

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Operations and Training

Requested Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory



Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Compassionate Intervention Commission

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

ED, Compassion Intervention

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Compassionate Intervention Commission (CIC) is a quasi-judicial Commission, formed under the *Compassionate Intervention Act*, that decides matters related to the timely intervention and treatment for individuals where are likely to cause harm to themselves or others due to sever substance use or addiction issues. The CIC is an unincorporated public body under the *Alberta Public Agencies Governance Act*, and reports to the Minister of Mental Health and Addiction while operating at arms-length from the department.

The CIC must provide timely, fair and independent decision-making consistent with relevant legislation, rules, guidelines, and exercising powers, privileges and immunities of commissioners appointed under the *Public Inquiries Act*. The CIC has powers to order the apprehension, assessment and care plans for individuals experiencing sever substance use or addiction issues.

This position, reporting to the Executive Director, Compassionate Intervention Commission, is responsible for directing coordinating, and facilitating the corporate, administrative, and operational needs of the CIC

including member recruitment, financial planning, business and corporate planning, accommodation and infrastructure planning, digital solutions coordination and training, and records disclosure.

## Responsibilities

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

1. The CIC member roster is maintained and the Commission has a robust list of members to hear applications/appeals.
  - Manage and maintain the CIC member roster includes sufficient physician, lawyer, and public members ensuring appointments/extension of appointments
  - Work with the Public Agency Secretariat to establish member role competencies and for the recruitment of new members
  - Work with the Department on member appointment processes
2. The Compassionate Intervention Commission (CIC) meets its legislated obligations under the *Alberta Public Agencies Act* (APAGA);
  - As an unincorporated public body under the APAGA the CIC must ensure good governance through a number of responsibilities pertaining to its relationship to the Minister and Department (MRD), member and staff Code of Conduct, and Member recruitment and appointment processes. This position is responsible for the coordination and delivery of these functions.
  - Work closely with the department on timely appointments and renewals of CIC members, ensuring an appropriate number CIC members are appointed to meet the number of hearing that maybe needed.
  - Coordinate and facilitate training support to CIC members regarding their roles and responsibilities.
3. The CIC is appropriately coordinated and represented in corporate and administrative services with the department as agreed to in a Mandate and Roles document.
  - Represent the Commission, as needed, on cross-ministry working groups and projects.
  - Provide leadership and direction in the identification of needs and development of strategies and plans related to business continuity, emergency/consequence management, and workplace health and safety.
  - Lead and coordinate accommodation and infrastructure related needs with department counterparts.
  - Ensure organizational compliance with GOA records management policies.
  - Coordinate Financial planning and reporting with department Financial Services staff.
4. CIC members are supported in their access and use of the CI program case management digital solution, and that ongoing digital solution upgrades reflect the needs of the CIC members and staff.
  - Coordinate the delivery of training and support for CIC members and staff accessing the CI program case management digital solution.
  - Ensure role appropriate access to the digital solution.
  - Represent the user perspective and needs of the CIC in ongoing digital solution updates/

upgrades.

5. Ensures the CIC adheres to relevant privacy and information legislation

- Ensures panel members receive timely disclosures of relevant records to support panel decision making.
- Provides oversight and direction to staff regarding disclosure matters to ensure compliance with the Protection of Privacy Act, Access to Information Act, and Health Information Act.
- Coordinates the timely responses to Access to Information requests directed to the Commission.

6. Build capacity through leadership and mentorship

- Develop highly skilled, motivated, and productive staff by supporting their professional development and managing performance excellence.
- Identifying and developing training opportunities for Commission staff on applicable legislation, policies, and directives that build staff capacity to deliver effective and efficient operations.

### Problem Solving

Typical problems solved:

As an unincorporated public agency, the application of government's financial, human resource, and other corporate policies/directives on the Commission is often unclear and will require the Director to interpret, negotiate, and clarify applicability/resolve differences in interpretation with counterparts across the department and with other government departments.

With respect to the recruitment of panel members, while the process is clear, this often takes significant time to coordinate with others involved in the process including the department and Public Agency Secretariat. A drive for results is essential to ensuring a robust roster of panel members available for hearings.

Training for panel members will require the Director to work with Commission colleagues to develop and continuously update a curriculum that will ensure panel members are prepared for their roles with a sound understanding of the legal framework for the program, an ability to navigate technologies used to access applications and for virtual hearings, and administrative matters such as claiming for honoraria and travel expenses.

Types of guidance available for problem solving:

The CIC is a new quasi-judicial public agency. Relationships with counterparts in other similar agencies across government to share best-practices and adapt approaches as needed for the CIC is one avenue of support.

Legislation, Regulation and Directives including but not limited to the following exist to guide operational responsibilities:

Financial Administration Act and various financial directives

Alberta Public Agencies Governance Act (APAGA)

APS Human Resources Decision Matrix and Directives

CIC mandate and roles document

Protection of Privacy Act (POPA) and Access to Information Act (ATIA), and Health Information Act

Direct or indirect impacts of decisions:

The responsibilities of the Director have a direct influence on the operations of the Commission and on its ability to meet its adjudicative responsibilities. Decisions are often translated by staff into actionable activities that address department and Commission issues/needs and must be grounded in interpretation and analysis of relevant legislation, policies and procedures, and where gaps may exist, the exercise of good judgment based on experience and precedents.

## Key Relationships

Major stakeholders and purpose of interactions:

Department Financial and Corporate Services counterparts - to collaborate on ensuring the Commission has the support and resources to operate (eg. office space, budget forecasting, HR supports) and to provide Commission input when needed to broader Ministry reporting (business planning and reporting).

Panel Members - to provide Panel members with supports to perform their roles.

Other government agencies/departments: on an as needed basis to share best-practices or to work together on matters related to member recruitment.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

The position requires significant and demonstrated:

- Strategic, critical thinking and negotiating skills to effectively advance the Commission's needs and priorities.
- Ability to assess and analyze impacts to the Commission and to provide advice and options for resolution to the Executive Director/Commissioner.
- Leadership and interpersonal skills to effect consultation, facilitation, negotiation, and team building, supporting change management, and influencing a wide range of clients and stakeholders.
- Excellent written and oral skills to prepare effective business documents and briefing materials, make recommendations to key decision makers, and obtain and maintain support for key initiatives.
- Conceptual and analytical skills to ensure that all factors are considered prior to advancing decision-making materials, and the ability to analyze issues and identify possible mitigation or alternative courses of action on issues cross all unit functions
- Professional judgment and decision-making skills, including the ability to represent the Commission and contribute effectively on cross-ministry committees and initiatives, and to make informed decisions on complex and/or sensitive issues in any of the functions within the unit.
- Project planning and management skills to effectively manage people, processes, and priority initiatives of the Commission.
- Supervisory, mentoring, coaching, and financial management skills to effectively coordinate and lead unit operations in the achievement of Commission goals.
- Highly developed organizational skills to lead in the delivery of the broad responsibilities of this position.
- Demonstrable agility and a results-driven orientation while navigating in a complex organization is essential to this role.

## 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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad</li> </ul>	This role requires the Director to regularly communicate and collaborate with program partners (department,

		<p>thinking on projects, and works to eliminate barriers to progress</p> <ul style="list-style-type: none"> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>RA, and others) in ensuring the smooth and timely delivery of the CI program, this includes leading and fostering conditions that support collaboration by anticipating and reducing conflict, crediting others, and encouraging creative problem-solving.</p>
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"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>The Director is responsible for the management of a team of staff and as such, must be an agile leader in ensuring CI operations are timely and effective. This is achieved by maximizing resources to achieve expected results.</p> <p>The Director will support monitoring and reporting on key performance indicators (KPIs) for the CI program as it relates to the Commission's role.</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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>The Director must have a broad understanding of policy objectives to align Commission processes with the government's overarching program objectives and know when to engage partners and stakeholders in the development of operational policies/ processes by anticipating the potential implications on those other parties.</p> <p>The Director must also have broad understanding of Government to be able to set priorities and engage with department counterparts on matters related to corporate administration.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to</li> </ul>	<p>The Director must engage partners and stakeholders to address issues. While some guidance is</p>

