

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Advisor - councils

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA11

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Health System Refocus, Advisory Councils Secretariat



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Advisory councils

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta is refocusing its health care system to better serve Albertans, support the healthcare workforce and improve health outcomes. The Regional Advisory Council have an important role to provide regional community perspectives to enhance local decision-making, bring forward local priorities, and give regional input on capital and system plans.

This position supports the Advisory Councils Secretariat branch, in the Health System Refocus division. You will be responsible for assisting with the support and operation of Regional Advisory Councils. The work includes secretariat work, planning and supporting meetings, developing relationships with council members, working directly to support council operations, leading and facilitating public and stakeholder engagement activities in council region, establishing and maintaining effective relationships with internal and external stakeholders, developing work plans, drafting annual reports, presentations, fact sheets and other materials, and recruiting members.

Your expertise and strategic thinking will be instrumental in supporting council members formulating evidence-based policy recommendations, ensuring they align with objectives and legal frameworks. Your exceptional communication, stakeholder relations, public engagement, and project management skills will be vital, as you will be coordinating with council members, and presenting complex ideas and policy

proposals to government leaders and public bodies.

Ideal candidates will be detail-oriented and a creative thinker who thrives in a fast-paced environment. You should possess strong interpersonal skills, sound engagement strategies, an ability to work with stakeholders and the public, and knowledge of policy development. A solid understanding of political dynamics, economic principles, social trends, and public communication and engagement best practices will enable you to navigate the complexities of policy making and contribute to effective solutions.

The role involves travel within the province to attend council meetings in various regions.

Responsibilities

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

1) Secretariat to advisory councils

- a) Establishes and maintains effective relationships with council members and responds to their inquiries.
- b) Plans council meetings and collaborates with the Chair to develop agendas and identify information needs.
- c) Develops supporting materials through research or consultation with experts and delivers presentations to support strategic discussion.
- d) Gathers input to inform actions to improve health care delivery across the province.
- e) Liaises with provincial health organizations and Alberta Health to ensure flow of information.
- f) Identifies and manages emerging issues.

2) Manages stakeholder engagement

- a) Leads, plans, and facilitates engagement activities with a wide range of both internal and external stakeholders to identify, elevate, and address community issues and opportunities.
- b) Establishes and maintains effective relationships with stakeholders and communities.
- c) Provides strategic advice and analysis to support engagement activities and develops engagement summary reports.
- d) Exercises a high degree of interpersonal skills with stakeholders to support the success of the councils.

3) Manages administration of the councils

- a) Provides logistical supports for the regional councils meetings which will be taking place in various regions (e.g., booking meeting room, catering, note-taking). The majority of meetings are held after hours to accommodate daytime schedules of our council volunteers.
- b) Support on-boarding and orientation activities for council members.
- c) Manages expenses of council members e.g., supports council members accessing the expense system and inputting information.
- d) Identifies needs and supports recruitment activities of council members to represent a wide and diverse range of expertise and perspectives.

4) Provides strategic advice, policy support, and develops a wide range of strategic and programmatic communication materials.

- a) Identifies, analyzes and assesses information to develop accurate, strategic and comprehensive advice to achieve council objectives.
- b) Prepares reports, recommendations, briefing materials for management and/or external stakeholders for information and/or decisions. Responds to action requests as required.
- c) Analyzes information and assesses alternative means of meeting policy objectives, including jurisdictional scans, and evaluating the various implications of these options.
- d) Manages projects within tight deadlines to support the health system refocusing division.
- e) Leads divisional and strategic program and/or policy content and pro-actively mitigates concerns and advocates program priorities.

Problem Solving

Typical problems solved:

This position reports to the manager of the Advisory Councils Secretariat branch. This is a newly formed

branch, and this position will be essential to developing advisory council operation, ensuring the success of the meetings and amplifying perspectives. Flexibility, and building relationships with stakeholders and other Alberta Health divisions is needed to address emerging issues.

Types of guidance available for problem solving:

The position will be able to access Advisory Councils Secretariat managers, and director for advice and guidance when required. The position will be able to access policy development and other training courses offered within Alberta Health (e.g., COOL) and the Government of Alberta.

Direct or indirect impacts of decisions:

This position impacts the success of advisory councils and panels and their ability to provide input and develop policy recommendations to Alberta Health and advice on local health priorities.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts regularly with council and panel members
- Works closely with Alberta Health staff in other branches and divisions.
- Coordinates with provincial health care organizations as needed.

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:

Public Policy, Public Health, Social Sciences, Public Administration, Engagement or Communications

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

University graduation in a related field (Public Engagement, Public Relations, Public Policy, Public Health, Social Sciences, Public Administration, Communications, Political Science or Business) plus 4 years progressively responsible related experience; or equivalent as described below.

Equivalences will be accepted on the basis of a university degree from a recognized post-secondary institution and four years for related experience. Directly related education or experience will be considered on the basis of one year of education for one year of experience; or one year of experience for one year of education.

Other requirements:

- Must have a valid Class 5 Driver's license.
- Must be available for travel independently throughout the province and able to work evenings and weekends as required.

Related experience:

- Stakeholder or public engagement (planning, facilitating).
- Extensive and expert knowledge and experience in public and stakeholder engagement.
- Strong communication skills (verbal and written).
- Extensive experience in understanding and analyzing competing interests of stakeholders to develop program policies.
- Experience in planning, leading, and managing projects.
- Experience in research methodologies, data analysis, and preparing recommendations.
- Advanced skills in MS Office including Word, Excel, and PowerPoint.

The following would be considered assets:

- Certified Public Participation Professional (IAP2 Certificate).
- Understanding of the health care system in Alberta.
- Knowledge of Government structures and procedures.
- Understanding of Government of Alberta decision making processes and practices.
- Experience working with a diverse range of stakeholders including rural, remote, and Indigenous communities.

- Experience researching, writing and editing a wide range of materials including reports, information sheets, presentations and speaking notes.
- Excellent analytical, facilitation, and leadership skills.
- Proven experience and advanced knowledge in public engagement and stakeholder relations.
- Strong understanding of public engagement theory, methods, trends, and best practices in public engagement.
- Excellent political acumen.
- Knowledge of the relationship between public engagement and decision making.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <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 	<p>As is the case with launching new projects, the position will need to come up with solutions and ways to overcome any arising challenges.</p> <p>The individual in this position must be open to the thoughts and suggestions of all team members, and respectfully ask questions as to why something won't or will be effective.</p>
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 	<p>This is a newly created branch which will require the creation of new work process, procedures and protocols.</p> <p>The employee in this position would need to be flexible and adapt to constant changes. You will frequently face stressful situations in relation to project deadlines or while managing stakeholders relations.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for 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 	<p>This role will be part of a high performing team and would need to deliver results and achieve the set goals for the division and meet government commitments.</p> <p>Collaboration with</p>

		<p>good for Albertans even if not immediately accepted</p> <ul style="list-style-type: none"> • Reaches goals consistent with APS direction 	<p>internal and external stakeholders will be key to achieving results.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <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 	<p>Works within a diverse, high performing team and will need good facilitation and communication skills to ask directors, managers and content experts for information, guidance and advice on a daily basis.</p> <p>Will need to respect and recognize the workload and time pressures of colleagues both in the branch, and other divisions in the department.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Works closely and build relations with stakeholders from communities across Alberta, and support their needs.</p> <p>Makes sure to relay questions and information between stakeholders and government.</p>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 	<p>Creating and supporting regional advisory councils is part of the larger plan to refocus the health care system.</p> <p>The individual in this position has to be able to understand how the health care system is interconnected, and has to stay up to date with regional health issues.</p>

Benchmarks

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

024PS63 Health Policy Analyst

024PS67 Environment & Parks Education Program Coordinator

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.