

Working Title Manager, Family Violence Integrated Strategy	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Preventative Family Services, Prevention of Family Violence and Abuse, Preventive Programs and Strategic Partnerships	Ministry Children and Family Services
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Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level) 5
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Dept ID	Program Code	Project Code (if applicable)
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POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Reporting to the Director within the Preventative Family Services Division, Prevention of Family Violence and Abuse Branch (PFVA), Preventive Programs and Strategic Partnerships Unit, the Manager provides oversight and supervision of staff responsible for:

- assessing, analyzing, and using data and research related to prevention, and incidence to build program policy and broad preventive policy for the GoA related to family violence, sexual violence and abuse, and ensuring the application of a diversity and inclusion lens
- secretariat support to the 11 member Family Violence Death Review Committee (appointed to make recommendations to the CFS Minister to prevent family violence),
- providing strategic support and project planning to the family violence, sexual violence, and abuse continuum of supports on legislation and policy development, including specialized projects and the developing and implementing the primary prevention family violence framework for Alberta,
- provides support to cross ministry and Federal, Provincial Territorial initiatives, and
- providing public awareness and education campaigns and initiatives for the GoA related to family violence, abuse and bullying.

The PFVA branch staff provide leadership, direction and oversight to the provincial response to a diverse number of government priorities, including prevention of family violence, sexual violence, and abuse, and other related programs and strategic initiatives. Collaboratively with the Program Delivery Unit, the Branch provides program and policy coordination, grant administration and support to a portfolio of grants given to community-based agencies to address and prevent family violence, sexual violence and to promote healthy relationships. The Branch also contracts with outside organizations who manage the Family Violence Info Line and Bullying Helpline. The Branch is responsible for approximately \$73 million in grant funding and contracts to sexual assault centres, women’s emergency and second-stage shelters, as well as a number of family violence grants and initiatives (including some for prevention).

The Manager leads a team of diverse professionals performing varied and specialized work relating to legislation, policy development, research, evaluation and measurement, stakeholder consultation, public awareness and education, and building prevention capacity through cross-ministry and community initiatives. The Manager supports the senior leadership by providing expert advice and recommendations on a wide range of issues requiring the interpretation of legislation, use of data to inform prevention activities, and complex problem solving.

The position represents the ministry as lead on the *Protection Against Family Violence Act* (PAFVA), which includes legislative changes/amendments. The position must interact effectively with multiple levels of government, other external stakeholders and organizations to champion preventive programs including academia, community partners (sexual assault centres, women’s emergency, fee-for-service and second stage shelters, family violence prevention and response agencies) and key family and sexual violence stakeholder networks such as IMPACT, the Association of Alberta Sexual Assault Services (AASAS), the Alberta Council of Women’s Shelters (ACWS) and the YWCAs of Alberta.

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This position is also a part of a dynamic, engaged team of colleagues and leadership dedicated to addressing family violence, sexual violence and abuse through legislation, policy development, research, training, grant management, public awareness and education, stakeholder consultation, and other community initiatives. These programs have a significant impact on Albertans and have substantial public accountability.

This position is guided by the Alberta Public Services' values of respect, accountability, integrity and excellence.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

This position is part of a Unit that plans, creates and leads cross-ministry, community and academic partners, in a precedent-setting provincial prevention program (including violence prevention, family violence prevention, the prevention of sexual violence and the prevention of abuse). This position includes secretariat support to the 11 member Family Violence Death Review Committee, established under the *Protection Against Family Violence Act* (PAFVA). Members of this committee are appointed through Ministerial Order to provide recommendations to the Minister of Children and Family Services. The unit also guides the development of data collection and measurement strategies to lead the evaluation of existing and new family violence and women's shelter grants provided to civil society organizations. The unit is accountable for policy and legislation development, along with development and refinement of government frameworks and action plans related to preventive programs.

- Support the Directors and ED to lead family violence prevention and intervention policy and program development activities for the ministry and for the Government of Alberta, through the Interdepartmental Committee on Family Violence (ICFV).
 - Participate on, and lead as necessary, inter and intra-governmental strategic partnerships to prevent family violence, sexual violence, and abuse.
 - Support and guide development of policy and program responses to prevent broad social issues impacting Children and Family Services clients in all programs and services provided by the ministry, including poverty, mental health, addictions and underlying systemic causes of family violence, sexual violence and abuse.
- Champion and provide operational leadership to the mandate of the Family Violence and Death Review Committee (FVDRC), a highly political and complex committee reviewing family violence deaths in Alberta.
 - Support the Committee members to review cases, develop and provide recommendations to the Minister to impact prevention and response activities for Albertans experiencing or at risk of family violence and abuse. The mandate for the FVDRC is derived from the *Protection Against Family Violence Act* (PAFVA) and the Manager's role is to ensure that recommendations of the FVDRC are embedded in future CFS and cross-ministry policy decisions and programs to prevent future family violence deaths within the province of Alberta.
 - Once a recommendation from the FVDRC Chair has been provided to the Minister and to other Ministries, the position is responsible to track and keep updated on the recommendation's implementation and to brief the committee and senior leadership within the GoA on outcomes of all recommendations to date.
 - Provide strategic assistance for all members of the FVDRC, and support branch admin and others as required to communicate corporate policy and program information/statistics in a timely manner, alerting FVDRC members and branch senior leadership to potential and current issues.
 - Develop an annual strategic and operational plan for the unit to ensure that priorities are identified and will be supported throughout the coming year.
- Lead a team of professionals responsible for providing policy advice to advance Alberta's response to, and efforts to prevent, family violence, sexual violence and abuse.
 - Provide leadership to the policy and practice professionals hired within the team to ensure that Analysts are well equipped with the knowledge required to analyze current issues and trends.
 - Directing staff to analyze international, national and provincial research reports to glean best-practices and help inform future directions.
 - Directing staff and supporting the analysis, in partnership with Strategic Services, of grant reporting from funded community agencies and helplines ensuring this information is considered in cross-ministry and intra-ministry policy development and program changes.
 - Preparing advice and briefing notes for Executive Director, ADM, DM and Minister highlighting the future

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- direction of family violence prevention and the policy changes required to address the changing needs and trends across the province.
- Supporting staff in responding to Action Requests and developing session notes and briefing materials for the ADM, DM and Minister.
 - Lead provincial efforts to increase public awareness and education of family violence to foster social change and promote healthy relationships.
 - Collaborating with internal and external stakeholders to ensure alignment to the provincial direction and a coordinated approach to public awareness (i.e. consistent key messages).
 - Ensuring that online and written resources and publications are current, reflective of community needs and consider current research.
 - Guiding research, analysis, design and evaluation of a wide range of public awareness activities to learn from other jurisdictions and enhance Alberta's strategies for increasing awareness.
 - Providing oversight to the planning and coordination of key events within Family Violence Prevention Month, including the Inspiration Awards, a ministry event to honour community partners who are working to eradicate family violence, sexual violence and bullying.
 - Provide accurate and timely advice, analysis, recommendations and support to the Senior Management on complex and politically sensitive matters, including the *Protection Against Family Violence Act* and the *Disclosure to Protect Against Domestic Violence (Clare's Law) Act*.
 - Examine statistics, and review reports and trends on family violence. Update in-house statistics and resources based on Canadian and international studies to be able to provide to business areas or the public's inquiries.
 - Prepare policy papers, advice and briefing notes for the Directors, Executive Director, ADM, and DM, highlighting the future direction of the family violence prevention and intervention programs and the policy changes required to address the changing needs and trends across the province.
 - Draft responses to complex action requests pertaining to family violence prevention and intervention policy for Executive or the Minister's signature.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

A university degree in social work, social sciences or related field is required. A graduate degree is considered an asset. Considerable progressively responsible directly related experience and several years' management experience, is required. The position requires experience in the interpretation of legislation and policy, as well as a demonstrated ability to develop relationships, lead projects and work collaboratively with others. A proven track record of accomplishing objectives and being action-oriented with significant experience in the analysis of complex political/social issues and partnership frameworks, along with proven ability to use quantitative and qualitative data sources and systems in problem solving, and ability to project implications, select appropriate strategies and develop successful implementation plans. The role requires experience leading and directing a team performing varied activities and objectives.

Knowledge required:

- Extensive knowledge of legislation, acts, regulations and government policies, including the *Protection Against Family Violence Act*; *Child, Youth and Family Enhancement Act*; *Government Accountability Act*; and *Government Organization Act*.
- Strong working knowledge of community development practice, quality assurance systems, and contextual issues impacting the delivery of services and programs in the prevention of family violence, sexual violence and bullying.
- Expert knowledge of family violence and sexual violence prevention theories of change, principles and intervention techniques in order to ensure that excellent policies and programs are available, as well as to monitor and evaluate implementation of these.

The position is a content expert within the ministry and division family violence, sexual violence and abuse prevention and intervention, including representing the ministry as required at local, provincial, national and international forums.

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Skills required:

- Experience in policy and program development. Ability to recommend changes in policy, procedure and legislation to improve services to Albertans across the lifespan.
- Well-developed leadership and communication skills.
- Demonstrated ability to develop and maintain positive effective working relationships and partnerships with stakeholders of diverse backgrounds.
- Experience in identifying and understanding broad trends, anticipating needs and addressing complex issues.
- Strong project management skills.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The position provides leadership to a team professional staff performing varied and specialized work relating to legislation, policy development, research, program development and implementation, program evaluation, measurement and monitoring, investigations/case file reviews, grant management, public awareness, education, stakeholder consultation and other coordinated and collaborative community initiatives.

The position requires a breadth of knowledge of many diverse and complex issues relating to family violence, sexual violence, abuse and prevention (including supports for LGBTQ2IAS+ and Indigenous peoples). This position also requires specialized and in-depth knowledge of related legislation and policies, in addition to knowledge of community programs and key internal and external stakeholders.

Other leadership responsibilities include the following:

- Taking a broad scale, long-term view, assessing options and implications, and developing strategies to respond to challenges and opportunities.
- Leading change through planning and the ability to inspire others to see the benefits of the envisioned result.
- Lead and direct branch and division activity to ensure that sound community development practices, policies, procedures and partnerships are operationalized to ensure the most effective delivery of provincial programs.
- Provide leadership, direction and support to staff, other ministries, other levels of government and community to review, evaluate and obtain prevention and intervention initiatives.
- Lead staff in the development and implementation of family violence and bullying legislation, policy and practices (e.g. amendments to the Protection Against Family Violence Act).
- Lead a team to develop, implement and maintain mechanisms that encourage best practice discussions, including developing prevention of family violence, sexual violence, abuse, and broad prevention-focused research partnerships and developing a provincial research strategy for family violence and sexual violence.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

Problems are inherent in managing diverse interests from multiple stakeholders. Challenges include the following:

- Anticipating short- and long-term implications of legislation, strategies and initiatives and developing options to deal with potential scenarios, including negative outcomes.
- Managing within ministry and across-ministry expectations, in accordance with all available resources and policies.
- Managing numerous daily operational and administrative issues, coupled with the ability to create and conceptualize complex social frameworks for new operational initiatives or processes.
- Meeting tight timelines for program and policy responses and collaborating to develop program and fiscal responses that resolve issues and operate within fundamental government policies and practices.
- Collaborating with cross-ministry and service delivery partners to develop systemic approaches, evaluations on initiatives, and specific expertise related to issues, interpretations, and complex family violence, sexual violence and abuse situations.
- Responding to political expectations when issues are front and center in the media, and being the liaison between FVDRC members, Communications and Public Engagement when any media requests are determined.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide **Pages 12-13**).

Clients	Frequency	Nature and Purpose of Contact
<p>Internal</p> <ul style="list-style-type: none"> • Directors and Executive Director • Assistant Deputy Minister • Manager, Healthy Relationships <p>Communications</p>	<ul style="list-style-type: none"> • Regular and Ongoing • Monthly • Regular and Ongoing <p>Regular and Ongoing</p>	<p>Support Minister and Executive as government coordination lead on prevention of family violence and sexual violence and abuse; support Executive Team in achieving the Ministry's mission, vision and outcomes; with other Manager colleague to implement regional and community-based family violence, sexual violence and abuse prevention and intervention initiatives. Work in partnership on the development on new policies and programs.</p> <p>Respond to media inquiries, and proactively consider public awareness and education strategies and targets that meet the Ministry and Divisional goals and objectives. Including event planning and proactive stakeholder communications.</p>
<p>External</p> <ul style="list-style-type: none"> • Assistant Deputy Ministers (cross-ministry) • Management of other provincial ministries: <ul style="list-style-type: none"> – Education – Jobs, Economy and Innovation – Children's Services – Labour and Immigration – Health – Alberta Health Services – Advanced Education – International and Intergovernmental Relations – Indigenous Relations – Justice and Solicitor General (Prosecutions, Corrections, Policing and Court Services) – Municipal Affairs – Seniors and Housing – Culture and Status of Women • Community stakeholders and local boards and agencies • Provincial Associations (AASAS, ACWS, I MPACT) • Academics in the fields of family and sexual violence prevention and intervention • Police Services • Officials of international, national and provincial governments 	<ul style="list-style-type: none"> • Quarterly • Weekly • Monthly • Monthly • Monthly • Two-three times/year 	<ul style="list-style-type: none"> • Provide leadership and coordination to government ministries responsible for implementing the prevention of family violence, sexual violence and support for LGBTQ/diversity issues. • Establish and maintain provincial & community partnerships to develop and implement family violence and sexual violence initiatives at the local level. • Establish and maintain provincial and academic partnerships to develop and implement family violence and sexual violence policy across the province. • Information sharing and enforcement issues • Support Alberta's participation and leadership in developing a collective policy framework and sharing best practices in preventing family violence, sexual violence and bullying.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide **Pages 13-14**).

Reducing family and sexual violence in Alberta requires large-scale social change and necessitates the commitment of many sectors. Through ongoing partnerships and extensive consultation with internal and external stakeholders, the Manager achieves results through horizontal policy-making across government and the delivery of shared projects/initiatives with community partners. This position contributes to a provincial program that impacts a large segment of Alberta's population through its

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development and support of policy and programs in the area of family violence, sexual violence and abuse prevention and intervention. Its expertise and contributions include managing a broad scope of government legislation and regulations, and support the continuous improvement of family violence policy through measurement and analysis. It has direct impact on the family violence staff in its unit, supervising Policy Analysts and determining the work plans and priorities of the unit.

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

The Division has re-organized into a newly created Branch and the job description has not been updated in over 6 years. This position focused on supporting Family Violence Death Review Committee, and being a key link to Child Intervention policy and practice in Children's Services. That level of expertise is no longer required in this position as it requires an individual with a broader strategic vs. specialist skill set. This is a position update to reflect the re-organization and updated to include family violence, sexual violence and abuse public awareness and education oversight, evaluation and measurement, prevention policy development and implementation, program policy development and cross-ministry support to policy as well as trend analysis for the FVDRC.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

- MJEP Benchmark Job Description - M420-30
- MJEP Benchmark Job Description - M420-16
- MJEP Benchmark Job Description - M420-14
- MJEP Benchmark Job Description - M420-01

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff **MUST** be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.