

Update

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Manager, Continuing Care Capital - Grants (New Position Name)

Current Class

Senior Manager (Zone 1)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Housing, Continuing Care Capital

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-01-03

Responsibilities Added:

Program development, design standard management, project management. Supervision of staff.

Responsibilities Removed:

none

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Continuing Care Capital Program, this position provides strategic leadership and collaborative efforts between the health and housing sectors to develop policies, programs and projects that support the well-being of seniors and other persons who require facility-based care to maintain their quality of life. The Senior Manager leads a team of Program Analysts to deliver the Continuing Care Capital Program. The position focuses on the design standards, program development and project management of capital grant programs to deliver net-new and modernized continuing care spaces in Alberta.

Responsibilities

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

1. Manage the development of capital grant programs that focus on the development of net-new and modernization of existing continuing care spaces, and opportunities for integration with social housing projects (i.e., campuses of care).
 - Develop program guidelines, application processes, and eligibility criteria, ensuring they reflect policy objectives and operational requirements.
 - Oversee the evaluation of project proposals, ensuring the application of transparent and consistent assessment criteria.
 - Prepare reports and briefing materials for senior leadership and government officials on program outcomes, challenges, and recommendations for improvement.
 - Support the integration of new approaches and best practices from other jurisdictions or sectors to enhance program effectiveness and sustainability.
 - Initiate and facilitate stakeholder meetings to gather input, build consensus, and ensure the perspectives of diverse partners are incorporated into program planning and decision-making.
 - Research and implement technology solutions to design and improve online application, reporting, and evaluation tools, enhancing program efficiency, data quality, and user experience.
2. Lead and enable design reviews for continuing care construction projects according to the Continuing Care Design Standards.
 - Facilitate the Design Review Committee for all continuing care project design reviews on projects receiving government funding.
 - Provide strategic leadership and oversight to ensure continuing care capital projects meet the Continuing Care Design Standards for all projects that receive government funding.
 - Resolve major scope conflicts with stakeholders and project-related conflicts with operators, consultants and contractors.
 - Recommend design deviations or updates to standards to senior leadership for decision based on consultations with other ministries/agencies, operators, municipalities or consultants as appropriate.
3. Represent the Ministry in updates to the Continuing Care Design Standards.
 - Facilitate working groups to gather input and feedback from architects, contractors, operators and other ministries/agencies to add clarity, reduce costs and resolve conflicts.
 - Research and implement emerging demographic, policy, and design trends, ensuring continuing care home design standards reflect current best practices and evolving resident and continuing care needs.
4. Provide strategic leadership and oversight of continuing care capital grant projects to ensure they are planned, executed and delivered in alignment with government objectives, contractual requirements and stakeholder expectations.
 - Negotiate or mediate resolutions to legal, policy or procedural obstacles in the development of continuing care capital projects.
 - Ensure continuing care capital projects meet cost, scope, design standards and schedule as stated in approved project business cases, and that risks are assessed and mitigated.
 - Resolve major scope conflicts with stakeholders and project-related conflicts with operators, consultants, and contractors.

- Develop and direct implementation of monitoring and communication processes for continuing care capital projects in coordination with Continuing Care Capital branch and stakeholders.
 - Verify and sign off on achievement of contractual milestones to ensure that grant payments are accurate, compliant and eligible.
5. Support branch and Ministry leadership with evidence-based advice, recommendations and innovative solutions for decision-making and achieving goals.
- Direct development of action request responses, ministerial and policy briefings, background documents, and correspondence for consideration of senior Ministry and GoA representatives and officials.
 - Coordinate activities with other policy or operational units in the department to maintain strategic and operational consistency.
6. Represent the Ministry as a subject-matter expert in cross-ministry, cross-government or multi-sector initiatives, ensuring ministry mandates and government interests are upheld.
- Represent the department in interdepartmental, intergovernmental and multi-sector meetings.
 - Liaise with key stakeholders to promote partnerships between Infrastructure, Assisted Living Alberta, other departments and agencies, and continuing care developers/operators that optimize facility-based care.
 - Lead or represent the ministry in cross-ministry, cross government and/or multi-sector working groups to research, develop and implement new models for housing and care for Albertans requiring continuing care.
 - During initiative negotiations and mediations latitude is required in interpreting policies, legislation, regulations, standards, and guidelines to promote an effective outcome.

Problem Solving

Typical problems solved:

The Senior Manager identifies, plans, and manages resources and activities to manage the capital grant program requirements. The Senior Manager leads staff members to effectively and efficiently deliver new programs and assigned projects (e.g., net new and modernization streams) within approved project scopes, schedule, design standards, budget constraints, and in compliance with applicable legislation, policies, standards, and guidelines. Issues and problems associated with continuing care capital projects have potential for political sensitivity and financial ramifications, including requests for additional funding. The Senior Manager is relied on to negotiate particularly sensitive issues that cannot be resolved by staff members and alert senior Ministry representatives and officials, as well as develop responses, recommendations, and solutions to resolve, mitigate, or avoid identified challenges.

This position is continually presented with complex problems and issues that involve recognizing and balancing competing perspectives, requirements, and priorities. In addition to well developed and demonstrated analytical, reasoning, evaluation, and problem-solving skills, significant interpretative and critical thinking is required to analyze issues, determine appropriate actions, negotiate grant agreements, resolve issues pertaining to performance, design, or cost and schedule over runs, and develop innovative solutions.

The Senior Manager must understand complex relationships and influence decision-making processes involving diverse team members, clients, stakeholders, and senior decision-makers. Sound professional judgment is required given the sensitive and complex issues dealt with and the non-negotiable and concurrent timelines associated with the delivery of continuing care capital projects.

The Senior Manager works within the context of established legislation, policies, directives, standards, and guidelines, with the Director available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary. Within these parameters, the Senior Manager is delegated considerable independence to determine approaches to responsibilities and manage delivery of continuing care capital program developments and approved projects.

A wide range of possible partnerships can be involved in providing facility-based care. Individual solutions and recommendations for new policies and programs must be developed to accommodate the need for flexibility.

Negotiations and mediation must allow for innovative and unique solutions.

Existing legislation may limit the scope of new program development, but within those limits innovative solutions must

be sought out. This may affect existing government programs in several departments.
 The Senior Manager assists in the development and implementation of partnership arrangements between housing providers, government departments/agencies and municipalities, and Assisted Living Alberta which may lead to changes in policy, procedures, roles and responsibilities, or legislation.

Types of guidance available for problem solving:

- Access to Ministry and government priorities, strategies, policies and legislation
- Regular consultation with Director and Housing Division senior leadership to align decisions with strategic goals.

Direct or indirect impacts of decisions:

- Direct impact on the successful delivery of continuing care capital projects.
- Indirect impact on individual and community well-being by fostering collaboration and increasing access to continuing care spaces.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Director and Executive Director (Regular and ongoing)
 Discuss priorities and projects; receive direction and strategic advice; provide input and recommendations. Provide updates on program/project outcomes, challenges and risks.
- CCCP and Housing management team and staff members (Regular and as required)
 Implement plans and strategies; provide guidance and coaching to program/project management; resolve issues; facilitate collaboration.

External:

- Senior client and stakeholder representatives (e.g., municipal officials, CAOs/CEOs/ board chairs of continuing care facilities, both non-profit organizations and for profit) (Regular and as required)
 Inform on program requirements. Lead negotiation and management functions relating to contracts with contractors and consultants retained to provide design and construction services for continuing care capital grant projects; resolve issues and disputes as required. Discuss project requirements; resolve issues; monitor work; report on progress and performance
- Private sector contractors and consultants (architects, engineers) (Ongoing)
 Lead negotiation and management functions relating to contracts with contractors and consultants retained to provide design and construction services for continuing care capital grant projects; resolve issues and disputes as required. Discuss project requirements; resolve issues; monitor work; report on progress and performance
- Indigenous Communities
 Collaborate to identify and prioritize continuing care capital projects that meet local needs and align with provincial goals.
- Representatives from other ministries and levels of government (Ongoing)
 Exchange information pertaining to continuing care capital grant projects; exchange leading practices; develop networks. (local, provincial/territorial, federal)

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Engineering	

If other, specify:

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

University degree, preferably at the Master's Level and extensive related experience in strategic planning, policy development, grant administration, and program development. Experience facilitating collaborative efforts between government departments, agencies, municipalities and continuing care operators or housing providers is required.

Knowledge:

In depth understanding of issues facing seniors and other persons who require facility-based care. Comprehensive knowledge of the design and operational requirements of continuing care facilities which provide a range of services to support the quality of life of their residents. Awareness of new approaches being tried in Alberta and other jurisdictions. Extensive understanding of Alberta's health, social support and housing systems, the dynamics which exist between those systems and the legislative framework governing them. Extensive knowledge of consultation, negotiation and problem solving techniques.

Skills required:

- Strong conceptual, analytical and problem solving skills. Highly developed critical thinking skills. Ability to summarize and synthesize complex material. Ability to identify key issues and develop solutions.
- Creativity and the ability to think “outside the box” in developing innovative and feasible options and strategic solutions to program and service problems or issues.
- Strategic thinking, able to look at the “big picture” and creatively use all available information.
- Excellent verbal and written communication skills. Ability to write in plain language for a variety of audiences.
- Flexibility and the ability to work in an environment with changing priorities, short timelines and scarce resources.
- Strong leadership and management skills.
- Time management and organizational skills, and the ability to take on multiple projects and tasks and complete them in a timely manner. Ability to prioritize work and produce quality results, often in short timelines.
- High level of self-management with strong results orientation.
- Well-developed consultation skills.
- Political acumen, and the ability to maintain a neutral and objective approach when negotiating or mediating solutions.

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"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>Transformation of Alberta's continuing care system is a government priority and highly-complex undertaking.</p> <p>This individual must seek to understand the big picture and align program outcomes accordingly.</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 	<p>As continuing care is undergoing capacity pressures and transformations, this individual must be able to embrace change, pivot</p>

		<ul style="list-style-type: none"> • 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 	direction, and lead their team through changing priorities and direction.
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 <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	This individual must be driven to develop collaborative relationships and understanding multiple stakeholder perspectives.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	This individual must proactively address challenges in order to achieve results.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets 	Success in this role is dependent upon broad collaboration and the contributions of numerous stakeholders.

		talent recognized • Promotes collaboration and commitment	
--	--	---	--

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 Signa

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature