

## New

Ministry

**Describe: Basic Job Details**
**Position**

Position ID

Position Name (30 characters)

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:

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

The Pharmaceutical Strategy and Foresight Unit leads the identification of and develops appropriate responses to key trends and shifts that may affect the effective and efficient operations of publicly funded drug programs. The Unit develops and advances strategic research priorities, conducts advanced environmental scanning and uses strategic foresight methods. The Unit is also tasked with advancing integration of Alberta's publicly funded drug programs with other parts of the health system to support positive collaboration and efficient use of resources.

Reporting to the Manager, Pharma Strategy, the Pharmaceutical Program Specialist works independently within the framework defined by existing department and Government of Alberta policies, processes and standards related to policy development, as well as the operational plans of the Unit. The Program Specialist undertakes comprehensive research and analyzes diverse information sources to support the development of policies, programs and planning documents that are consistent with the Ministry's and Government's directions and reflective of stakeholder feedback. Functioning as part of a highly collaborative team, the Program Specialist contributes to research and analysis activities to support decision-making related to publicly funded drug programs. The Program Specialist develops policy options, data analyses, briefings and recommendations for the consideration of the branch managers and Executive Director, as

well as senior Ministry representatives.

The Specialist will ensure that the interests and priorities of the department and the Government of Alberta (GoA) are effectively represented in related initiatives, projects and activities. The incumbent is required to liaise with key stakeholders and often represents the ministry in interdepartmental work teams, with Alberta Health Services staff, and external committees. The incumbent is integral to federal/provincial/territorial discussions on key initiatives, such as national pharmacare and drugs for rare diseases, that are premier and minister directed.

## Responsibilities

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

### **1. Plan, lead and report on the ongoing review and development of program policy, strategies and initiatives to improve effectiveness and appropriateness of publicly funded drug programs and access to pharmacy services.**

- Project manage, from start to finish, large complex projects with minimal supervision
- Develop project Terms of Reference, associated project work plans and staff and budget resource requirements.
- Collect, synthesize and analyze pharmaceutical information and make recommendations to ensure alignment of policies and programs to reflect government direction and inform future options.
- Coordinate project staff to ensure timely project completion, as required by each assigned project, to accomplish expected outcomes.
- Monitor and report on project status and achievements and provide options on how to solve significant emerging risks and project milestones.
- Develop and maintain competencies in, and specialized knowledge of, the pharmaceutical sector.

### **2. Effectively communicates Alberta's position and represents the Branch and Ministry with external partners (including federal/provincial/territorial efforts).**

- Prepare a variety of documents, reports and related briefings, such as business cases, Ministerial Reports or Requests for Decision to support GoA decision-making processes.
- Prepare background reports, speaking notes, briefing notes, draft written responses for management, MLA's, Minister and the Premier adhering to stringent deadlines.
- Provide the ministry perspective and program directives at external meetings, including representing Alberta on relevant federal/provincial/territorial working groups and Alberta Health Services.
- Collaborate with department staff to ensure coordination and integration of activities, and promote collaboration within the Ministry and with health system stakeholders.
- Participate in cross-ministry initiatives and research/analysis to support the development implementation of priority GoA initiatives.
- Establish and maintain relationships with Ministry and government representatives and stakeholders at senior professional and managerial levels.
- Represent the ministry in answering stakeholder enquiries and facilitate meetings with key ministry representatives and provincial and/or federal stakeholders.
- Use facilitation skills and methods to design appropriate feedback mechanisms, encourage group participation and consolidate/synthesize ideas into coherent summaries.

### **3. Identifies and proposes solutions to address critical drug program challenges where precedence may not exist or may not be covered by current policy and/or legislation. These issues are often complex and deal with competing interests.**

- Develops relationships with key stakeholders and maintains an extensive network of contacts to stay abreast of key trends and emerging opportunities.
- Assess options and implications that may result from changes to existing services and programs through analysis of possible strategies and approaches; identify associated risks and be able to provide strategies to mitigate those risks.
- Presents information in a manner that effectively delineates alternatives and makes recommendations that lead to informed decisions by management and other decision-makers.
- Provides immediate direction through a coordinated strategic action plan for issues that are deemed priority initiatives or emergencies (e.g., drug shortages, public health issues). The position is frequently called upon to think strategically and act quickly to formulate solutions in high pressure and often controversial situations.

### **4. Support the Manager, Director and Executive Director in achieving Unit and Branch business goals.**

- Keep abreast of current and emerging pharmacy practice issues, best practice strategies, and developments in drugs/technology.
- Maintain a high standard of professional competence from experience and the on-going acquisition of

information and skills.

- Promote co-coordinated interdivisional approaches in response to emerging issues.
- Participate in the development of the yearly operational plan and manage the implementation of the branch strategic plan.
- Provide input and recommendations relating to issues, opportunities, and challenges associated with unit and branch operations and functions.
- Research and create briefings, draft policy and strategic documents, reports and other materials in response to requests from senior management, as well as in response to news reports and release of major research studies.
- Prepare and present presentations on a variety of topics related to unit initiatives.
- Develop recommendations to support continual improvement of team processes and functions and maintain awareness of associated processes, tools and best practices that can be tailored to meet unit requirements.
- Remain current and informed as to ministry issues, proactively recommending review and evaluation of policies and programs.
- Provide advice and guidance to other staff on policy development processes to enhance the coordination and integration of policy across the ministry.
- Provide support and advice that is presented to the Minister, Deputy Minister, Executive Director and/or Director in the development of Alberta's position on new pharmaceutical issues of strategic importance.

## Problem Solving

Typical problems solved:

This position provides senior management and officials of the ministry with relevant and accurate information on which to base policy, planning, and program design decisions through supervision of environmental scanning, research and analysis of options, and the development of policy or strategy recommendations. The impact of recommendations made by the Pharmaceutical Program Specialist can be significant, influencing the direction, design, and implementation of ministry plans, policies, and programs that directly affect pharmaceutical and social benefit programs across Alberta.

The Pharmaceutical Program Specialist takes a lead role, with minimal supervision, in leading policy and strategy projects based on general direction and guidance provided by the Manager and existing frameworks, policies and processes. The Pharmaceutical Program Specialist deals with issues which are diverse, complex, and often politically sensitive. The depth and breadth of pharmaceutical policy requires the ability to access relevant background information from a wide variety of sources and then provide a thorough and thoughtful analysis for executive and ministerial decision. Research in this complex subject requires an understanding of the dynamic, inter-related aspects of quality medical and pharmaceutical practice, drug plan management, drug policy, and pharmaceutical industry.

Types of guidance available for problem solving:

The Pharmaceutical Program Specialist collaborates with staff throughout the ministry when identifying information and data requirements; clarifying goals and expected outcomes; planning and managing projects; and developing input and recommendations for the consideration of senior decision-makers. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Pharmaceutical Program Specialist is evidence-based, comprehensive and reliable. The incumbent must remain aware of relevant trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to ministry representatives. This position also liaises extensively with personnel from other divisions, and departments.

Direct or indirect impacts of decisions:

The Pharmaceutical Program Specialist works within the parameters of established legislation, policies, plans, and guidelines, with significant discretion in determining how responsibilities are performed. The Manager provides general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. The timeliness and comprehensiveness with which services and information are provided to ministry client areas is also critical. This position is delegated considerable independence in working with federal/provincial/territorial partners. Matters with potential for significant impact on unit or branch operations are referred to the Manager who is also available for guidance when dealing with particularly sensitive issues or situations. The Manager also reviews briefings and recommendations destined for the executive level to ensure

assumptions are valid and Ministry goals and objectives are appropriately reflected. Projects involved are usually diverse in dealing with strategically sensitive and complex issues and are closely related to the ministry business plan. Issues involved are often unique in nature, with limited precedence to be found within the ministry or in other jurisdictions.

### Key Relationships

Major stakeholders and purpose of interactions:

- Director, Pharmaceutical Strategy and Foresight -provide analyses of key pharmaceutical and health benefit programs policies and strategies; provide legal and legislative support in the development, implementation and management of health policy reform initiatives.
  - Manager, Pharmaceutical Strategy - provide analyses of key pharmaceutical and health benefit programs policies and strategies; provide legal and legislative support in the development, implementation and management of health policy reform initiatives
  - Branch staff - collaborate on common initiatives; mentor junior staff.
  - Other branches across the department (e.g., Health Economics, Strategic Policy) -collaborate on projects (e.g., Provide analysis of economic model in order to evaluate the impact of changes to drug plan design); support and participate in a co-ordinated approach to drug policy issues.
  - Legal and Legislative Services -Analyze and present issues for legal advice; negotiate, manage, and monitor legal agreements/contracts/grants.
  - Alberta Blue Cross -Communicate clearly in response to enquiries regarding the government sponsored drug plans; collaborative approach to the review and implementation of initiatives to improve the operation of the Expert Committee on Drug Evaluation and Therapeutics and the government-sponsored Alberta Blue Cross drug plans.
  - Representatives of Provincial and Federal Ministries of Health - Lead and collaborate with other provincial jurisdictions on national pharmaceutical strategies; represents Alberta Health in provincial and national forums with respect to pharmaceutical matters.
  - Health Care Professionals, including pharmacists and physicians -respond to strategic issues raised by health care professionals; ensure perspectives of health care professionals are represented in all policy.
- Public - Respond to queries and articulate the strategic direction of pharmaceutical policy and programs in Alberta.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Experience in project design, development and evaluation.
- Demonstrated experience in leading strategic initiatives, policy development and management, and research evaluation experience within the public and/or health care sector.
- Experience developing and amending policies and working with related legislation.
- Proven track record of developing and maintaining effective relationships and partnerships with diverse stakeholder groups.
- Demonstrated success in managing complex, multi-faceted issues.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: • Sees impact of work on organization; anticipates change in own area based	

		<p>on activities in other areas</p> <ul style="list-style-type: none"> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	

## Benchmarks

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

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## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
	Date yyyy-mm-dd	Director / Executive Director Signature
_____	_____	_____
	Date yyyy-mm-dd	ADM Signature
_____	_____	_____
	Date yyyy-mm-dd	DM Signature