

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

- Emphasis on direct support and provision of advice to Deputy Minister's Office has been added.
- Emphasis on direct liaison with Executive Council Policy Coordination Office and related accountabilities and responsibilities has been added.
- Addition of tracking ministry priorities.
- Addition of responsibility of oversight and coordination of departmental Strategic Engagement Plan approvals, which this unit has been overseeing for 5+ years

Responsibilities Removed:

- Supervise a team of Legislative Planning Managers and provide leadership in maintaining the Minister's regulatory obligations through the development and drafting of legislation, regulations and other legal instruments.
- Liaise with Legislative Council Office to develop and draft legislation.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Strategic Policy and Legislative Services Branch, this position is responsible for leading the development and delivery of the ministry's strategic policy agenda.

Key areas of responsibility include:

- Strategic planning and mapping of policy initiatives within the Ministry, including tracking and reporting on priorities including mandate
- Overseeing the coordination of Strategic Engagement Plan approvals for the department
- Analyzing both interrelated and independent components of policy initiatives to identify inconsistencies, risks, and alignment opportunities
- Proactively integrating and aligning strategic policy initiatives
- Aligning Ministry policy work and business plan priorities
- Working closely with Stakeholders to understand effective ways to align policy work to their business priorities
- Leading the Policy Coordination Unit, currently consisting of a manager and three policy coordination advisors, which is to serve the corporate function of liaison with the Health Deputy Minister's Office and Executive Council on Health's priority items.
- Liaise with Alberta Health's internal divisions to coordinate department's legislative priorities including development of legislation, regulation, and multi-year Regulation Plan.

The Director must demonstrate strong leadership and ability to make sound and timely decisions, demonstrate agility, and provide guidance and direction. The position requires strong political astuteness and sensitivity to assess, recognize, and appropriately communicate impacts. The position demands excellent problem-solving skills to identify potential risks and develop mitigating strategies and policy to address those risks by using careful consideration of a number of multi-layered issues including legislation, policy, practice, and related legal issues. The position requires skilled consensus building skills and advance networking abilities to establish partnerships across the department and the government to accomplish the best outcomes for Albertans.

Responsibilities include: financial management; human resources management; labour relations management; leadership of unit staff; project management of identified departmental priorities; liaison with Assistant Deputy Minister's Offices (ADMOs), divisional staff, Legal Services staff, Financial Corporate Service staff, Communications staff, central government staff, and other stakeholders as identified in projects; strategic and business planning at a unit and branch level; support to broader strategic planning initiatives; research; analysis; policy synthesis; and briefings to senior executive leadership.

This position mentors, motivates, develops, and articulates business priorities for Policy Coordination Unit and Strategic Policy and Legislative Branch (SPLS). Further, this position engages cross-Ministry at all levels of the organization and must be able to function at the appropriate level depending on audience. This position requires a high degree of knowledge and experience working in a complex environment with competing demands. This position must also work independently and support the Executive Director, Strategic Policy and Legislative Services, in tracking and supporting the delivery of branch priorities. This position must also work collaboratively with other Branch directors to support and build policy and legislative capacity within the department.

The leadership requirements for this position include foundational leadership skills and knowledge related to: leading people; developing staff; engagement of staff; establishing and maintaining a positive and healthy workplace culture; utilizing collaborative approaches to solving complex problems; building collaborative teams; and accountability.

This position is responsible for achieving departmental priorities and accountabilities through indirect means of building relationships, influencing others, conflict resolution, using collaborative approaches, and project management. This position is responsible for meeting or exceeding unit responsibilities through direct leadership, supervision and oversight.

This position will be required to provide coverage for the Executive Director, as needed.

Responsibilities

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

Provides strategic policy oversight, issues management and relationship management by:

- Working with DMO, ADMOs, branch staff and subject matter experts across the Ministry on integration, coordination, alignment and development of policy priorities;
- Focusing on identifying and assisting to position emerging priorities for senior executive decision making as to priority level of initiative.

Problem Solving

Typical problems solved:

This position is responsible for working across the department to achieve priorities of the department. This includes fostering effective relationships and achieving results without direct authority or responsibility of the material or the priority. This will require significant problem solving skills, use of collaborative approaches, and influencing others across the ministry at all levels of organization. The complexity of problems to be solved is at the broadest and most complex policy level across the department. Complex problem solving in a work environment with tight timelines and competing priorities occurs daily/weekly.

Types of guidance available for problem solving:

The position receives direction from the Executive Director. The Director leads the work of the unit by creating clarity and providing direction to professional staff on policies ensuring that the work of the unit is carried out with an awareness of, and consistency with, overall Government of Alberta and Ministry priorities and direction.

Extensive collaboration with program areas across the ministry and solid working relationships are required for this work to be effective, as well as an ability to understand, articulate and balance ministry priorities and interests with those of the broader GOA. The position also requires a high degree of flexibility and adaptability as priorities may change quickly in response to changes in direction.

Direct or indirect impacts of decisions:

The Director must demonstrate strong leadership and the ability to make sound and timely decisions, demonstrate agility, and provide guidance and direction. The position requires strong political astuteness and sensitivity to assess and recognize impacts. This position communicates on behalf of the department and Ministry, requiring a consistent application of sound judgment. The position demands excellent problem-solving skills to identify potential risks and develop mitigating strategies and policy to address those risks by using careful consideration of a number of multi-layered issues including legislation, policy, practice, and related legal issues. The position requires skilled consensus building skills and advance networking abilities to establish partnerships across the department and the government to accomplish the best outcomes for Albertans.

This position is responsible for achieving departmental priorities and accountabilities through indirect means of building relationships, influencing others, conflict resolution, using collaborative approaches, and project management. This position is responsible for meeting or exceeding unit responsibilities through direct leadership, supervision and oversight.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director and ED's Office:

- Daily
- Confirms direction, supports the ED as needed including coverage
- Responds to information requests

Deputy Minister's Office:

- Daily/weekly
- Confirms/responds to DMO direction.

Policy Coordination Office
 -Daily/weekly
 -Responds directly to information requests including Health's priority items

Internal Unit Staff
 -Daily
 -Manages day to day work, leadership of unit.

Branch Staff
 -Daily
 -Part of leadership team of Branch, project related work, cross-Branch accountabilities. Interacts with branch Directors.

Required Education, Experience and Technical Competencies

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

If other, specify:
 Bachelor's Degree focus/major will be considered equivalent. Master's Degree in related field preferred.

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

- Extensive knowledge and understanding of the needs of executive level decision-makers to help guide policy and priority initiative development and integration;
- Project management methodologies, frameworks and processes including work breakdown structures, critical path methodologies, project resource management, etc.;
- Health system structures, accountabilities, programs, and services;
- Human resource and labour relations processes; and
- Public Sector financial forecasting and budget management.

Experience:

- Supervisory and/or management leadership experience;
- Relationship building;
- Influencing others;
- Building collaborative teams;
- Managing and leading in a large and complex work environment;
- Managing conflicting issues;
- Experience in development of briefing materials for executive-level decision makers;
- Experience in policy development and integration;
- Project management experience; and
- Human resources and labour relations experience.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • 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 	The Director must take into account a wide range of influences including the evolving and often sensitive political environment, as well as GOA directions and stakeholder needs.

		<ul style="list-style-type: none"> Addresses behaviours that challenge progress 	
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 	The Director must demonstrate strong leadership and the ability to make quick decisions, demonstrate agility, and provide guidance and direction. The position requires strong political astuteness and sensitivity to assess and recognize impacts.
Develop Networks	○ ○ ○ ● ○	<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 <ul style="list-style-type: none"> Goes beyond to meet stakeholder needs Ensures all needs are heard and understood 	The Director is required to facilitate collaborative decision-making processes and influence outcomes that are consistent with Ministry policies and mandate, to help support effective delivery of programs and services.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> 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 	The Director must have the ability to work intensely to meet deadlines, be resourceful while ensuring deliverables of the unit are of high quality.

Benchmarks

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

M420-54 Director, Financial Reporting and Operations, Justice and Solicitor General