

MINISTRY INFORMATION		
GoA Placement	Supervisor	HRC
Ministry: Health Department: Health Workforce Division Branch: Health Workforce Strategy and Policy		
Job Title:		Program Stream:
PURPOSE	The Policy Intern, Program Services Level 2, would assist in the development and implementation of government programs and policies which includes applying theoretical and program knowledge, policy evaluation, research analysis and interpretation. The position would support the development and implementation projects underpinning the Health Workforce Strategy 2024 and the Midwifery Strategy 2024. This position will be mainly required to support the Strategic Policy Implementation and Coordination and the Data Analytics and Reporting unit within Health Workforce Strategy and Policy Branch. Demonstrated abilities in systems thinking and problem solving will be key to this role.	
RESPONSIBILITIES & ACTIVITIES - 1	Gather and support interpretation of peer and grey research findings, including indigenous knowledge and related experience: <ul style="list-style-type: none"> • Collaborates with internal and external stakeholders to gather information to draft content. • Interprets research findings and data to communicate technical findings to others. • Drafts written reports to support analysis and research findings. • Responds to requests for information on policy, program, or legislation. 	
RESPONSIBILITIES & ACTIVITIES - 2	Support the branch on strategic initiatives: <ul style="list-style-type: none"> • Supports projects related to the Health Workforce Strategy 2024. 	

	<ul style="list-style-type: none"> • Supports Policy initiatives by assisting with the identification of potential impacts. • Provides insight and guidance on implications of policy issues/initiatives on government programs or policies.
RESPONSIBILITIES & ACTIVITIES - 3	<p>Assist with program and policy initiatives:</p> <ul style="list-style-type: none"> • Creates and maintains processes for program and policy development. • Executes activities aligned with program initiatives and goals. • Monitors program activities and tracks progress and outcomes in relation to goals. • Identifies program gaps and progress barriers.
RESPONSIBILITIES & ACTIVITIES - 4	<p>Other related duties as assigned by management which support the purpose of the job without expanding the complexity of main responsibilities.</p> <ul style="list-style-type: none"> • Assist in completion of Action Requests (ARs) using individual research and coordinating input from Branch and external experts.
RESPONSIBILITIES & ACTIVITIES - 5	
SCOPE	Application of Systems Thinking, developing networks, problem solving
KNOWLEDGE, SKILLS, & ABILITIES - PRACTICAL	<ul style="list-style-type: none"> • Understanding the government decision-making process • Familiarity with the government policy development cycle • Foundational understanding of relevant government/division/branch policies, programs, legislation, initiatives. • Experience Collecting, processing, and synthesizing complex data for information reporting and sharing. • Experience analyzing and evaluating programs, policies, and legislation. • Experience working with databases and manipulating data. • Ability to present information in a clear and concise manner. • Demonstrates diplomacy in written/oral communication.
	<ul style="list-style-type: none"> • Knowledge of research methodologies, techniques, processes, and analysis concepts to identify relevant information and summarize key findings. • Knowledge of data manipulation practices using in-house software applications and Microsoft Office programs to provide findings to a diverse audience. • Understanding of policy, programs, and legislation development theories and processes to relay information regarding management principles, approaches, and methods.

DESCRIPTION OF INTERN MINISTRY PLACEMENT

The Health Workforce Strategy and Policy branch includes 3 units that support health workforce optimization guided by the Health Workforce Strategy 2024. The branch consists of 3 units including Strategic Policy Implementation and Coordination, Research and Programs, and Data Analytics and reporting. The branch works collaboratively within division and cross division on health workforce changes.

MINISTRY APPROVAL

Ministry	Alberta Health	Branch or Division	Workforce Division Health Workforce Strategy and Policy branch
Supervisor Name & Signature		Date	
Expenditure Officer Name & Signature		Date	