

Update

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position



Position Name (200 character maximum)

Director, Strategic Projects and Digital Modernization

Current Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory



Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SOSS, SCS/Corp Serv & Special Projects Unit

Current organizational chart attached?



Supervisor's Position Name (30 characters)

ED, Strategic & Corp. Services

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-04-14

Responsibilities Added:

The position introduces significant enterprise-level leadership responsibilities, including oversight of the Project Management Office (PMO) and the establishment of governance frameworks, standards, and reporting systems to support executive decision-making. It also adds accountability for digital operations and modernization, including leading technology-enabled transformation and ensuring alignment with enterprise architecture, privacy, and security requirements.

The role now integrates strategic project delivery with digital initiatives, promoting modern delivery approaches such as agile and product-based models while ensuring coordination and benefits realization across portfolios. Additionally, it expands responsibility for executive advisory services, including providing strategic advice on project investments, digital risks, and corporate planning.

The position introduces a strong focus on people leadership and organizational development, including leading managers and teams, building internal capacity, and fostering a culture of continuous improvement, innovation, and high performance.

The position title has also changed to reflect the change in responsibilities.

Responsibilities Removed:

The new role removes responsibilities related to the development and coordination of the Provincial-Territorial (PT) Table, including intergovernmental liaison, stakeholder engagement, and incorporation of Alberta's perspective in a pan-Canadian context. It also eliminates policy research and analytical work, such as developing governance models, conducting cost analysis, and drafting Terms of Reference. This work was moved to the Manager, Intergovernmental Relations position within the branch.

In addition, the role no longer includes operational and administrative functions, such as providing secretariat support, coordinating meetings and logistics, and organizing events. General project-specific deliverables and ad hoc support to the division, including drafting detailed reports and supporting special projects, have also been removed.

Job Purpose and Organizational Context

Why the job exists:

The Director, Strategic Projects and Digital Modernization provides senior leadership for the ministry's enterprise project delivery and digital modernization agenda, with accountability for the oversight, performance, and maturity of the ministry's project management function. The role ensures complex, high-impact initiatives are delivered in a coordinated, disciplined, and outcomes-driven manner, and that project delivery capacity is consistently applied across the ministry and its agencies.

The position advances modern, user-centered digital services and platforms that enable Mental Health and Addiction (MHA) priorities, strengthen system integration, and support effective and sustainable operations across the ministry and its agencies, including Recovery Alberta, the Centre of Recovery Excellence (CoRE), and the Compassionate Intervention Commission.

Reporting to the Executive Director, Strategic and Corporate Services, the Director provides strategic leadership and oversight of the ministry's Project Management Office (PMO) and the Digital Operations and Modernization Unit. This includes setting direction for project management standards, delivery practices, prioritization, and governance, and ensuring integration across project, digital, and technology portfolios. The role plays a critical role in aligning investments with government direction, legislative and policy requirements, and cross-ministry and cross-agency initiatives.

In close collaboration with Alberta Technology and Innovation (ATI), the Director ensures digital solutions supporting MHA operations are secure, scalable, and aligned with enterprise standards, while enabling the effective use of modern digital products and platforms.

As a member of the branch and divisional leadership team, the Director brings systems thinking, digital fluency, and change leadership to advance modernization, improve service delivery, and build organizational capacity. Working across the department and with agency partners, the role ensures business and operational requirements are effectively gathered, validated, and prioritized, enabling coordinated delivery, sustainable change, and improved outcomes across the broader MHA system.

Responsibilities

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

1. Lead Enterprise Project Delivery and Governance

- * Provides strategic oversight of the Project Management Office to ensure consistent, disciplined, and scalable project management practices across the ministry.
- * Establishes governance, standards, and reporting mechanisms to support executive decision-making and oversight of complex initiatives.
- * Ensures projects are aligned with ministry priorities, business plans, and government direction.
- * Provides leadership to Manager, Project Management Office, to assist in organization of Project

Management Office resources, policy and processes.

2. Lead Digital Operations and Modernization

- * Provides executive leadership for digital operations, service modernization, and technology-enabled transformation initiatives.
- * Oversees the planning, design, and delivery of digital services using user-centred, agile, and product-based approaches.
- * Ensures digital initiatives align with enterprise architecture, information management, privacy, and security requirements.
- * Provides leadership to Manager, Digital Operations and Modernization, to assist in organization of digital operations and modernization resources, policy and processes.

3. Integrate Strategic Projects and Digital Initiatives

- * Aligns project delivery and digital modernization efforts to ensure coordinated execution, effective sequencing, and realization of benefits.
- * Supports the transition from traditional project delivery to modern, iterative delivery models where appropriate.
- * Ensures lessons learned and best practices are embedded across portfolios.

4. Provide Strategic Advice and Executive Support

- * Provides high-quality advice, analysis, and recommendations to executive leadership on project investments, digital risks, and modernization opportunities.
- * Supports corporate planning, reporting, and performance measurement related to strategic initiatives.
- * Represents the ministry on cross-government committees and initiatives related to project management and digital modernization.

5. Lead People, Culture, and Change

- * Leads, coaches, and develops managers and teams to build strong project, product, and digital delivery capability.
- * Champions modern ways of working, continuous improvement, and a learning culture.
- * Models APS values and supports an inclusive, respectful, and high-performing work environment.

Problem Solving

Typical problems solved:

The Director operates in a complex, fast-moving environment where strategic priorities, technology, and delivery approaches are continuously evolving. Problems are often enterprise-wide and involve balancing risk, pace, capacity, fiscal and legislative constraints, and diverse stakeholder expectations while delivering visible, high-impact outcomes. Many issues span departmental programs and agencies, requiring coordination across organizational boundaries and alignment with broader system objectives.

Solutions require advanced analytical thinking, sound professional judgment, and the ability to navigate ambiguity, competing interests, and enterprise constraints. The Director plays a key role in working across the department and with agency partners to gather, assess, and prioritize business and operational requirements, ensuring initiatives and digital solutions meet business needs, user expectations, and service delivery realities. Emphasis is placed on developing practical, defensible solutions that support timely decision-making, manage risk, and enable sustainable delivery.

Types of guidance available for problem solving:

Problems often involve balancing risk, pace, capacity, and stakeholder expectations while delivering visible outcomes. Solutions require advanced analytical thinking, professional judgment, and the ability to navigate ambiguity, competing interests, and enterprise constraints.

In addressing complex issues, the Director draws on guidance from the Executive Director, collaborates with peers through communities of practice focused on modernization and digital delivery, and works closely with managers to explore and resolve challenges. The role involves partnering with managers and

teams to translate business and user needs into practical digital or business solutions, encouraging innovation while ensuring alignment with governance, standards, and delivery realities. Through collaboration and creative problem-solving, the Director enables effective, sustainable solutions that support both operational needs and strategic objectives.

Direct or indirect impacts of decisions:

Decisions made by the Director directly influence the ministry's ability to deliver strategic initiatives, modernize services, and manage operational and enterprise risk. Effective leadership in this role enables the successful delivery of high-profile projects and digital initiatives, resulting in more efficient ways of working, improved business processes, and stronger support for ministry programs. Poorly informed or misaligned decisions could lead to delivery delays, cost overruns, reputational risk, or diminished service quality.

The Director exercises significant autonomy within legislative, policy, and financial authorities and plays a key role in advancing modern digital products, platforms, and processes that support Mental Health and Addiction (MHA) operations. This includes leveraging emerging technologies, such as artificial intelligence and modern business support solutions, to strengthen project delivery, improve digital operations, and enhance the ministry's overall capability to plan, deliver, and sustain complex initiatives.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Deputy Minister's Office - Provides briefings, advice, and updates on high-priority strategic projects and digital modernization initiatives.

Assistant Deputy Minister, System Oversight and Strategic Services - Provides strategic advice, progress updates, and risk mitigation options related to enterprise projects, digital modernization, and delivery performance; supports alignment with divisional and ministry priorities.

Executive Director, Strategic & Corporate Services - Works closely to align project and digital portfolios with branch priorities and corporate planning and reporting requirements.

Agencies and System Partners (Recovery Alberta, CoRE, Compassionate Intervention Commission) - Provides coordinated project and digital operations support, guidance, and advisory services; facilitating alignment where appropriate.

Branch Leadership and Program Areas - Collaborates to plan, deliver, and integrate strategic projects and digital initiatives that support policy and operational outcomes.

External:

Ministry of Technology and Innovation - Partners on digital delivery, enterprise platforms, architecture, and modernization initiatives.

Other Government of Alberta Ministries - Collaborates on cross-government projects, shared initiatives, and enterprise delivery models.

Central Agencies and Delivery Partners - Coordinates governance, reporting, and delivery of strategic and digital initiatives.

Vendors and Service Providers - Oversees contracted services supporting project delivery and digital modernization.

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 business administration. Equivalences will be considered.

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

- Excellent communication skills, both written and verbal
- Senior leadership experience overseeing complex projects and/or digital modernization initiatives in the public sector.
- Proven ability to ensure alignment of project investments with strategic priorities, approved business plans, fiscal constraints, and government direction.
- Demonstrated ability to provide enterprise-level oversight of a Project Management Office, ensuring consistency, discipline, scalability, and maturity of project delivery practices across a complex organization.
- Deep knowledge of project management methodologies (e.g., waterfall, hybrid, agile-at-scale) and their application in public-sector environments.
- Ability to balance innovation with operational stability, ensuring reliable delivery of digital services while advancing modernization initiatives.
- Ability to ensure digital initiatives comply with legislative, policy, and enterprise standards, particularly in collaboration with central agencies such as Alberta Technology and Innovation.
- Experience overseeing the planning, design, and delivery lifecycle of digital services, from discovery through implementation and continuous improvement.
- Demonstrated experience providing strategic advice to executive leadership.
- Proven people leadership and change management capability.
- High degree of political acuity and systems thinking.
- Strong analytical skills to assess complex information, identify strategic implications, and frame options for decision-makers.
- Strong people leadership skills, including the ability to lead, coach, and develop managers and multidisciplinary teams.

Assets:

Certification in business analysis, conventional or agile project management.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>Addresses complex, multi-dimensional challenges by questioning assumptions, identifying root causes, and developing innovative yet practical solutions. Balances experimentation and risk management when advancing new delivery models or technologies. Leverages evidence, best practices, and diverse perspectives to improve systems, overcome</p>

			barriers, and enable successful outcomes.
Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: <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 	Leads effectively in environments characterized by change, uncertainty, and competing priorities. Adapts strategies, delivery approaches, and resourcing in response to emerging risks or shifting direction while maintaining momentum. Clearly communicates the impacts of change, supports leaders and teams through transitions, and ensures continuity of delivery.
Build Collaborative Environments	○ ○ ○ ○ ●	Creates an open environment of communication: <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	Builds strong, trust-based relationships across the ministry, with central agencies, and across government to advance shared objectives. Creates inclusive environments where collaboration, constructive challenge, and diverse perspectives are valued. Facilitates alignment and resolves conflict on complex initiatives, enabling collective ownership of outcomes.

<p>Drive for Results</p>	<p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<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 	<p>Maintains a strong focus on outcomes by setting clear expectations, monitoring progress, and addressing barriers proactively. Uses performance information and professional judgment to make timely decisions and course corrections. Ensures strategic projects and digital initiatives deliver measurable value, support ministry priorities, and meet commitments.</p>
<p>Systems Thinking</p>	<p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/></p>	<p>Integrates broader context into planning:</p> <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 • Addresses behaviours that challenge progress 	<p>Demonstrates a holistic understanding of how strategic projects, digital modernization, policy direction, and operational delivery intersect to achieve ministry and government outcomes. Anticipates interdependencies, downstream impacts, and risks across portfolios and organizations. Aligns project and digital investments with long-term objectives, enterprise priorities, and APS values to ensure sustainable and integrated results.</p>

Benchmarks

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