

Update

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Advisor

Current Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Health

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SPP/Research & Innovation/HIPS Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, HIPS

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-01-02

Responsibilities Added:

No responsibilities added. Job description was refined to reflect organizational changes (e.g., Division name) and updates to the files held by HIPS since the last description.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The **Research and Innovation Branch** establishes evidence-informed, high value innovation in policy and practice through health evidence reviews, policy and strategy development, and strategic alliances with stakeholders, including various Government of Alberta ministries, Alberta Health Services (AHS), and other health system partners (e.g., Alberta Innovates (AI), academic institutions, industry, and innovation leaders/entrepreneurs).

Major Branch functions include: (1) providing evidence to support innovation implementation and health policy development; (2) working with health system, academic and industry partners, including Strategic Clinical Networks, to support research and accelerate innovation in health care; (3) provision of in-department training through the Centre of Organizational Learning; (4) overseeing health research and innovation policy and strategy development; (5) leading and supporting development of policy and strategy that crosses multiple divisions and Ministries; (6) providing strategic guidance and funding for cancer care and research; and (7) maintaining health innovation funding opportunities.

The **Health Innovation Partnerships and Strategy (HIPS) Unit** leads the development and evolution of the Department's strategic vision and policy initiatives related to health research and innovation. HIPS leverages partnerships and collaboration with stakeholders and industry to integrate innovations into Alberta's health care system and works with stakeholders to ensure the research and innovation ecosystem in Alberta is responsive to health and health system needs. HIPS also provides analysis and advice on emerging issues in the life science and health research sectors and supports health innovation initiatives to improve the health system.

Reporting to the Manager of Health Innovation Partnerships and Strategy, the Policy Advisor provides support for strategy and policy development; committee participation and support; opportunities in health research and innovation; health research and innovation collaborations; and special projects. The Policy Advisor prepares responses to action requests including those related to research, innovation, and partnerships with relevant entities.

Responsibilities

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

Participate in the development of research, analysis, and advice on health innovation and research policy and strategy development for the Department:

- Undertake independent research, including qualitative and quantitative policy research and analysis, horizon, environmental and jurisdictional scanning, and literature reviews to identify issues and best practices in health, and research and innovation system.
- Consult with other divisions, branches, teams, and ministries to gather the appropriate internal information that will inform the scanning work.
- Research and analyze the impacts of strategic policy initiatives and options and identify linkages between issues and initiatives in relation to directions relevant to Department and government policy.
- Draft summaries to inform the context of strategic planning and development of potential directions.
- Develop options and recommendations to address issues.
- Apply a systems perspective to raise awareness of significant trends and leading practices through the development of appropriate briefing, presentation and informational material.
- Present and communicate the results of scanning analysis and strategic planning activities to multiple audiences and decision-makers.

Participate in the development of provincial scope strategic plans for priority initiatives and undertake special projects that are in alignment with provincial health system priorities, including:

- Advance and coordinate health innovation initiatives in Alberta through the development of a provincial health innovation strategy.
- Monitor incoming funding applications for health innovation that support strategic, early-stage, and/or community health initiatives.
- Undertake ad-hoc requests by senior officials and/or Deputy Minister to contribute to or lead special projects.
- Collect information from stakeholders where it is required to inform provincial initiatives.

Provide strategic support to the Manager and Director on committee functions:

- Plan and prepare for committee meetings, including the development of agendas, meeting materials, presentations,

and other documents to support committee objectives as required.

- Schedule and attend committee meetings, and represent the Unit, Branch, or Division as needed.
- Collate and summarize information from committees to inform key decision makers and executive management;
- Contribute to and complete action items delegated to Alberta Health.

Prepare a variety of documents to support executive decision-making:

- Research and draft briefing notes and correspondence for ministerial and other action requests on a variety of health policy, research, and innovation issues.
- Develop communication materials and presentations.

Management of Grants:

- With support from the grant coordinator, assist with grant management duties, including developing agreements, identifying outcomes, and analyzing reports.
- Prepare master grant listing (MGL) briefings and other documents.

Ensure effective operation of the Unit and contributes to the effective operation of the Branch:

- Cover off for the Manager as required.
- Respond to requests from other staff in the Department and partner agencies on matters of health research and innovation.
- Establish and maintain positive and effective relationships with other program areas.
- Support senior and executive management in dealing with issues. This includes the preparation of briefings, action requests, presentations, participation in meetings, research, etc.
- Participate in Unit planning and reporting.
- Provide direction to junior research staff to collect, analyze and interpret data.

Problem Solving

Typical problems solved:

- Multiple projects will be ongoing at any time, requiring strong organizational and coordination skills. Issues can span the health care continuum, adding to the diversity of the position. Some initiatives will require short time investments, while others will be longer term. Professional judgement is required to make assumptions and estimates when completing analyses.
- The position requires the ability to prioritize work to meet changing priorities and timelines; the nature of research will often require the policy advisor to collect and synthesize content/data from several sources. The policy advisor determines the best approach to use based on general instruction and a broader understanding of the context of the issue.

Types of guidance available for problem solving:

- Advice from direct supervisors is encouraged to collaboratively solve problems as they arise.
- In other instances, research and/or consultation with other colleagues and stakeholders may be required to identify solutions.

Direct or indirect impacts of decisions:

- This position is fundamental to the development of long-term provincial health strategies and policies, and leads research and coordination activities that contribute to the development of products and projects that inform and shape the Department's research and innovation initiatives.

Key Relationships

Major stakeholders and purpose of interactions:

- **Director, Manager** - provide updates and briefings; raise awareness to emerging issues; prepare presentations and reports; offer advice; seek direction.
- **Unit and Branch Staff** - collaborate with other Research and Innovation Branch team members; exchange information; communicate ongoing efforts and results of the position; contribute to the design and execution of the branch mandate, work plans and priorities; contribute as an active member of the team.
- **Officials at various levels internal to the Department, in other ministries and in other jurisdictions** - gather intelligence on joint initiatives; prepare documents; respond to queries / sharing information; present findings and provide advice as required.

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 health sciences, social/policy sciences, public or health administration or other related field

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

Knowledge:

- Advanced understanding of policy development and strategic planning processes.
- Awareness of, understanding of and appetite for provincial, national, international issues, trends and drivers that could influence health, and research and innovation systems.
- Understanding of outcome frameworks, policy and program performance measures, and outcome indicators.
- Understanding of the policies, programs and services provided by Alberta Health, the GoA and other governments.
- Understanding of health research and innovation and/or the medical device or pharmaceutical industry is an asset.
- Grant management knowledge is an asset.

Skills:

- Strong interpersonal, presentation and communications skills (written and oral) to communicate, advise and consult effectively with clients, stakeholders and diverse audiences.
- Ability to think critically and analyze sources of information to support policy and strategy development.
- Ability to analyze complex, multifaceted (health system, policy, financial) issues, and develop recommendations and communicate conclusions, risks, and implications in tight timelines.

Education and Experience:

- University degree in a related field and a minimum of four years of progressively responsible project planning and management, and experience in a health and/or healthcare setting.
- An advanced degree is an asset.

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	☐	☒	☐	☐	☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Basic to moderate understanding of the Ministry's research partners, internal organization, and the provincial health research and innovation landscape. Ability to consider broad impacts of policy options and recommendations to different aspects of the health system.
Creative Problem Solving	☐	☒	☐	☐	☐	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work	Ability to anticipate, identify and analyze trends and issues, and develop strategic response options in consultation with Ministry staff and external stakeholders.

		methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	
Agility	☐ ☒ ☐ ☐ ☐	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Ability to identify and shift priorities based on emerging issues and evidence. Accepts shifts in direction or priority.
Drive for Results	☐ ☒ ☐ ☐ ☐	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Excellent written and verbal communication skills when engaging colleagues and stakeholders, including the ability to clearly convey ideas when public speaking or giving presentations to different types of audiences. Ability to coordinate the work of diverse stakeholder groups and manage projects.

Benchmarks

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

Benchmark Evaluation - 024PS10 - Policy Advisor, Policy & Urban Affairs, Strategic Policy; Seniors and Housing

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.