

## New

Ministry

Primary and Preventative Health Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Strategic Planning

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

PPHC, PHPS/Policy Coordination & Engagement (PCE)

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Dir, Policy Coordination & Eng

Supervisor's Current Class

Senior Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Policy Coordination and Engagement, Public Health Standards and Regulations Branch, the Manager, Strategic Planning is responsible in providing coordination of activities related to public health policy an legislation development and the implementation of public health measures to ensure workflow is monitored, processes are followed and milestones achieved.

The content of these public health measures include, but are not limited to emergency public health outbreaks, infection prevention and control, food safety, enteric and zoonotic outbreaks, nuisance and general sanitation and safe drinking water.

This position collaborates closely with management within the branch to provide guidance, expertise and support to the branch regarding priority setting, resource management and implementation approaches.

#### Responsibilities

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

1. Provide leadership support to ensure the timely delivery of multiple assignments related to public health

legislation and policy.

- Coordinate the alignment between simultaneous development and implementation of legislation, regulations, policies, guidelines and standards.
- Determine and advise on whether recommendations from engagement activities with external partners are in alignment with Ministry goals and timelines.
- Participate in Secretariat support for advisory panels or committees appointed by the Minister, the Department or Division to inform government's response to public health matters.
- Define and communicate opportunities and issues in relation to formal and informal engagement strategies.

## 2. Support policy development and coordination through strategic planning and project management.

- Provide strategic options and comprehensive advice on the prioritization of multiple workflows.
- Set goals that are attainable.
- Monitor workflow and establish milestones.
- Determine, and when necessary, recommend revisions for, the scope or schedule of ongoing assignments.
- Support the branch by providing clearly articulated strategic planning.
- Maintain dynamic records on the status of goals and assignments.
- Assign and monitor resources to achieve deliverables.
- Report project outcomes and/or risks to senior management and escalate issues, as necessary.

## 3. Develop implementation plans for the delivery of Ministry goals related to public health.

- Build implementation plans for program development.
- Define and articulate tasks and processes associated with assignments.
- Establish and maintain processes for managing scope on multiple streams of work, setting quality and performance standards, and assessing risks.
- Provide recommendations to the Director and Executive Director on implementation processes.
- Evaluate and assess processes and outcomes.

## 4. Establish partnerships and relationships that support branch deliverables.

- Develop and maintain partnerships with internal and external partners.
- Coordinate resources and partnerships to support branch activities.
- Develops and maintain partnerships with relevant government, academic and private sector organizations to ensure Alberta's public health legislation and regulations are kept current with the needs of Albertans and key partners.
- Represent the Branch and Division on relevant committees, task forces and teams to provide expertise and perspectives on public health matters as required.

## 5. Leadership

- Provide purpose, direction, and motivation to the team.
- Establish plans and set goals for the team.
- Engage and coach team members to support Alberta Health business plan goals, the Minister's mandate and the Department's priorities.

- Support staff in professional development.
- Seek to develop efficiencies, continuously improve procedures and maximize the team's core capacities to deliver Branch and Division's priorities and goals.
- Ensure performance assessments are conducted in a timely fashion.
- Encourage staff participation in scheduled branch, unit and divisional meetings.
- Build a culture of optimism, excellence and collaboration.

## Problem Solving

Typical problems solved:

- Setting priorities to achieve outcomes within sometimes simultaneous or restrictive timelines.
- Advising on risk regarding the feasibility of goals.
- Providing clarity to complex activities.

Types of guidance available for problem solving:

- This position works closely with the Director and other management colleagues in the branch, who will provide support and advice on subject matter.
- Support may also be found through colleagues within Alberta Health in other Divisions that provide similar services for multiple Ministry priorities and activities.

Direct or indirect impacts of decisions:

This position is responsible for supporting the branch in providing coordination of multiple, concurrent projects related to government's public health efforts. This includes legislative management for the Public Health Act, the Skin Cancer Prevention (Artificial Tanning) Act, and 19 regulations that cover a broad range of settings and stakeholders (Food Regulation, Drinking Water Regulation, Housing Regulation, Emergency Powers Regulation, Institutions Regulation, Nuisance and General Sanitation, Work Camps Regulation and others).

It will ensure the development of policy and implementation of Ministry mandates are completed in a timely manner, so that government may respond effectively to public health emergencies resulting from pandemics, environmental disasters including wildfires and floods, as well as from food safety, nuisances, drinking water safety, infection prevention and control, and a number of other risks.

The successful completion of these project ensures ongoing improvements to the public health system. Delays or failure to fulfill mandates can have negative consequences for human health including increased risk of illness, injury and death. Impacts of advice may also be felt broadly in social and economic impacts for Albertans. Government reputation is also be impacted.

## Key Relationships

Major stakeholders and purpose of interactions:

<u>Stakeholder</u>	<u>Frequency</u>	<u>Nature and Purpose of Contact</u>
Branch management	Daily	Collaboration and planning
Branch staff	Daily	Communication and goal setting
Executive Director	Weekly	Communication, recommendation and briefing
Public and Rural Health Division	Weekly	Communication and collaboration
Assistant Deputy Minister	Monthly	Briefing and recommendations
External	OCMOH	As required Collaboration
Alberta Health Services	As required	Collaboration
Provincial government departments	As required	Collaboration and communication
Provincial government agencies (AEMA)	As required	Direction/information/collaboration
Federal/Provincial/Territorial	As required	Information
Various Stakeholder groups/associations	As required	Consultation and information

Job-specific experience, technical competencies, certification, training

## Required Education, Experience and Technical Competencies

Education Level <b>Bachelor's Degree (4 year)</b>	Focus/Major	2nd Major/Minor if applicable	Designation
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If other, specify:

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

<ul style="list-style-type: none"> <li>• Project management training or experience.</li> <li>• Familiarity with legislative and policy maintenance.</li> </ul>
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## 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		
<b>Systems Thinking</b>	<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>Considers implications and impacts of assignments and plans for successful completion of multiple workflows.</p> <p>Understands the impact of timely implementation of government programs, projects and policy on the health and safety of Albertans as well as on all government programs and services.</p>
<b>Creative Problem Solving</b>	<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 seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Understands current best practices in prioritizing and goal setting in order to advance public health policy and legislation development.</p> <p>Identifies pragmatic solutions to address issues as they arise, by encouraging others to think creatively and feel safe in debating ideas or options that may or may not be implemented.</p>

<p>Agility</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Develops strategies to identify and manage immediate to long-term challenges and opportunities for change. For example, anticipating change, obstacles and potential impacts related to public health policies, legislation and regulations.</p> <p>Stays focused on measures that deliver to ministry priorities while being able to respond to political pressures and business risks when required.</p>
<p>Drive for Results</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<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>Coordinates concurrent activities with the goal of ensuring timely completion of Ministry mandate.</p> <p>Anticipates risks and barriers to achievement and adjusts approach to ensure timelines are achieved.</p> <p>Seeks results that lead to successful implementation and adoption of public health measures and tools that protect and promote the health and well-being of Albertans.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Develops and maintain partnerships with internal and external partners.</p> <p>Coordinates resources and partnerships to support branch activities.</p> <p>Develops and maintains partnerships with relevant government, academic and private sector organizations to ensure Alberta's public health legislation and regulations are kept current with the needs of Albertans and key partners.</p>

Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	Models the way in developing self and acknowledging opportunities for improvement, as well as looking for ways to support team staff to develop themselves.  Builds capacity and encourages diversity in the Branch.  Engages in continuous learning and applies professional development in management and leadership competencies daily in motivating the Unit members to achieve shared goals.
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 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>	Develops and maintain partnerships with colleagues to ensure coordinated efforts in achieving branch goals.  Communicates articulately and provides updates regularly to motivate and engage colleagues.  Promotes collaboration and teamwork.

**Benchmarks**

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

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