementable recommendations. Continuing care or health system experience is desired in order to understand the complexities of continuing care and develop multi-faceted solutions to policy issues.</p> <p>Working knowledge of: the continuing care sector; health service delivery; economics, health care or business strategies; health legislation and regulation; the theory and practice of policy analysis, problem solving, team work or consensus building; government goals and decision making process; and, public</p>

			consultation will be assets in this position.
Drive for Results	○ ○ ● ○ ○	<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 	<p>This position requires an independent individual who takes responsibility for their own time and work products and who effectively identifies linkages between their work and organizational goals, strategies and direction.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>In supporting the development of updated standards or operational requirements or complex policy, quick adjustments need to be made based on input from stakeholders, decision makers, etc. In order to successfully support the development of legislation/regulations or policy, the individual needs to pro-actively anticipate challenges, barriers and impacts and develop mitigation plans.</p>

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

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature