

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Policy and Planning

Requested Class

Senior Manager (Zone 2)

Job Focus

Supervisory Level

Operations/Program

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Division, Branch/Unit

Indigenous Health / Policy and Planning

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Policy and Planning Unit is dedicated to developing and supporting strategies, policies, and legislation that help improve health status of Indigenous peoples and reduce the gap in health outcomes between Indigenous and non-Indigenous Albertans.

Reporting to the Executive Director, the Director leads the Unit in providing strategic planning, policy advice and perspectives that shape and inform the Ministry's direction with respect to Indigenous health. The Director plays a key role in providing leadership and guidance to develop policy, strategies, and actions related to Indigenous health and supports policy coordination and advice to Ministry program areas on Indigenous health. The Director ensures these activities align with Alberta Health's policies, strategic priorities, and broader Government of Alberta direction.

The Director plays a key role in building relationships, partnerships, and fostering a culture of trust among Indigenous health stakeholders to achieve mutual goals. This includes leading Ministry support for Protocol Agreement health tables, facilitating collaboration with Indigenous communities and organizations, and managing relationships with the federal government and other provinces and territories. The Director is also responsible to lead Jordan's Principle related work for the Ministry.

The position supervises one manager in the Unit, and is responsible for Unit deliverables.

Responsibilities

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

Lead and direct development of policy, strategies, and actions to support improvements in Indigenous health status:

- Direct research, policy and strategy development, projects, and related activities in support of Department Indigenous health priorities.
- Develop Alberta Health policy statements and positions to assist in clarifying federal/provincial/First Nation responsibilities.
- Develop and use strategic relationships with system partners and stakeholders (e.g., First Nation and Métis communities, Alberta Health Services, federal and other provincial governments, community contacts) to support the development of policy advice, strategies, and research.
- Identify opportunities to strengthen Alberta Health's existing policies and strategies, or build/develop new policies and strategies to support improved Indigenous health status.
- Lead and support data collection, analysis, and reporting on Indigenous health outcomes to inform policy and strategy development, in collaboration with internal program leads and external stakeholders.
- Develop Alberta Health and Government of Alberta recommendations for integrating provincial health services with Indigenous communities to support improved health status.
- Lead inter-divisional and inter-ministerial work to align ministry and cross-ministry Indigenous health initiatives.
- Contribute advice and expertise on Indigenous health issues and lead Alberta Health's contributions to government's overall Indigenous policy and programming direction (i.e. Jordan's Principle, UN Dec, TRC, Residential Schools, Protocol Agreement health tables).
- Participate as Alberta Health's representative in external committees that advise on provincial policy issues across a spectrum of issues as required.
- Represent the Ministry's positions on cross-jurisdictional committees and projects (e.g., Federal/Provincial/Territorial Tables, Protocol Agreements).

Lead policy coordination and advice relating to Indigenous health policy:

- Collaborate with the federal government to, wherever possible, bring synergies and collaboration in the approach to health service delivery.
- Provide expertise and advice on federal legislation, policies, funding methodologies and accountability mechanisms related to Indigenous health.
- Provide advice to ministry executive leaders on initiatives involving the federal government or Indigenous stakeholders (e.g., Treaty Protocol Agreement tables and self-government discussions).
- Provide information, data, advice, and guidance across divisions and branches to support alignment of divisional work with the ministry's priorities for health.
- Coordinate Health's responses to cross-ministry Indigenous health issues, in collaboration with other divisions and branches as required (e.g., Jordan's Principle, Primary Care Networks, Primary Health Care policy, Continuing Care Policy).
- Promote collaboration, strategic planning and data collection within the Ministry to align with provincial, interprovincial and national Indigenous Health policies and directions.

Lead Ministry efforts to respond to Jordan's Principle:

- Direct coordination of cross-ministry responses to Jordan's Principle claims and inquiries.
- Serve as the key contact for Jordan's Principle claims and inquiries for the Government of Alberta and provide support in navigating provincial programs and services.
- Lead data collection, performance measurement, and reporting on Jordan's Principle for the Government of Alberta.
- Determine and manage internal resources to respond to claims and inquiries in a timely manner.
- Lead working level collaboration with Indigenous Services Canada and the First Nations Health Consortium to fulfill the terms of the *Memorandum of Understanding for Jordan's Principle Implementation in Alberta*.
- Serve as a key contact for the federal government for Jordan's Principle work.
- Support Department executives in participating in cross-ministerial and inter-jurisdictional committees and working groups related to Jordan's Principle.

Ensure effective Unit operations, and contribute to the effective operation of the Branch and Department:

- Support all aspects of Unit and Branch management, including recruitment, coaching, development, supervision and

performance management.

- Foster cross-training and professional development among team members to enhance team capacity.
- Support management of contracts and budgets, and ensure staff and vendors work within them.
- Lead and support Unit, Branch, and Division strategic business planning and reporting, transforming business and operational goals and targets to work plans.
- Collaborate with Branch manager(s) to integrate work across teams to increase effectiveness and efficiency.
- Proactively raise awareness on emerging program or other issues with Branch, Division, and Department executive leadership.
- Guide the development of briefings, analyses, and action requests within established timelines.
- Participate in the continuous improvement of unit and branch operations.

Supports the Executive Director in leading Unit operations to achieve strategic, business, and operational goals:

- Effectively manage Branch operations, including human and financial resources, to ensure that outcomes are delivered in accordance with business and operational plans.
- Define, clarify, and align team accountabilities and responsibilities.
- Direct activities to ensure that outcomes are achieved for specific initiatives assigned to the Branch.
- Support the Executive Director to navigate complex relationships and political landscapes, in collaboration with Indigenous communities, to maximize health benefits for all Albertans.
- Act on behalf of the Executive Director during vacations and absences, as required.

Problem Solving

Typical problems solved:

- The Director will participate in the restructuring of systems and processes, and the design of new models of service delivery and approaches to solving problems with few precedents or unclear impacts. Analysis, reasoning, evaluation, judgment and problem-solving skills are all required to support development of on-reserve health programs and integration between the federal, provincial and on-reserve systems.
- Indigenous peoples' issues have a long and complex history; the Director is challenged to succinctly describe this background, and help to guide a shift in thinking for some stakeholders.
- Expectations for improved health status of Indigenous populations is high amongst the Treaties, Métis Nation of Alberta, stakeholders, the department and other ministries; the Director must juggle and prioritize multiple projects, including requests for representation on groups and committees, and leadership of some initiatives.
- Indigenous policy development is a sensitive area. The Director assists to 'stick handle' through complexities to identify issues and concerns, synthesize background information, and develop options along with pros and cons to inform and support the Minister and Deputy Minister's participation in discussions. The Director aims to support the Executive Director to achieve positive outcomes from complex situations.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

- There is freedom to act in planning and leading research and policy development work that is in keeping with the priorities and overall direction set by the ministry, informing Executive management of work underway, results expected, or issues that must be resolved.
- Indigenous health policy work aligns with Alberta Health's policy priorities and principles, established by Executive Team and the Minister.
- The position is accountable for the success of projects led by the position, and for the results of the Branch. The Director is jointly accountable for the results of the Division.
- The Director is constrained to observe budget and human resource requirements established by the branch and division.
- The position has considerable potential to affect Indigenous peoples' health status positively.

The position also has potential to affect Albertan and stakeholder perceptions of the health of Indigenous peoples and the relationship with Indigenous peoples in the health system.

Key Relationships

Major stakeholders and purpose of interactions:

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Required Education, Experience and Technical Competencies

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

If other, specify:

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

- A post-secondary degree in Public Policy, Public Administration, Health, Native Studies or a related field, plus several years of related government experience. A Master's degree or equivalent is an asset.
- A minimum of six years of progressively responsible management experience.
- Excellent written and oral communication skills with a diverse range of audiences, including First Nations and Métis communities.
- Broad knowledge of government decision-making processes, objectives, goals, and strategies.
- Strong project and business management knowledge and experience.
- Strong, demonstrated people management skills and the ability to articulate and implement a vision and common direction in a changeable environment.
- Excellent interpersonal and networking skills, crucial to developing and maintaining strategic working relationships with internal and external stakeholders and Indigenous communities and organizations.
- Strong decision-making abilities and proven ability to manage politically sensitive issues.
- Knowledge of administrative structures in the health system, including service delivery organizations and related partners, such as Alberta Health Services, Primary Care Networks, and Indigenous Services Canada's programming.
- Sound knowledge of Indigenous peoples' histories, cultures and communities, as well as contemporary research and current issues in Indigenous health.
- Sound knowledge of Indigenous administration, organizational structures, and working environments, particularly in relation to health.
- Good working knowledge of federal legislation and policies impacting Indigenous peoples generally, including an understanding of jurisdictional issues in Indigenous health.
- Sound knowledge of provincial legislation and policies affecting Indigenous peoples generally, and health care in particular.
- An understanding of legal and political aspects of government policy development to meet Indigenous health needs.
- An understanding of Indigenous peoples' health needs, as well as cultural and societal concerns, that affect Indigenous interactions with the health care system.
- Experience working in a First Nation or Métis community organization or similar environment 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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse 	

		perspectives for achieving outcomes	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	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 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works in open teams to share ideas and process issues: <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 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to 	

		collaboration and achievement of outcomes <ul style="list-style-type: none">• Upholds principles and confronts problems directly• Considers complex factors and aligns solutions with broader organization mission	
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Benchmarks

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