

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Job Focus

Policy

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:

The Continuing Care Branch is responsible for the development of provincial strategic policy for home care, designated supportive living and long-term care. This includes working closely with Alberta Health Services (AHS) in planning for continuing care service needs across the province in both the short and longer term. The branch establishes health service and accommodation standards and maximum resident accommodation charges in long-term care and designated supportive living and maintains two key continuing care information systems - namely the Alberta Continuing Care Information System (ACCIS) and the Financial Information Reporting Management System (FIRMS).

Reporting to the Manager of Program Policy, the Senior Policy Advisor will work collaboratively with internal Alberta Health partners, other GOA partners, AHS (Provincial and Zones), facility operators and service providers and other key stakeholders to develop, oversee, analyse, and coordinate implementation of substantial high level priority continuing care policies and projects with a focus on facility based continuing care (Designated Supportive Living (DSL), Long Term Care (LTC)).

The Policy Advisor will be the branch lead with respect to facility based program and policy development with a focus on:

- Supporting the implementation of approved policy shifts/regulation changes coming out of the current legislative review (e.g., eligibility requirements, staffing requirements)
- Introducing more person centred policies that increase flexibility and choice for clients/residents

- Leading a project that will result in a simplification of the various levels of care (e.g., SL4, SL4D, LTC)
- Developing options for updated funding models for DSL and LTC - including resident accommodation charges and capital funding
- Point person for the Continuing Care Capacity needs assessment/projection model
- Information sharing and issues management (e.g., requests for changes to capacity and programming, transitions when facilities close)

Responsibilities

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

1. Develop, review, and update policies and legislation related to DSL and LTC

Activities:

- Design, oversee, and complete the policy review cycle.
- Identify trends and issues that affect access to and quality in DSL and LTC; develop briefings and propose directions to deal with these issues and trends through development and implementation of policies, standards, and legislation.
- Develop analyses that include the benefits and risks associated with policy change.
- Review literature and gather accurate and relevant background information about the problem or issue and identify best practices pertaining to the delivery of continuing care services that are occurring in other jurisdictions, noting areas of excellence.
- Liaise and collaborating with subject matter experts and leaders in continuing care to incorporate evidence-based thinking and research into policies, standards and legislation.
- Bring forward options and recommendations to senior department officials.
- Act as a content expert for the branch, executive team, and relevant stakeholders.

2. Policy implementation support.

Activities:

- Prepare written reports, options papers and briefing materials, with recommendations for senior officials and the executive team.
- Regularly solicit the input of key stakeholders with respect to policy and program changes under consideration or during implementation.
- Develop, foster and maintain effective working relationships with key stakeholders, including participation in and/or provision of secretariat support to the Designated Supportive Living and Long Term Care Collaborative Committees.
- Consult with and seek advice from Legislative and Legal Services (LLS) if issues are of a legislative or regulatory nature; provide feedback to stakeholders on advice given by LLS.
- Work with and influence internal and external partners and stakeholders to develop and monitor implementation plans and evaluation activities.

3. Project Management.

Activities:

- Leads projects that result in a simplification of facility based care and/or reduces inequities from the perspective of residents or operators (e.g., differences in personal benefits, options for reducing the distinctions across the levels of care).
- Prepares briefing notes and coordinates materials coming before the Continuing Care Needs Assessment projection model project committee. May also provide secretariat support to this committee.
- Dependant on the project, this may involve bringing together and leading working groups or committees with representatives from the department, other Ministries and other key stakeholders.

4. Issues Management and Information Sharing

Activities:

- Provides concise, relevant and accurate written responses to action requests, information requests and ad hoc requests.
- Manage and respond to inquiries from outside the department for information requests relating to continuing care.
- Work with other units, branches, divisions and Ministries to respond to the concerns of Albertans and provide information relating to continuing care.
- Develop information or resource material with a focus on designated supportive living and long term care for the public.

Problem Solving

Typical problems solved:

This position requires effective leadership, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the well-being of current and future clients in facility based continuing care. Collaboration with stakeholders, integration of evidence into policy, and understanding the relationship between various government documents and AHS policies are key aspects of this position. Policy issues affecting seniors and persons with disabilities involve a multi-disciplinary approach as compared to issues confined to discreet program areas or client groups. This position will need to deal with policy issues that cross divisional or ministry boundaries. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities. These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner. The position will be required to manage multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward. This position will also need to build credibility as an expert on facility based continuing care and present the information in a way that illustrates the significance of the issue to the ministry. This position will be called upon to drive changes to policy, programs and services that will have implications for current and future facility based clients and their families.

Knowledge:

- Policy research, development, and planning processes.
- Social research, qualitative and quantitative data analysis.
- Legislation and standards related to continuing care.
- Issues affecting continuing care clients, care providers and organizations.
- Federal, provincial, and municipal legislation (e.g. Nursing Homes Act, Co-ordinated Home Care Program Regulation, Supportive Living Accommodation Licensing Act, Hospitals Act, etc.), programs, and services that impact Alberta's Continuing Care system.
- Public consultation process, program evaluation theory and processes.
- Government processes and accountabilities.
- Evolution of the continuing care system in Alberta and available services.

Skills and Abilities:

- Leadership, problem-solving, and decision making skills.
- Strong written, verbal, and interpersonal communication skills.
- Establishing credibility and personal rapport with stakeholders.
- Ability to develop innovative, feasible options and solutions to complex policy and legislative issues.
- Ability to function effectively in a rapidly evolving work environment with fluid and competing priorities, timelines and deliverables.
- Ability to handle complex and multiple projects.
- Strong analytical skills for trend and gap analysis and issue identification.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree			

If other, specify:

- Bachelor's degree in health or social sciences will be considered along with relevant experience.

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

- Certification related to gerontology or persons with disabilities, combined with one of the above requirements, is strongly desired.

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		
	<input type="radio"/>						

Benchmarks

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

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.