

Update

Ministry

Seniors, Community and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Community Preventive Initiatives

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, the Director provides leadership, direction and oversight to the provincial response for government priorities related to community-based preventive social services intended to address key social issues facing Albertans including homelessness and housing security, mental health and addictions, employment, family and sexual violence across the lifespan, and aging well in community. The GoA response for this position is primarily through the long-standing (60+ years) Government of Alberta Family and Community Support Services Grant (FCSS) Program, along with other strategic initiatives as needed. The programs and services delivered through the FCSS Grant program have a significant impact on Albertans and have substantial public accountability delivering over \$105 million in funding to over 300 municipalities and Métis Settlements each year for the delivery of preventive social services programs and services, community capacity building, and community needs assessment. The FCSS model is unique within the Canadian context as a way to effectively deliver preventive services through a community-based approach.

The Director plans, creates and leads cross-ministry, municipal, community and academic partners in a precedent-setting provincial prevention program designed to address the key social issues facing Albertans to help build stronger and more resilient communities. The position is responsible for alignment of grant activities with the strategic outcomes of the FCSS Program Accountability Framework and within the bounds of the governing legislation, regulation, and program policies. The Director provides a prevention perspective to the development of other related programs and strategic initiatives within the division such as the Food Security program and emergency response activities. This is achieved through leadership on intra and inter ministry committees and internal and external working groups along with cultivating and maintaining good working relationships with the key stakeholders within the FCSS ecosystem.

The Director is accountable for policy and legislation development, development and refinement of government frameworks and actions plans at various stages of development related to preventive social services programs. This includes government-wide, ministry and cross-ministry initiatives that develop provincial and community capacity to identify individual, family, community, and societal factors that put people at risk for poor outcomes due to social issues such as homelessness, addictions, family and sexual violence and poverty. These activities require the Director to establish and maintain effective relationships with stakeholders including cross-ministry partners, municipalities and Métis Settlements, provincial associations and other community partners to ensure a coordinated and collaborative approach. The end result is that the CSCI branch can effectively engage with these stakeholders to develop meaningful and relevant legislation, policies and funding programs that meet the needs of the community while ensuring program integrity and accountability.

The position also oversees the ongoing data collection and measurement strategies to lead the evaluation of the FCSS Grant program including overseeing a \$105 million budget. The Director is also accountable for developing recommendations to ensure an equitable distribution of FCSS funding and responsible for ensuring the appropriate risk management processes are in place to ensure issues management and budget accountability for the FCSS Program.

The Director leads a team of professionals performing varied and specialized work relating to legislation, policy development, research, evaluation, measurement, stakeholder consultation, and building prevention capacity through cross-ministry and community initiatives. The team is responsible for providing expertise to multiple ministries within the Government of Alberta related to community delivery of preventative programming along with building and maintaining collaborative relationships with the over 300 municipalities and Métis Settlements that participate in the FCSS program. The Director requires significant political acumen to navigate the intersection of municipal and provincial issues in the preventive space to deliver on GoA outcomes.

The Director provides strategic secretariat support to FCSS governance committees, including the FCSS ADM Oversight Committee, and acts as co-chair for the Program Advisory Team. The FCSS governance structure is intended to increase cross-ministry collaboration and coordination of preventive social services grant funding to municipalities and civil society organizations

The Director provides expert advice and recommendations to the division leadership team on a wide range of issues requiring the interpretation of legislation, use of data to inform prevention activities related to building stronger and more resilient communities from a prevention lens, and complex problem solving. The position must interact effectively with senior levels of municipal and provincial government and other external stakeholders and organization to champion preventive programs including academia, community partners, municipalities, Métis Settlements, FCSS professionals, FCSS Association of Alberta, Alberta Municipalities, Rural Municipalities of Alberta and ministries programming operating in the same space as the FCSS Grant Program.

The Director works in collaboration with the ED and peer Directors on cross-government and intergovernmental

initiatives as well as providing leadership to the Division. This position is guided by the Alberta Public Services' values of respect, accountability, integrity, and excellence.

Responsibilities

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

1. As a Senior leader in the Community Preventive Services division, this position is responsible for the development, implementation, evaluation, measurement, and monitoring of provincial prevention programs and initiatives addressing root issues related to homelessness, poverty, mental health, addictions, prevention of family and sexual violence, and other complex social challenges such as unemployment and healthy aging in community.

- Lead the establishment, implementation, monitoring, and evaluation of the FCSS Accountability Framework including a formalized governance structure, modernized performance measurement activities, enhanced mechanisms for program integrity.
- Through consultation and research, gather a range of perspectives at provincial, regional, and local levels and from a variety of sources to identify key issues and challenges in the effective delivery of preventive social services programming.
- Lead the implementation of strategies identified by the FCSS ADM Oversight Committee and/or FCSS Program Advisory Team to advance strategic priorities and initiatives to strengthening FCSS program accountability, remove barriers to effective and efficient delivery of FCSS programs and services at the local level, and to increase cross-ministry coordination of funding for prevention activities.
- Develop strong FCSS program policy to guide the provision of grants to municipalities and Métis Settlements to ensure program integrity
- Monitor, measures, and report to the Ministry, partnering Ministries, Deputy Ministers, Municipal Leaders, and Albertans on the effectiveness and efficiency of the FCSS grant program, the Accountability Framework, and other related frameworks, grants and initiatives.
- Provide leadership, direction, and consultation to ensure municipalities and Métis Settlements, Civil Society Organizations, and other stakeholders the information and support required to deliver efficient and effective preventive social services in accordance with the FCSS Grant Agreement, Accountability Framework, and program policies.
- Provide advice to support departmental senior leadership on community based preventive programming including the FCSS Grant Program and other strategic prevention-based programs.
- Ensure the FCSS Grant Program has clear and defined standards and comprehensive requirements for all program data
- Ensure the FCSS Grant Program develops an annual report detailing progress made by the program to achieve government priorities with information available at the provincial, constituency, and local level.

2. Establish and maintain strategic, collaborative partnerships with all levels of government, community organizations, academia and other internal and external stakeholders. The end result is a collaborative approach to ensuring the FCSS and other prevention grant programs are accountable, efficient and effective, that local programming decisions meet the needs of the community and are made and evaluated using evidence-based practice

- Provide direction to staff to ensure the development of cooperative partnerships and working relationships with other branches, divisions, ministries, Municipalities, Métis Settlements, and civil society organizations.
- Establish or lead existing cross-sectoral co-ordination, collaboration and communication of essential prevention efforts to support an integrated and comprehensive approach to community-based prevention and the prevention of negative social impacts.
- Build, enhance and maintain effective working relationships with all stakeholders including municipalities, Métis Settlements, the FCSS Association of Alberta, Alberta Municipalities, Rural Municipalities of Alberta, partnering ministries and other jurisdictions to support the development and maintenance of preventive programs.
- Directs and coordinates key initiatives with major stakeholders including cross ministry partners, municipalities, Métis Settlements, and the FCSSAA. Act as a consultant to external organizations.
- Represent the ministry on committees and in the community.
- Represent the department on cross-ministry committees to coordinate government's priorities and initiatives related to preventive services.

3. Provide expert advice and resulting recommendations related to applicable legislation, prevention program and understanding prevention strategies and perspectives, as needed within the ministry and across the government. Highlight the importance of prevention in risk mitigation solutions to complex

social problems and conduct knowledge translation and education activities within the public service.

- Manages legislative authority for and responsibility to evaluate and review/revise the *Family and Community Support Services Act* and its attendant regulations. This includes developing public facing program policy, directives and other guides related to program policy to ensure program accountability, integrity, efficiency and effectiveness.
- Lead the development, planning, implementation, and evaluation of changes to the *FCSS Act* and regulation
- Lead stakeholder engagement to establish and maintain a collaborative process in the development of public facing policy to align with legislative changes, the FCSS Accountability Framework, and stakeholder feedback. This process includes extensive cross ministry and external stakeholder engagement to develop relevant and meaningful legislation, policy, and funding programs that meet the needs of the community while ensuring program integrity and accountability.
- Monitor the implementation of legislative changes and report on issues and successes to executive leadership.
- Provide expert advice and recommendations to the Executive Leadership Team on a wide range of issues related to the prevention of negative impacts including those related to the social determinants of health and the provision of expertise in policy theory to support change in the environmental and systemic obstacles that exist when developing prevention policy.
- Evaluation of program and funding outcomes and application of evaluation results to improve program delivery
- Strategic projects will include systems transformations and reforms such as funding improvements, as well as the development of the legislative, regulatory, and funding frameworks for the preventive systems/programs.

4. Provide expert advice and resulting recommendations related to the FCSS Grant Program funding

- Lead the development of recommendations to distribute FCSS funding (e.g., budget changes, funding model, etc.), including providing evidence-based recommendations for determining community need and responding to opportunities to increase funding.
- Lead the development of recommendations for targeted funding to municipalities to address prevention priorities either through community capacity building or service/program delivery.
- Establish or lead cross-ministry working groups as needed to develop and implement a streamlined and coordinated approach to funding preventive social services initiatives including applications, funding mechanisms, program policy, reporting requirements and evaluation activities using a one GoA approach.

5. Provide leadership, direction, and guidance to a team of professional policy and grant administration staff in support of staff reaching their full potential. The end result is ensuring staff are performing their required functions and have opportunities to develop their skills and competencies.

- Manages human resources by leading a team of staff, including managers, professional and administrative support staff and ensures performance standards are met. This includes coaching, staff development, and training, scheduling, knowledge transfer and performance assessments
- Promotes the use of innovation, collaboration, consultation, information and facilitation
- Directly supports the ED in managing \$105 million+ budget for the branch
- Prepares and manages monthly budgets and assists with divisional financial reporting to ensure adherence to government and ministry financial requirements for budget procedures and processes.

6. Manage responsibilities related to the ministry's business plan goals and reporting on outcomes.

- Provides direct input into the development of the ministry business planning process, including identification of business plan priorities and strategies
- Reports on initiatives through established reporting systems and processes, including Premier's priority reporting, Minister's status report, quarterly reporting via the ministry's operational plan reporting system, government and Auditor General's annual reporting.
- Reports on the performance measures as contained in the FCSS Accountability Framework.

Provides strategic planning, including planning expertise at the provincial level that supports the Ministry's mission, values and vision.

The position provides leadership to a team of management and professional staff performing varied and specialised work relating to legislation, policy development, research, program development and implementation, program evaluation, measurement and monitoring, investigations/case file reviews, grant management, public awareness, education, stakeholder consultation and other coordinated and collaborative community initiatives.

The Director requires a breadth of knowledge for many diverse and complex issues relating to a broad spectrum of

social issues including homelessness, mental health and addictions, family and sexual violence, and poverty. The position also requires specialized and in-depth knowledge of related legislation and policies, in addition to knowledge of community programs and key internal and external stakeholders.

Other leadership responsibilities include the following:

- Taking a broad scale, long-term view, assessing options and implications, and developing strategies to respond to challenges and opportunities and support the division, ministry, and government vision.
- Leading change through planning and the ability to inspire others to see the benefit of the envisioned result.
- Demonstrated leadership at a senior management level to lead a team to achieve business plan goals and link services and program activities within the Ministry.
- Lead and direct branch and division activity to ensure sound community development practices, policies, procedures and partnership are operationalised to ensure the most effective delivery of provincial programs.
- Lead joint projects within the government, Ministry and other government partners, community-based stakeholders, academia and provincial organizations to develop and deliver preventive programs.
- Provide leadership, direction and support to staff, other ministries, other levels of government and community to review, evaluate and obtain intervention initiatives.
- Lead staff in the development and implementation of changes to the FCSS Act, regulation, FCSS Accountability Framework, and associated program policies and guides
- Lead a team to develop, implement, and maintain mechanisms that encourage evidence-based discussions related to prevention programming and program evaluation.
- Knowledge of management and leadership principles practices and approaches.

Essential to the success of this position is the leadership ability to inspire staff to a shared vision; coach, mentor and recognize achievements; create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future.

Problem Solving

Typical problems solved:

Problems are inherent in managing diverse interests from multiple stakeholders. Challenges include the following:

- Anticipating short and long-term implications of legislation, strategies and initiatives and developing options to deal with potential scenarios, including negative outcomes.
- Managing the dichotomy of community and government expectations, in accordance with all available resources and policies.
- Managing numerous daily operational and administrative issues, coupled with the ability to create and conceptualize complex social frameworks for new operational initiatives or processes.
- Meeting tight timelines for program and policy responses and developing program and fiscal responses that resolve issues and operate within fundamental government policies and practices
- Supporting a team that is expected to provide interpretation and advice on legislation, program policy and consultation on preventive programs and services
- Collaborating with service delivery partners to develop systemic approaches, evaluations on initiatives, and specific expertise related to preventive programs and services
- Identifying situations that may lead to issues becoming escalated in the political or public arena including stakeholder advocacy activities.
- Responding to political expectations when issues become escalated to elected officials or the media.

Types of guidance available for problem solving:

The position is relied upon to provide subject matter expertise and has significant authority to manage programs and issues. The Executive Director is available to clarify broad goals, objectives, and priorities.

Direct or indirect impacts of decisions:

The position has a significant impact on the province's ability to deliver a comprehensive, coordinated, and sustainable approach to locally delivered preventive social services programs and services. These programs have provincial impact; they intersect with and affect many ministries as well as the social and economic well being of Alberta and Albertans. The position has significant responsibility for the development of strategic policy advice, establishing and maintaining collaborative relationships with politically sensitive stakeholders, and is responsible for achieving results in a politically sensitive environment.

The position is accountable for strategies and programming that directly impact the Ministry's results, including business plan goals related to the FCSS Program. The Director's responsibilities contribute to the day-to-day functioning of the ministry and have an impact on the ability of the Executive Director, Assistant Deputy Minister, and Deputy Minister to fulfill their responsibilities and achieve business plan goals. Internally, the Director interacts with executive leadership, cross ministry working groups, ministries, and staff to support the coordination of policies consistent with the strategic direction of government.

The Director's position involves developing and implementing legislation, grant programs, and policies that directly affect the business goals of the government, Ministry, and cross ministry partners operating in the preventive social services space.

The Director's position impacts the work of several other partnering ministries related to the implementation and monitoring of preventive social services grant funding, policies, and practices across the GoA and other jurisdictions.

In addition, the position provides interpretive, advisory or other important support services for use by others in achieving results. The position keeps peers, executive directors, the ADM and DM apprised of major issues that may arise. The position requires the ability to interact effectively with senior levels of government (municipal, provincial and federal) and other external organization, Government of Alberta and external stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Executive Director - Daily: Develop strategies, identify risks, provide advice, resolve operational problems
- Branch staff - Daily: Provide direction, share information, mentoring, coaching, receive input.
- ADM - As required: Provide advice, identify risks, respond to requests for information
- Cross Divisional ADMs/EDs/Directors - As required:
 - Provide leadership and coordination to cross divisional partners with responsibility for intersecting programs and services
 - Coordinate and work in partnership on cross divisional projects and initiatives
 - Coordinate participation in FCSS governance structure
- Cross Ministry ADMs/EDs/Directors - As required:
 - Provide leadership and coordination to cross ministry partners responsible for preventive social services programming
 - Coordinate and work in partnership on cross ministry projects and initiatives
 - Coordinate participation in FCSS governance structure
- Legal Services - As required: To request advice on development of grant agreements, legislative changes, and policy development
- Policy Coordination - Monthly: Coordinate all legislative and strategic activities requiring information to cabinet
- Strategic Data and Analytics - Weekly: Development and monitoring of key performance measures
- Finance - As required: Resolve problems/provide clarification
- Communications - As required: Provide information for briefing binders, communications plans, media enquiries, ministerial participation in stakeholder meetings

External

- Senior FCSS Program Staff/Municipal Government Staff - Ongoing: Provide advice, leadership and cooperative partnership on provincial prevention priorities and strategies, and to facilitate collaboration & problem solving, resolve issues, and share information.
- FCSSAA - Ongoing: To facilitate collaboration, share information, resolve issues, problem-solve, work on joint projects
- Other external stakeholders in civil society organizations - As required: Establish and maintain collaborative stakeholder relationships with civil society organizations providing programs/services with FCSS or other branch grant funding
- Other Provincial Government Ministries - As required: To work in partnership to develop coordinated approaches to funding prevention programs and to coordinate stakeholder engagement activities.
- Peers in stakeholder groups - As required: To facilitate collaboration & information sharing
- Municipal officials or administration - As required: To provide information/clarification, collaborate
- Albertans receiving FCSS services - As contacted/referred: To resolve issues, provide information and referrals
- Provincial (other provinces) and federal government representatives - As required and/or contacted: Consult, provide and/or obtain information, collaborate

Required Education, Experience and Technical Competencies

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

If other, specify:

Extensive related management and experience in service delivery, policy, and stakeholder relations

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

This position requires a related degree (such as Public Administration, Social Sciences, Business, Political Science), supplemented by seven years progressively responsible experience. A graduate degree is considered an asset. Related experience or education may be considered as an equivalency on a one for one basis.

The position requires experience in the interpretation of legislation and policy, as well as a demonstrated ability to develop relationships, lead projects and work collaboratively with others. A proven track record of accomplishing objectives and being action-oriented with significant experience in the analysis of complex political/social issues and partnership frameworks, along with proven ability to use quantitative and qualitative data sources and systems in problem solving, and ability to project implications, select appropriate strategies and develop successful implementation plans. The role requires experience leading and directing a team performing varied activities and objectives.

Knowledge required:

- Extensive knowledge of legislation, acts, regulations and government policies.
- Strong working knowledge of community development practice, quality assurance systems and environmental issues impacting the delivery of preventive programs and services
- Working knowledge of municipal government in Alberta and the roles and responsibilities in relationship to the Government of Alberta
- Strong developed knowledge of the budget process and financial administration along with processes associated with GoA granting policy and program management.
- Considerable experience providing strategic and business planning advice and direction

Skills required:

- Sound knowledge of theory and practice of complex, multi-stakeholder policy and program development process.
- Strong project management and organizational skills, with the ability to manage a number of complex issues and lead cross functional teams.
- Strategic collaboration, engagement and partnership development with a wide variety of stakeholders in government, community, academia and the private sector.
- Exceptional strategic thinking, analytical and decision-making skills with an ability to assess problems and facilitate approaches.
- Familiar with government processes, including full-cycle policy development, strategy development and development of accountability frameworks and performance management systems.
- Familiar with evidence-based prevention and early intervention policies and programs
- Experience and leading and motivating teams by building healthy and positive workplace environments that enable staff to reach their potential while strengthening organizational capacity.
- Understanding of government goals and objectives, mandates and priorities of related departments.
- Demonstrated ability to build strategic partnerships; strong client relationship management and a demonstrated ability to work collaboratively with a broad diversity of stakeholders.
- Strong communication, both written and oral

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, 	

		<p>political environment and risks when considering possible actions</p> <ul style="list-style-type: none"> • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	
Develop Networks	○ ○ ○ ● ○	<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 	
Build Collaborative Environments	○ ○ ○ ● ○	<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 	
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <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 	
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities 	

		for improvement <ul style="list-style-type: none"> • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
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Benchmarks

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

M610-02, Executive Director, Prevention of Family Violence and Bullying (EM1)
 M420-30 - Manager, Aboriginal Liaison (SM2)
 Director, Seniors Strategies and Program Support Unit (SM2)
 Director, Prevention of Family Violence and Abuse (SM2)

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.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature

_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature

_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature

_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature