

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Pharm Policy Consultant

Requested Class

Manager (Zone 2)

Job Focus

Operations/Program

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

PSB, PHB/PIR

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

As partners in providing all Albertans with access to effective and affordable drug benefit coverage and pharmacy services, the Pharmaceutical & Health Benefits Branch provides leadership in the development and implementation of initiatives for Alberta's publicly funded drug programs.

The Professional and Industry Relations Unit is responsible for building quality, long-term relationships with external partners to ensure positive outcomes for Albertans and the health system. This includes oversight of the development, negotiation, implementation, monitoring and evaluation of the Product Listing Agreements (PLA) as well as agreements with professional associations, other contracts/grants, and pricing negotiations for the Branch.

Reporting to the Director, the Consultant manages critical issues, assesses economic risk/benefits, develops sound solutions and provides advice related to pharmaceuticals in the context of Alberta's health system. The Consultant assists with the management and evaluation of the PLA framework, enabling access to appropriate and effective drug therapies for Albertans. The Consultant supports critical improvements in drug program design and directions in an effort to enable appropriate patient care and effective resource use considering future system implications. The Consultant will be working with internal and external stakeholders as a liaison to provide policy consistency and program support.

The Consultant's focus will be the identification on-going review and development of pharmaceutical policy and initiatives in order to provide cost-effective, accessible and equitable pharmaceutical strategies for Albertans.

Responsibilities

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

Key Responsibilities include:

1. Provide leadership in the development and ongoing review of specific program policy, strategies and initiatives in partnership with internal and external stakeholders to enhance cost-effective sustainability pharmacovigilance and equitable pharmaceutical programs to Albertans.
2. Develop options to enhance branch programs, processes, or policy based on assessment of diverse data and information sources.
3. Participate in the management of the Alberta Drug Benefit List (ADBL) and Alberta Health Drug Programs to achieve business goals and meet the needs of clients within program frameworks.
4. Provide a liaison for Alberta Health and the Minister by establishing relationships with other governments, industry, professional associations, and the medical and academic research community.
5. Provide pharmaceutical policy perspective to support the implementation of integrated information systems, including the Electronic Health Record that will support research and improve clinical and management decision making.

Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

- Branch staff - collaborate on branch initiatives and projects; provide research results and recommendations based on analysis
- Other branches in the department - share information; provide information about programs and operational policies
- Professional staff in other ministries (e.g., Human Services) - share information; provide information about programs and operational policies
- Alberta Blue Cross staff - consult regarding drug benefit limits and program queries
- External consultants under contract with the Branch - collaborate and share information; administer contracts
- General Public - Answer phone calls regarding provincial government drug plans, the drug review process, coverage of specific prescription drugs, the special authorization process, drug plan premiums, pharmacy services, and dispensing fees; assess requests for increases to benefits to accommodate expensive drugs for rare conditions

Required Education, Experience and Technical Competencies

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

If other, specify:

Bachelors in related field (inc. pharmacy, health care admin, law) and 4 years of related experience

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

- Strong research and analysis skills and experience
- Strong skills in synthesis and evaluation through a policy perspective
- Sound communication skills to work with multiple internal and external stakeholders
- Sound written communication skills for report writing, drafting correspondence and briefings, preparing Requests for Proposals, and developing educational and communication materials
- Theoretical knowledge of research methods and approaches used in health care
- Knowledge of the health care system in Alberta, in particular drug programs
- Working knowledge of government policy development processes and procedures and relevant health legislation and regulations.
- Strong skill in using MS Office software: Microsoft Word, PowerPoint, Excel, Outlook and Sharepoint;

University Degree in a related field (including but not limited to University degree in social sciences, health care administration, economics, law, pharmacy) and 4 years of related experience is required

Experience in leading a team of professionals is required

Experience in leading strategic initiatives, program management & development, and research evaluation within the public and/or health care sector is required

Multi-Stakeholder engagement is required

Experienced in the life cycle of prescription drugs is preferred

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for	

		<p>outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
Creative Problem Solving	<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"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	

Benchmarks

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

Project Manager, Public Health