New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, MHRP & Stkhlder Relat

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code   Cost Centre   Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Policy & Programs/LCP/Legislation and Policy

☑ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Legislation & Policy

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position leads the unit's work across its various portfolio, for example, supporting the implementation of the Mental Health Act, monitoring and ongoing review of the Mental Health Act (MHA), provide policy and secretariat support for Alberta's Mental Health Review Panels (MHRP), ensure effective operation of the MHRP and identify opportunities for modernization. To run the effective operational of the MHRP, this position will require to work very closely with review panel members and provide oversight to appointments and recruitments to the MHRP.

The work of the manager includes supervision, mentoring and support of Policy Analysts; leading and monitoring project development and implementation, monitoring their progression in accordance with identified deliverables, outcomes, and timelines. Project management includes liaison with relevant department business units, other ministries, and stakeholders; project reporting; and reviewing and moving documents through approval channels. The Manager works with their team, the branch, and internal and external stakeholders to foster a well-integrated process to produce, amend, and manage legislation, policy, and strategy results.

The Manager builds strong working relationships and provides expert advice and support to Mental Health and Addiction (MHA) leaders, Recovery Alberta (RA), other government sectors, and other affiliated stakeholders, both inside and outside the health sector, and represents provincial perspectives on inter-provincial and national committees. Senior and executive ministry leaders rely on the analysis of issues and opportunities, and related recommendations developed by the Manager to support decision making.

Reporting to the Director, Legislation and Policy, this position manages a team of analysts. Within the branch, the Manager works closely with other units to align policy and legislation research with emerging directions and existing intelligence, and to transition formal strategies into implementation.

Responsibilities

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

Project Planning and Initiation

Strategic projects are fully scoped and planned in alignment with identified project goals to clearly articulate project expectations for all participants and stakeholders.

- Work with branch leaders to clarify project scope and expected outcomes

- Develop project plans, charters, and structures to guide project phases

- Assemble project teams and secure the resources needed to initiate the project

- Manage the development of project budgets, tools and resources (e.g., consultation plans) to facilitate project activities

- Guide planning documents through formal approval channels

- Develop communication plans and establish communication channels with relevant parties,

including other minis tries or external stakeholders

Project Management

Strategic projects are effectively managed to achieve their expected outcomes and effectively engage relevant stakeholders and

- Manage the allocation of project budgets

- Ensure rigor and appropriate process is applied to each stage (e.g., consultation, research)

- Coordinate and facilitate cross-ministry tables and inputs

- Ensure project data and reporting are current and complete

- Develop and present projects updates and reports to senior and executive leaders

- Maintain strong working relationships with project stakeholders to facilitate project progress,

  negotiating solutions to emerging issues and potential barriers

- Collaborate with other branch units to complete project elements (e.g., align with intelligence gained through foresight and planning activities)

- Manage project promotion and communication to keep all relevant stakeholders up-to-date on project progress

- Monitor and assess project deliverables and impacts against goals and develop and implement mitigation strategies as needed

Committee Management and Secretariat Support

Management and support for the coordination of multi-stakeholder committees to advance strategy

implementation objectives.

- Manage and oversee the coordination of meetings including agendas, logistics and supporting documents

- Ensure committees are operating within scope and are meeting objectives as outlined

- Liaise between various levels of project governance structures to realize efficiencies and consistency in results

- Manage the development of supporting documents for the committee (e.g., briefings)

- Follow-up on action plans that result from meetings and ongoing business

- Lead and or participate in committee task groups as needed

Policy Leadership

Provide policy leadership for development of policy and legislative packages.
- Lead and support the team for policy related activities, including jurisdictional scans, environmental scans and other policy research, analysis and development of policy options.

- Manage the development of recommendations and documents (e.g., Cabinet Reports, drafting instructions) and reviewing deliverables as part of the formal approval channel

- Monitor and report on progress on key deliverables

- Monitor and evaluate options and recommendations against Ministry priorities and existing policy to ensure coordination and consistency

Grant and Contract Management

Multiple grants and contracts are effectively managed to guide program and initiative development and implementation across the addition and mental health system in Alberta.
- Provide guidance to Policy Advisors' work to manage grants to foster consistent, fair and objective process

- Develop and manage fiscally sound project budgets by facilitating and monitoring funding allocations for grants or contracts to community agencies, RA, professional associations and external consultants

- Participate in developing grants according to Ministry and branch requirements, ensuring alignment and linkages to ministry and GoA priorities.

- Support grant administration which may include:

  - Present updates and summaries across a suite of grants to branch leaders

  - Participate on steering committees to govern grant funded projects

- Monitor grants in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements)

- Work with grant recipients, as needed, to resolve complex issues

- Identify and leverage linkages between grant funded projects to broader ministry and GoA initiatives (e.g., recovery-oriented systems of care, RA Review, provincial health system consolidation and service standardization)

Advisory Services

Advice and consultation are provided on a range of policy, legislation and strategy initiatives that are related to mental health and addiction.

- Facilitate transition of provincial strategies to the branch Strategy Implementation team to support seamless transition to the implementation of specific provincial strategies

- Provide policy advice and represent the branch and ministry perspective on a variety of ad hoc initiatives that are related to mental health and addiction (e.g., family violence, housing)

- Provide integrated subject matter expertise to branch and ministry leaders to support efficient and effective evidence-informed decision-making

- Provide policy analysis, recommendations, and advice to guide system decision-making and planning

- Promote a proactive approach to addressing policy and legislation questions and issues including liaising with other jurisdictions as needed to align efforts and leverage leading practices

Stakeholder Relationship Management
Sustainable, positive working relationships with diverse stakeholders inside and outside the health sector are created and fostered.

- Lead and participate in frequent cross-ministry committees, provincial consortiums, coordinating committees, working groups and partnerships to minimize duplication, pool resources to maximize impact and produce and develop the best possible solutions and products to address provincial priorities for mental health and addiction

- Coordinate, chair and support as needed committees and sub-committees with the ministry's need

- Provide secretariat support to the MHRP including financial management, data collection, board recruitment, policy application, operational guidance and system oversight.

- Represent the Ministry in answering stakeholder inquiries and facilitate meetings with stakeholders, key Ministry representatives and other provincial and or federal stakeholders

- Manage and conduct stakeholder consultation to determine stakeholder needs and inputs into provincial policies and strategies

- Represent Ministry and provincial perspectives and priorities on inter-provincial and national committees, working groups and projects to foster integrated approaches for developing mental health and addiction health policy options

- Participate in Ministry committees, teams and working groups, representing and providing mental health and addiction perspectives and expertise to ensure thoroughness and consistency in policy and program development

Team Leadership
The team achieves its business goals in alignment with unit and branch priorities within a positive team environment.

- Complete performance management, performance review, and recruitment for all direct reporting positions

- Coach and mentor the team staff, creating an organizational culture that embraces innovation and best practices

- Foster a culture of holistic and strategic thinking about team functions and how they impact current and future ministry priorities and operations

- Foster strong staff engagement

- Develop and implement operation plans in alignment with branch plans and department priorities, monitoring and adjusting coverage and work assignment to meet unit priorities

- Ensure rigor and alignment with ministry and GoA frameworks in all team activities

- Account for team financial and human resources

- Review and approve various reports and responses (e.g., Action Requests, Briefing Notes) prior to submission to the Director

Branch Leadership Support
Senior leaders are supported in achieving the mandate and goals of the Unit and Branch.

- Provide input and recommendations relating to issues, opportunities, and challenges associated with department programs and functions

- Research and create briefings, draft policy and strategic documents, reports and other materials in response

to requests from senior and executive leaders, news reports and release of major research studies

- Collaborate with department staff to ensure coordination and integration of activities and promote collaboration within the ministry and with system stakeholders

- Develop recommendations to support continual improvement of mental health and addiction and maintain awareness of associated processes, tools, and best practices that can be tailored to meet branch requirements

- Remain current and informed as to Ministry issues, proactively recommending review and evaluation of policies and strategy as needed

- Collaborate with other units in the division to enable synergies, improvements

- Serve as acting Director as needed

Problem Solving

Typical problems solved:

The mental health and addiction system in Alberta is complex due to the multiple intersecting topics, streams of service, populations, and service providers. Some topics are new and emerging, with multiple facets and inter-relationships to consider. Legislation, policy and targeted investments in programs and services need to dovetail with strategies of other ministries that are outside the branch mandate but connected to the shared outcome for government. Problems can be encountered that require interpretation and judgment, which must properly applied so an issue is not distorted by either trivializing its relevance or magnifying it significance (e.g., inconsistent data or events that are not congruent with previous experience). The Manager is also challenged to translate initial broad project outcomes to more discrete objective and milestones, and to articulate a path forward for each project. This includes uncovering root issues, navigating through ambiguity, and understanding the strategic relevance of each project.

Strong negotiation and facilitation skills are applied to resolve problems in a collaborative manner so that projects maintain forward momentum. As the manager will have to maintain effective relationship with the MHRP roster members, this position requires strong people and project management skills. Complex issues are likely to arise and solutions must be innovative, creative, fiscally responsible and acceptable to service providers. Experience with non-government, community-based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.

The Manager articulates recommendations and impacts based on the research and analysis completed by the team, and then works with stakeholder groups and senior and executive leaders to advance the direction of specific policy or legislation initiatives. Some recommendations, once approved, are put into actions by the Manager and some are led forward by the Director and or Executive Director.

Types of guidance available for problem solving:

Guidance is available from the Director and Executive Director, and existing GoA process and requirements to support the effective operation of the MHRP and for the development of policy, strategy and legislation. Matters with potential for significant impact are referred to the Director and Executive Director. The Director and Executive Director review briefings and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected.

Direct or indirect impacts of decisions:

This position is responsible for results that have an impact on the health of Albertans and the development

of provincial and national policies and strategies related to mental health and addiction. The branch is the lead for multiple pieces of legislation and associated regulations. Results produced by the Manager affect the way MHRP, Recovery Alberta and community organizations work with and provide services to Albertans. The position impacts the way services and operations of the MHRP are conceived, developed, implemented, and evaluated through effective relationships and consultation with provincial and national stakeholders, and should analysis and research of options and leading practice.

Key Relationships

Major stakeholders and purpose of interactions:

This position is delegated considerable independence in working within the Ministry, across ministries, and with other stakeholders and in exercising judgment when representing mental health and addiction to Ministry decision-makers. The Manager is accountable for the results achieved by the team and contributes to leadership of the unit and branch. The incumbent evaluates and develops new operational goals and policies, ensuring there is alignment with ministry and provincial programs and mandates. The Manager can make recommendations to adjust and re-prioritize operational plans and manage human and financial resources as needed to meet the goals of the unit.

Required Education, Experience and Technical Competencies

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

If other, specify:

Public policy or heath-related discipline

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

- Current in-depth knowledge of emerging mental health and addiction issues, strategies and integration of strategies and service areas across sectors

- Knowledge of the structure of the mental health and addiction system and the roles and responsibilities of the key stakeholders, including health and non-health sector groups as well as government and non-government stakeholders

- Broad understanding of government and Mental Health and Addiction objectives, goals priorities for the mental health and addiction system

- Knowledge of relevant legislation and Ministry priorities in relation to addiction and mental health (e.g., Mental Health Act, Mental Health Services Protection Act)

- Knowledge of government and Ministry policy and legislation development processes and standards

- Knowledge of organizational leadership and management including principles and approaches related to human resource management as well as related GoA requirements

- Sound knowledge and experience in managing projects with the potential for significant impacts, and multiple stakeholders (e.g., project skills to plan timelines, engage participation of other groups, and produce high quality deliverables within existing timelines and budgets)

- Knowledge of approaches and methods for stakeholder engagement and consultation

- Strong writing skills for different audiences

- Strong skills of maintaining effective communications

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Develop Self and Others	○ ○ ○ ◉ ○	Encourages development and integration of emerging methods:	Support the development of others by providing specific, constructive,

		• Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans	timely and regular feedback Recognize and value the diversity of knowledge, skills, and abilities, making the best use of those talent
Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	Identify underlying causes for success or lack of success, and take action to ensure future success Hold self and others accountable for achieving results and agreed upon targets Identify and acts on opportunities to partner with other groups to achieve desired outcomes
Systems Thinking	○ ○ ○ ◉ ○	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	Seek information and analyze long-term outcomes; focus on the goals and values in addiction to the process Identify unintended consequences of a plan Consistently take a holistic and long-term view of challenges and opportunities at multiple levels across related areas
Build Collaborative Environments	○ ○ ○ ◉ ○	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	Engage others to think broadly about impacts or projects; bring together different perspectives and encourage debate Promote collaborative and positive relationships with MHRP and stakeholders, with commitment to reach desired results