

Update

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Project Manager

Current Class

Manager (Zone 2)

Job Focus

Policy

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

Office of the Chief Medical Officer of Health

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Strategic Policy

Supervisor's Current Class

Senior Manager (Zone 1)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-02-03

Responsibilities Added:

No responsibilities added. Minor wording updates only. Behavioral competencies added as per the new template.

Responsibilities Removed:

No responsibilities removed. Minor wording updates only.

Job Purpose and Organizational Context

Why the job exists:

The Project Manager, reporting to the Director is responsible to:

- Develop public health policies and policy-related strategies to promote and protect health and prevent and control diseases of public health importance;
- Provide public health technical expertise, planning and project leadership on various public health issues and initiatives;

- Provide advice, support and assistance to internal and cross-ministry initiatives and external groups; and federal/provincial initiatives to support development of public health policies and strategies; and
- Provide corporate support and technical advice to the department, Minister, members of the Legislature, other government departments, health authorities, municipalities, and federal health agencies on public health policy issues.
- Supervision of OCMOH policy analyst staff

Responsibilities

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

Develop policy, legislation, standards and guidelines to address issues of public health significance particularly related to communicable and non-communicable disease and disease prevention.

Activities:

- Consult with appropriate stakeholders (both internal and external).
- Review scientific literature and review of other jurisdictions' work and position to provide basis for policy development.
- Develop public health policy and help support development of policy of public health significance.
- Assist in initial implementation of policy as needed.
- Assist in evaluation of policy.
- Conduct public health review and development of final requirements in regulations, standards and guidelines.
- Provide policy wording to Legislative Services in creating legislation.
- Coordinate with Legislative Services to complete drafting process.

Create strategies to strengthen public health capacity and respond to issues of public health significance.

Activities:

- Research issues and potential responses.
- Plan and develop provincial strategies in the context of the Ministry Business Plan and other department business plans, the public health mandate, health needs of Albertans and health system delivery needs.
- Manage the implementation of the strategy, including the development of reports and other materials in a timely manner.
- Lead project teams and collaborate with partners.
- Develop project budgets which are operationally realistic and fiscally sound by facilitating and monitoring funding allocations for grants, contracts, regional health authorities, professional associations and external consultants.

Provide corporate support and technical advice to the department, Minister, Members of Legislature, other government departments, regional health authorities, municipalities, other branches, federal health agencies and consultation where appropriate.

Activities:

- Respond to action requests, correspondence and requests from the public and other departments to the Minister, Deputy Minister, Assistant Deputy Minister and Office of the Chief Medical Officer of Health as requested.
- Participate in interdepartmental initiatives related to public health.
- Research issues as they arise within the department and provide recommendations through written, verbal, and electronic responses.
- Advise on and/or develop communication materials.
- Prepare reports and presentations.

Provide advice, support, and assistance to others within the Office of the Chief Medical Officer of Health, and as required, to the Health System Accountability and Performance, and Health Services divisions.

Activities:

- Lead and participate in committee and teamwork.
- Conduct research to ensure a solid knowledge base for input.
- Review reports and provide input for future direction.
- Apply health knowledge and expertise in reviewing and responding to a variety of plans, proposals, and reports.
- Participate in the development of divisional Operational Plans and contribute to ministry business plans.

Supervises and supports OCMOH policy analyst staff including:

- Supports knowledge and understanding of current public health policy, OCMOH, and AH priorities.
- Supports staff in managing overall work and driving for results.
- Provides opportunities for staff development and building networks in public health.
- Increases technical public health content and policy expertise.
- Supports leadership development.

Problem Solving

Typical problems solved:

- The manager faces challenges responding on a broad range of ongoing communicable, environmental health, and other public health issues. This requires consultations with experts through this and other departments. The manager leads complex problem-solving initiatives in collaboration with regional stakeholders, such as managing investigations of infection control breaches in health settings.
- When working with diverse stakeholders from inside and outside the health sector who come with varying approaches, cultures and objectives, it is particularly important to present information in a way that minimizes conflict and controversy. Facilitation and negotiation skills are required when divergent opinions, attitudes and approaches exist.
- Articulating the benefits of addressing the factors influencing health and wellness and identifying common ground for stakeholders is challenging. Given the complex interplay of multiple factors influencing health and wellness beyond access to health care services, identifying the root causes of illness and identifying where the Ministry's focus should be concentrated is crucial to this work.
- Motivating stakeholders to meet the department expectations for public health, despite funding constraints, is a common challenge. For example, AHS could be reluctant to strengthen public health infrastructure unless there is a guarantee of additional funds to support the work.
- Building and sustaining constructive and progressive relationship between sectors (e.g. AHS and province; province and federal government; inter-provincial; government and non-government, health and non-health sectors) requires diplomacy and foresight. For example, support to the Pan Canadian Public Health Network Council, which coordinates key FPT public health initiatives, e.g. MOU on Mutual Assistance.
- Understanding community expectations and working within the system to remove barriers and develop the most effective approaches can be challenging.
- Managing expectations the public may have for new programs and services is challenging given the competing priorities of the health system in a fiscally responsible environment.

Types of guidance available for problem solving:

- Experience with non-government, community-based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.
- Examining experiences with similar situations, accessing national and international precedents and expert opinion and knowledge of documented practices and procedures. Many of the problems and solutions are unique as historical approaches have not adequately addressed the issues/needs. This requires creativity and resourcefulness to develop appropriate solutions.
- The Director, Executive Director, CMOH, Deputies, and other Division's Executive Directors can provide guidance and technical expertise.

Direct or indirect impacts of decisions:

The position is responsible for results that have an impact on the health of Albertans (e.g. legislation and regulations, public health policies). The position impacts the way a strategy or program is conceived and implemented. The position makes recommendations for financial decisions about projects. The position affects the manner in which AHS and non-profit organizations work with and provide services to Albertans. The position contributes to federal/provincial policy-setting related to public health, e.g. MOU on Mutual Assistance during a Public Health Emergency. The position is responsible for helping to keep the Director, Chief Medical Officer of Health, Deputies, Deputy Minister and Minister apprised of major accomplishments and issues that may arise.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Senior/Policy Analysts - Daily - Provide leadership and direction on work projects. Share experiences and information to foster a broader knowledge base and comprehensive approach in all project areas.

Project Managers - Daily - Share experiences and information to foster a broader knowledge base and comprehensive approach in all project areas.

Director - Daily - Provide recommendations for appropriate strategies. Sharing experiences and information to foster a broader knowledge base and comprehensive approach across a range of project areas.

Executive Director - Daily - Provide recommendations for appropriate strategies.

Alberta Health Staff - Daily - Share experiences and information to foster a broader knowledge base and comprehensive approach in all project areas. Gain access to expertise in other areas.

External:

AHS and FNIHB Staff and Physicians - Daily to monthly, depending on issue - Provide appropriate guidelines and information related to matters of public health. Improve systems and approaches.
Other Provincial Ministries - Daily to monthly, depending on issue - Develop a shared agenda and integrating activities across sectors.
Community-Based Organizations/Businesses - Monthly to annually depending on issue - Provide required information and resources. Foster productive relationships.
Public Health Agency of Canada - regional and national staff - Monthly - Provide Alberta's position, development of approaches, production of strategies, products and resources.
Federal/Provincial/Territorial Committees or National Bodies - Monthly - Foster productive relationships. Provide the Alberta perspective to ensure that Alberta has a voice in national programming, and to learn from and share with other provinces.
Provincial Committees - Monthly/Quarterly - Provide the government perspective and ensuring alignment of diverse agendas.
Committee Working Groups - Weekly/monthly - Foster productive relationships. Achieve tangible results to meet the goals of projects and programs.
Public (through Action Requests) - Weekly - Provide accurate information in a timely fashion.

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:

A health-related university degree preferably at the Master's level.

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

Knowledge:

- Current knowledge of emerging health and wellness issues, strategies and theories related to public health and health system delivery.
- Extensive knowledge of the Public Health Act and its Regulations, policy development methods, government policies and procedures.
- Extensive knowledge of public health/population health and wellness concepts and of communicable diseases and environmental public health in general.
- Extensive knowledge of policy development and planning processes.
- Knowledge of organizational leadership and management.
- Knowledge of political/government structures and processes.
- Background and experience in public health practice, project/program planning, development, administration and operation.
- Familiarity with the work of various stakeholders, including health and non-health sector groups as well as government and non-government stakeholders.
- Knowledge of appropriate or targeted approaches that will have a positive impact on diverse populations. Population-specific programming includes age, gender, Aboriginal or immigrant populations, families raising young children, high-risk youth, injection drug users, children and youth with disabilities, individuals with low literacy, physicians, other professionals and the general public.
- Good understanding of procurement, contract development, and management.
- Knowledge of political/government structures and process. Knowledge of policies and procedures regarding contract/grant management, Action Requests and the legislative process.
- Effective communication skills, verbal, non-verbal and written, effective interpersonal and management skills, creative critical and strategic thinking skills and proven skills in problem solving and decision making.

Leadership:

- The position contributes to public health leadership by supporting the Chief Medical Officer of Health and Deputies who, as the

agents of the Minister of Health, monitor the health of Albertans and take action as necessary to ensure that public health and safety are protected, provides provincial leadership in the prevention and control of diseases and other conditions of public health importance, as well as provides public health policy advice and recommendations to the Minister of Health, the department, and Alberta Health Services (AHS).

- Position leads and facilitates relationships on behalf of the division, department and government with other government sectors, provincial health authorities and other affiliated stakeholders both inside and outside of the health sector, e.g. participate on behalf of Chief Medical Officer of Health on F/P/T, and provincial committees such as the FPT FoodNet Canada Committee and the provincial Community Water Fluoridation committee.

- Position provides leadership in developing solutions to complex issues, setting direction and fulfilling the mandate of the department e.g. avian influenza planning, communicable disease responses, etc. - providing a vision, and desired outcomes for the health of Albertans and a stronger public health system through broad consultation with other divisions and health authorities.

- As a member of the management and policy team supporting the protection and promotion of the health of Albertans, this position provides leadership on the various projects and initiatives with responsibility for communicable and non-communicable disease control projects, from developing the vision for the new legislation to drafting legislation and regulations through facilitated relationships with a variety of stakeholders, other departments, divisions and branches.

- Takes leadership when representing the Office of the Chief Medical Officer of Health on various committees, in developing solutions to complex issues, setting direction and fulfilling the mandates of the committees, and thereby the mandate of the department.

Skills:

- Ability to supervise and support staff.

- Excellent coordination, consultation, interpersonal, negotiation/mediation, facilitation, creative problem solving, analytical, critical analysis and information synthesis skills.

- Ability to integrate individual components of issues or projects to create consistent, unified and comprehensive responses to specific issues.

- Ability to work independently and as part of a team, as well as with diverse stakeholders, such as Medical Officers of Health, senior officials of organizations, at the national (F/P/T), provincial, regional and local levels and across sectors.

- Ability to manage working groups and steering committees consisting of stakeholders (typically from management, executive or expert levels of organizations) from diverse backgrounds with varying approaches, cultures, mandates and objectives.

- Ability to identify strategic opportunities and plan actions that align with business plan goals to address issues and priorities.

- Ability to be flexible and think strategically, analytically and creatively, analyze issues, identify gaps and generate.

- Ability to provide leadership and guidance to stakeholders, foster the development of new initiatives or coalitions, launch them and work to sustain them.

- Excellent communication (oral, written and computer literacy) skills.

- Ability to manage an extensive set of concurrent projects involving collaboration with multiple stakeholders.

- Ability to manage resources, time, stress and work under pressure and under high demands.

- Ability to manage and respond to change.

- Ability to ensure that activities are completed within specified timelines and that deliverables are of high quality.

- Ability to manage and provide leadership to consultants hired for specific projects.

Education:

- A health-related university degree preferably at the Master's level. An appropriate mix of education, training and experience may be considered.

Designation/Certification: Not required.

Work Experience:

- Experience in public health policy and legislation.

- Experience in managing complex projects.

- Experience in directing complex projects and working with senior officials of provincial ministries and local authorities.

- Considerable progressively more complex responsible health-related experience including demonstrated experience managing

projects involving diverse client groups.

- Demonstrated experience in strategic planning and critical thinking.
- Demonstration of creative and innovative approaches.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Position needs to consider and balance cross ministry, internal and external interest groups with recommended policy, program, project, and legislative change.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Position needs to bring and reconcile disparate views to the table, break down issues into root causes and come up with innovative solutions in a politically sensitive environment.
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 	Position needs to be able to anticipate changes in policy direction and help their team to rapidly adjust to produce deliverables under tight timelines.

		takes action in uncertain situations and creates a backup plan	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	Position must project manage complex projects and policy initiatives that involve multiple ministries. Position is required to meet hard and often tight deadlines.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <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 	This position interacts with various levels of staff across the ministry and with cross ministry partners. Collaboration is required to ensure competing interests are balanced, key input is gathered to generate a well-supported and informed policy decisions.

Benchmarks

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

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