

## Update

Ministry

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

Position ID

Position Name (30 characters)

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:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

Specific areas of focus include facility and home based child care delivery, inclusive child care, child care subsidies, licensing, space creation and strengthening diversity, equity, and inclusion in Alberta's child care sector. Success in these areas requires the ability to think creatively, and to clearly and tactfully express ideas while working with a range of internal and external stakeholders as well as while representing the department on interdepartmental and external committees.

Projects are typically long-term in nature with multiple interrelated components. This work often includes identifying options, risks, and supporting evidence to arrive at a recommendation. The position requires the ability to quickly learn and apply extensive theoretical and content knowledge to complete the tasks involved. The position is involved in the planning, review, evaluation, interpretation, and/or implementation of projects that support achieving goals in the department's business plan. The position also provides guidance to project working groups, consults with internal and external stakeholders on policy/program changes, and remains knowledgeable of current policy and program related issues and trends.

## Responsibilities

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

This role is responsible for:

- Implementing/supporting Minister, government and platform priorities related to Early Learning and Child Care;
- Leading policy development to support and inform Ministry delivery of child care services; and
- Maintaining and strengthening internal/external stakeholder relationships.

Realizing these responsibilities is critical in supporting the department to successfully implement a range of government/minister commitments as well as the Ministry's business plan.

Key outcomes and supporting activities include:

**1. Information, Analysis and Advice:** Leads research and implementation of key ministry priorities through development of decision packages.

- Performs research and analysis on high-profile, strategic, program and operational policies and programs;
- Leads engagement within the Ministry and externally to inform research, policy development and potential ministry decisions;
- Develops decision packages for Minister and Cabinet to finalize direction;
- Provides expert, strategic, and sound advice to senior management and staff on policies and/or programs, including present issues and options to senior management for consideration;
- Analyzes how to best meet policy objectives, including the review of initiatives of other jurisdictions, key stakeholder perspectives and theoretical approaches - with an aim to evaluating their feasibility in Alberta and potential implications.
- Prepares reports, recommendations, briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions.
- Monitors, reports and proposes actions to address emerging issues; and
- Mentors junior staff on research techniques and methodologies.

**2. Project Management:** Takes a lead role, with minimal supervision, in carrying out major policy and planning projects. This includes the review, evaluation, interpretation and/or development of provincial early learning and child care policy and programs, within the framework of the department's business plan objectives.

- Scopes out and leads or supports implementation of Government direction;
- Plans, designs, and coordinates all aspects of project consultations to meet the needs of project stakeholders;
- Ensures projects remain on schedule, within budget, and within intended scope;
- Identifies, assesses, analyzes, and reports on project progress, outcomes and timelines as well as options for improvements;
- When supervising, schedules and assigns appropriate tasks for junior staff as per developed work plan objectives; and
- Develops proposals for, crafts and manages a range of provincial grants and contracts to ensure deliverables are met and compliance with Ministry policies. This includes project planning, budgeting, monitoring and reporting.

**3. Program/Policy Support and Development:** Leads policy development to inform delivery of Ministry child care services.

- Conducts research and drafts briefing notes, position papers, proposals, correspondence and responses to inquiries from the public, Minister/Deputy Minister/Assistant Deputy Minister.
- Provides legislative and policy interpretation to support program areas' delivery of child care services.
- Provides specialized training and general presentations to Ministry management, delivery staff and other stakeholders.
- Works closely with program areas to identify and collaboratively address policy gaps and policies requiring updates.
- Acts as a strategic resource, leading and supporting the unit, branch, regions, and department on priority projects related to early learning and child care.
- Supports action plans and reporting on multilateral and bilateral funding agreements with the federal government.

**4. Program/Policy Consultation:** Represents the Department on various working groups and committees with staff from other divisions and ministries.

- Anticipates challenges with policy content, proactively addresses concerns and advocates for program priorities.
- Independently represents program/policy interests at meetings and working groups.
- Influences outcomes of projects that affect program policy by exercising a high degree of interpersonal skills with stakeholders and by effectively positioning ideas and content.
- Coordinates the timely exchange of information with stakeholders. Reports back to the ministry on matters of significance.
- Chairs committees or meetings and/or makes presentations on the interests and priorities, as required.
- Initiates creative approaches to ensure efficiencies with stakeholders as well as strategies to promote and sustain positive change.

## Problem Solving

Typical problems solved:

Reporting to the Manager, Child Care Policy, this position is responsible for program, operational and at times strategic policy development and advice to help maintain and improve Alberta's child care framework.

Policy work is broad and varied and includes writing decision briefings and cabinet reports, as well as providing policy/legislative advice and interpretation to program areas delivering government child care programs.

This position must work closely to build relationships and understand perspectives from with a range of internal and external stakeholders.

Key markers of success include the ability to:

- understand where public and stakeholder perspectives align or differ from the broad direction of government;
- identify creative approaches for realizing both government and stakeholder expectations;
- function with independence, using knowledge and experience to complete assignments; and
- raise awareness if emerging or controversial issues arise within a project.

Types of guidance available for problem solving:

This role requires the ability to:

- understand and research current child care theory and approaches;
- work collaboratively, listen actively and apply a critical thinking lens to information from program areas, other ministries and external stakeholders;
- maintain awareness and current understanding of political direction and how it relates both to broad priority issues and detailed operational policy decisions;
- discuss work with and learn from colleagues, especially with respect to institutional and historical knowledge;
- work closely with the Child Care Policy Manager, raising issues and seeking direction as needed, and
- support senior leadership as needed, including the Director and Executive Director.

Direct or indirect impacts of decisions:

The position must use sound judgment to provide a policy or program response or recommendation, which may not be thoroughly vetted by management. This role:

- Directly impacts the ability of the Ministry to deliver on Government Platform and Ministerial commitments;
- Affects the viability of child care operators; and
- Supports the overall health and accessibility of Alberta's Child Care Sector.

## Key Relationships

Major stakeholders and purpose of interactions:

### **External Stakeholders**

**Licensed and Unlicensed Child Care Program Operators** to provide collaboration and consultation; information sharing, clear communication of government direction and identification of key issues and trends.

**Community stakeholders and agencies** to provide collaboration and consultation; to coordinate communication and information sharing and identification of key issues and trends.

**Grant holders and funded agencies** to supervise and monitor grants and contractors to ensure that deliverables are met and comply with Ministry policies.

**Leaders in the research field** in Alberta and other jurisdictions as well as a network of provincial contacts, experts, and post secondary institutions, in order to remain current on sector issues, critical developments, program and service trends, new studies, resources and reference materials.

**Government Stakeholders**

**Ministry Staff** working in early childhood development, early learning and child care, strategic policy, data and analytics, information technology, legal services and communications to develop and implement new policies, guidelines, initiatives or communication products.

**Cross Ministry Representatives** to coordinate or lead joint efforts to improve supports and tools for Alberta's child care sector and address areas of mutual interest.

**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:

4 years progressively responsible related experience in conducting policy or legislative research, analysis and development.

Preference will be given to those who have experience in:

- Knowledge of Alberta's Child Care framework and major child care initiatives including theory, practice and delivery that guides work in this sector.
- Reading, reviewing and interpreting legislation, regulations, policy, and standards.
- Ability to communicate complex concepts using clear succinct language and plain English writing.
- Ability to coordinate and synthesize information in a rapidly changing environment.
- Developing, evaluating, implementing policy initiatives, programs, and services.
- Demonstrated experience building effective partnerships when working with multiple internal and external stakeholders. Capacity to develop shared understanding and outcomes through facilitation, consultation, consensus-building and conflict management.
- Overall awareness of Ministry legislation and regulations.
- Strong organizational skills, with ability to manage multiple, diverse, complex, and sensitive assignments within fixed timelines
- Strong team and interpersonal skills, ability to promote teamwork, collaboration, and partnership.
- Communication skills and training on difficult conversations, facilitation, leadership, etc.
- Strong planning, analytical, issues management and consultative skills.
- Ability to work independently, be proactive and take initiative

## 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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to anticipate, assess and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment;</li> <li>- Ability to anticipate future requests or issues and respond proactively.</li> </ul>
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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to keep broader impacts and connections in mind to develop innovative and sustainable solutions that consider complex needs of multiple stakeholders;</li> <li>- Experience in working with multiple internal and/or external interests to develop shared understanding and outcomes, including : facilitation, consultation, consensus building and conflict management.</li> </ul>
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to develop relationships and promote the role of the unit within and across the department.</li> <li>- Develop and foster linkages and liaise with stakeholders, both inside the organization and externally to influence the thinking and actions of stakeholders in alignment with ministry priorities.</li> </ul>

Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	- Demonstrates a keen interest in learning and sharing knowledge with colleagues;  - Ability to share information in an easy to understand, respectful and educational manner.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	- Aligning with key outcomes and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders.

### 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.

\_\_\_\_\_  
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

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Director / Executive Director Signature

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ADM Name

\_\_\_\_\_  
Date yyyy-mm-dd

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ADM Signature