

New

Ministry

Describe: Basic Job Details
Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value
Job Purpose and Organizational Context

Why the job exists:

The Workforce Compensation and Regulation unit is responsible for developing, coordinating, and overseeing system-wide acute care workforce strategies for both physicians and acute care health professionals (e.g. nursing, allied health, and support classifications) and represent the acute care sector's interest in compensation and workforce strategies.

Reporting to the Director of Workforce Compensation and Regulation, the Manager will provide project leadership related to workforce policy and program development to support the Ministry priorities and strategic directions for the provincial health system with regards to the Acute Care Action Plan's Workforce Resilience focus area, and other acute care workforce action and implementation plans.

The Manager also takes on a leadership role to co-ordinate and implement the work of internal and external stakeholders to successfully achieve the goals of the acute care workforce action and implementation plans. The overall goal is to have a skilled acute care workforce that is well utilized, optimized and is able to provide necessary services throughout Alberta.

Responsibilities

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

Provide leadership and expertise to develop policy, strategies and actions to advance the Ministry's commitments for workplace policy:

- Lead and manage research, policy and strategy development, and related activities in support of Ministry workforce compensation policy priorities
- Coordinate the development and implementation of strategic planning with regards to workforce policies across the acute care system.
- Coordinate issues management processes to be proactive, timely and comprehensive.
- Work with colleagues in Primary and Preventative Health Services, other GoA ministries, and health system partners (e.g., Acute Care Alberta, colleges, labour organizations, etc.) to coordinate work on implementation of the Acute Care Action Plan - workforce resilience focus areas, and other workforce action and implementation plans.
- Supports the development of communication materials to inform and educate internal and external stakeholders, including Ministerial correspondence to the general public.
- Reviews and prepares updates and briefings on projects for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and liaises with Communications and Public Engagement to produce briefings, announcements, etc.
- Collaborates with Unit and Divisional colleagues to ensure health standards, evidence-based practices, quality and access initiatives are incorporated into policy.
- Provides consultation and advice to internal and external stakeholders on workforce policy in alignment with the Government of Alberta's priorities and directions for the provincial acute care health system.

Oversee policy development

- Oversees policy and / or legislative reviews and / or revisions, related to workforce priorities within the Ministry.
- Review work in Canada and internationally to understand trends, innovations, and models of workforce policy related to acute health care.
- Create and build networks across multiple internal and external stakeholder groups to inform the development of policy advice, strategies and research.
- Ensures linkages and integration of projects with other related policy initiatives.
- Plans, organizes and participates in meetings with internal and external stakeholders.
- Participates in planning and implementation of policy working groups, forums and other related activities.

Manage relationships to advance key acute care workforce policy priorities

- Build and sustain strategic networks with internal and external stakeholders.
- Link the workforce policy priorities with existing initiatives in the Ministry or across government
- Represent the Unit, Branch, Division or Ministry on cross-ministry committees.
- Identify contacts and linkages for unit staff to follow-up with and to engage in their work.
- Collaborate with fellow branch leaders in the Division to advance and deliver on the priorities of the Division and to sustain information sharing and communication mechanisms.

Problem Solving

Typical problems solved:

The Ministry's objectives are achieved through consultation with cross-government groups, agencies, clinicians, managers, patients and external partners; together with credible experts in workforce compensation. The provincial acute care health system operates in a dynamic environment and remaining abreast with changes and their implications is challenging.

The types of problems the position routinely solves, includes:

- Identifying issues related to effective collaboration with health system partners and generates ideas to create a path to support specific projects and coordinate with them within a broad framework.

- Identifying who to engage across a large spectrum of stakeholders. There is a high requirement for creative and broad thinking/visioning, balanced with identifying related impacts to and policy that may need to evolve to enable the future directions.

- Appropriate framing of issues which tend to be complex and diverse, politically and publicly sensitive, spanning not only several program areas but also the entire health system, affecting significant stakeholder groups with competing needs/interests.

Types of guidance available for problem solving:

Assistance is received from Director, unit staff, other areas of the department, and outside expertise, as required.

Direct or indirect impacts of decisions:

- Enhances intergovernmental and inter-organizational collaboration through coordinated engagement with ACA, PHCs, regulators, and professional associations.
- Supports predictable service delivery and reduces system risk by informing capital, legislative, and policy planning with accurate workforce intelligence.
- Strengthens public confidence and stakeholder relationships by enabling transparent, well-supported decisions in areas with political, legal, and operational sensitivities.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director (as required)

- Provide advice on specific program and policy areas
- Provide support towards the attainment of Division/Department goals, information sharing, and resolution of issues.

Director (daily)

- Provide information and receive direction as needed.

Unit staff (daily)

- Assign, monitor, and review work products
- Assist with problem solving, including making decisions about a project, facilitating contacts with internal/external stakeholders, requesting assistance from Director and Executive Director as necessary

Other Branch/Division, PPHS Health Workforce Division Staff (weekly)

- Information sharing, provide support for resolution of issues.

External

Provincial Health Authorities (e.g., Acute Care Alberta) and health service providers (e.g., Alberta Health Services) (as required)

- Discuss issues and obtain feedback regarding implementation of research initiatives and legislation/regulation
- Monitor and gather information on acute care workforce trends and issues.

Professional Regulatory Colleges (as required)

- Discuss policies and issues related to the workforce

Other government ministries (as required)

- Obtain background information
- Discuss issues for completion of briefing notes

- Collaborate on common issues and priority initiatives
- Provide advice on specific program and policy areas
- Provide support toward the attainment of Division / Department goals, information sharing, and resolution of problems.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, health administration, labour relations, or a related field.

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

4+ years of progressively senior experience in policy development, collective bargaining, or health system strategy. Demonstrates experience developing enterprise policy frameworks, costing models, and options for executive/ministerial decision-making. Proven track record working with unions, professional associations, regulatory bodies, and health delivery organizations on sensitive and complex files. Understanding of Alberta's acute care delivery system, including HSHS roles, ACA/PHC structures, and system accountability.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <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 	The mandate of the Workforce Compensation and Regulation unit requires that the position works with a wide variety of inputs and must also integrate leading practice and emerging trends to develop recommendations that are relevant for Alberta. Strong vision, understanding the linkages in the system, and engaging key experts will be key to ensure that the final recommendations to senior and executive leaders are reliable, valid and comprehensive.
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 	The Manager must be able to breakdown complex problems, generate ideas to solve the problem and evaluating those ideas to find the most effective solutions. Creativity is also required to determine how best to illustrate, present and communicate complex

			models and concepts in ways that are easy to understand by different audiences.
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Creates an adaptable environment: <ul style="list-style-type: none"> • Fosters agility, proactive and flexible practices • Leads and creates momentum for change • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands and reacts to environment, establishing flexible culture 	The Manager must be adaptable to changing environment and be able to take initiative to change. They must thrive in an environment where an unexpected political decision can entirely change the course of the work and volume of work on very short notice.
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 • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	The complex nature of the work of the Unit requires that the Manager must be highly motivated, passionate and determined to achieve the set goal. The ability to proactively address challenges and offer solutions to complex involving trends, policies and issues is critical for success.

Benchmarks

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

Manager, Strategic Policy Unit, Strategic Policy Initiatives, Strategic Planning and Performance division