

## New

Ministry

Mental Health and Addiction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Project Management

Requested Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

### Organizational Structure

Division, Branch/Unit

SOSS, SCS/Corporate Support Unit

☒ [Z] Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Corporate Support

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Manager, Project Management brings both project management expertise and IMT knowledge to help the Department of Mental Health and Addiction deliver its most important strategic initiatives. This role adds much-needed capacity across divisions --including System Overview and Strategic Services, Financial Services, and Policy and Programs --ensuring that complex projects have the structure, coordination, and support needed to move forward effectively.

The Manager provides hands-on leadership across all phases of project work --from early planning, governance design, and reporting structures to execution, tracking, and implementation support. Whether guiding a divisional business improvement initiative or helping coordinate the development of needed IMT tools, the Manager ensures that the right people, plans, and processes are in place to support successful delivery. This includes supporting clear communication, decision-making, and alignment across internal teams and system partners like Recovery Alberta and the **Canadian Centre of Recovery Excellence (CoRE)**.

In addition to project oversight, the Manager plays a key role in strengthening project management capability across the Department. By building consistent practices, tools, and shared approaches, the Manager helps ensure that projects --regardless of content --are well-governed, transparent, and built for long-term success. This role is central to helping teams deliver on key priorities like implementation of the Compassionate Intervention framework and other priorities from the Minister's Mandate Letter and Business Plan.

## Responsibilities

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

### **Adding Capacity to Complex Projects**

Provide and coordinate flexible, cross-departmental support to ensure project success, taking on roles ranging from leading engagement sessions to coordinating resources, identifying creative solutions, and stepping in wherever needed, even across divisions, to see projects through to completion.

### **Bring Project Management and IMT Capacity to Strategic Department Initiatives**

Leads the deployment of project management and IMT expertise to priority initiatives, including Compassionate Intervention. Aligns resources from SOSS to strengthen planning and implementation across divisions.

### **Support Alignment with Strategic Priorities and Policy Direction**

Ensures resources are available to support strategic projects aligned with government priorities, including the implementation of the Compassionate Intervention framework. Advises on scope and alignment during planning phases.

### **Guide Development of Project Plans and Business Cases**

Lead, oversee, and or support the development of integrated project plans and business cases for strategic initiatives, ensuring alignment with the Department's Business Plan, operational needs and policy intent.

### **Oversee Coordination and Delivery of Complex Projects**

Lead, oversee, and or support cross-division and cross-department coordination for complex initiatives like the Compassionate Intervention framework. Resolves barriers and ensures timely delivery.

### **Champion Change and Foster Adoption**

Drives change management strategies to support executives in achieving system objectives. Builds engagement across leadership and program implementation teams.

### **Strengthen Departmental Project Delivery Practices**

Develops and promotes consistent project management practices across the department. Leads capacity-building initiatives across the system, working with service providers and other agencies as needed.

## Problem Solving

Typical problems solved:

The Manager tackles complex, often high-stakes issues that arise as the Department works to deliver major initiatives aligned with the Alberta Recovery Model. These challenges can span policy interpretation, service delivery gaps, system integration needs, or operational challenges across divisions. Solutions must be both practical and strategic, requiring the Manager to bridge competing interests, clarify ambiguous requirements, and build consensus for paths forward.

Providing support across the department, the Manager brings structure to projects that often begin with limited and incomplete information or fast-changing conditions. Problems may involve sensitive timelines, limited resources, or tight coordination with system partners like Recovery Alberta, CoRE and service

providers. The Manager applies a mix of project management discipline, system thinking, and collaborative problem solving to deliver corporate support and capacity where needed.

Whether leading new technology implementations or helping coordinate province-wide implementation plans, the Manager addresses issues that may not have ready-made answers. They balance operational and strategic considerations, engage the right stakeholders, and move projects forward in ways that respect the complexity of mental health and addiction system in Alberta.

Types of guidance available for problem solving:

The Manager works independently most of the time, using sound judgment and previous experience to guide decision-making. Direction will be provided from the Director, Executive Director, and Assistant Deputy Minister of the SOSS Division, as well as leadership and senior management in other divisions and through departmental decision-making tables. The Manager also draws on input from internal teams, Recovery Alberta, CoRE, and professional networks to test ideas, adjust approaches, and ensure proposed solutions are acceptable, providing insight to policy and decision makers.

While operating within the broader framework of Ministry priorities and public service values, the Manager regularly engages stakeholders to stay grounded in real operational needs --especially when supporting initiatives tied to the Alberta Recovery Model or the Compassionate Intervention framework.

Direct or indirect impacts of decisions:

The decisions made by the Manager directly contribute to the success of high-priority initiatives across the Department. These choices influence how resources are allocated, how timelines are structured, and how project outcomes are aligned with broader system goals. A strong decision-making approach helps improve consistency, drive value from public investments, and build trust in the Department's ability to deliver on commitments --particularly in relation to the Alberta Recovery Model and Compassionate Intervention framework implementation.

Poorly informed or misaligned decisions could lead to inefficiencies, duplicated efforts, or loss of momentum, especially when dealing with projects that span divisions or involve key system partners like Recovery Alberta.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal - Ongoing:

#### **Executive Team and Senior Management (System Overview and Strategic Services Division):**

Collaborates to understand evolving business needs, identify opportunities, resolve escalated issues, and guide delivery of complex, high-priority projects.

**Agencies and System Governance Entities:** Engages to align divisional priorities with enterprise-level strategies and ensure oversight structures are in place and supported to promote the flow of essential information to and from the department and system partners.

**Project Managers and Subject Matter Experts (Department Divisions):** Coordinates project delivery across workstreams, helps resolve issues, and ensures that both project management and technical requirements are met.

**Vendor Teams:** Oversees work performed by external vendors, ensuring alignment with government standards, contractual terms, and departmental goals.

**Financial Services Division:** Works collaboratively on contract, financial, and procurement-related components of project work.

### Internal - As Required:

**Executive Leadership, Management, and Staff in Other Divisions:** Coordinates across the Department

to support project completion, alignment with legislated corporate planning and reporting, information sharing, and cross-cutting initiatives that require integrated planning.

**External - Ongoing:**

**Recovery Alberta, CoRE, and Mental Health & Addiction Service Providers:**Engages to ensure system partners are meaningfully involved in project planning and delivery, and that initiatives are aligned with community needs and the principles of the Alberta Recovery Model.

**Professional Colleges and Associations:** Follows departmental processes to engage regulatory and professional bodies to assess change impacts and support effective implementation of policy-driven projects.

**System Governance Committees:** Participates to support shared accountability, oversight, and alignment with sector-wide priorities.

**External - As Required:**

Other Ministries, **especially Alberta Health and Technology and Innovation**, and other Jurisdictions: Connects with government partners on shared goals and contributes to inter-jurisdictional initiatives that impact mental health and addiction programming or systems infrastructure.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

University degree in public or business administration. Equivalences will be considered.

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

**Job Specific Experience:**

5 or more years of experience in a large, complex system with significant experience providing corporate support for project management, business process design, and information management technology solutions.

Previous experience on a corporate services team managing productive business relationships.

**Knowledge:**

Project management.

Change management.

Stakeholder engagement.

Business process engineering.

Health system and privacy legislation.

Technology life cycle.

IT system implementation.

**Skills and Abilities:**

Exceptional interpersonal skills, including negotiation, facilitation and consensus-building.

Proficiency in business case development and report writing.

Proven ability to manage IMT projects and portfolios.

Strong written and verbal communication skills, including briefings and presentations.

Demonstrated ability to work with executives and senior management.

Ability to explain complex business and technical concepts to stakeholders.

Strong human resource management skills.

**Assets:**

Project Management Professional certification would be an asset (or working towards).

A master's degree or post-graduate education would be an asset.

Previous government and/or health experience would be an asset.

**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 Self and Others |       |   |   |   |   | <p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul> | <p>The Manager supports continuous learning by creating practical, easy-to-use materials that promote good project management practices across the Department. These include self-guided tools like videos and quick reference guides, as well as in-person and team-led sessions. Staff are encouraged to build on their strengths and share knowledge across teams. Annual performance plans are used to help staff focus their development in a way that aligns with the Department's goals.</p> |
| Develop Networks        |       |   |   |   |   | <p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul> | <p>The Manager actively builds relationships within and beyond the Department to ensure key players are engaged at the right time. This includes regularly working across divisions, with Recovery Alberta, CoRE, and external service providers to co-develop plans and track progress.</p>  |

|                                  |           |   |   |
|----------------------------------|-----------|---|---|
| Build Collaborative Environments | 0 0 @ 0 0 | <p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <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> | Through clear communication, defined roles, and reliable follow-through, the Manager creates an environment where people feel confident contributing. They coordinate input from multiple teams, resolve issues proactively, and help maintain alignment across stakeholders. |
| Drive for Results                | 0 0 @ 0 0 | <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>  | The Manager is focused on ensuring that project goals are clearly defined, resourced appropriately, and delivered with accountability. Their results-focused approach helps ensure investments lead to meaningful change in mental health and addiction services.             |
| Systems Thinking                 | 0 0 @ 0 0 | <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>          | The Manager looks at how initiatives fit into the broader system --from policy to practice to technology. They take a long view and consider how different parts of the system interact.  |

## Benchmarks

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

Alberta Mental Health and Addiction, Policy and Programs Division, Manager, Compassionate Intervention Implementation  
 Alberta Health, Health Information Systems Division, Manager eHealth Strategy and Governance