

## New

Ministry

Health

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Sr. Indigenous MAPS Specialist

Requested Class

Program Services 5

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

IHD, Policy and Planning Branch

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Within the Indigenous Health Division, the Indigenous Health Policy and Planning Branch is dedicated to developing and supporting strategies, policies, and legislation that help improve health status of Indigenous peoples and reduce the gap in health outcomes between Indigenous and non-Indigenous Albertans.

Within the Indigenous Policy and Planning Branch, the Indigenous Modernization of Alberta's Primary Health Care System (MAPS) and System Innovation Unit is responsible for advancing Ministry priorities related to the Indigenous MAPS initiative, and mandated priorities including the health system refocus initiative.

The Senior Indigenous MAPS Specialist reports directly to the Executive Director and as the subject matter expert provides leadership, strategic advice, and knowledge/skill transfer to the Branch, as well as internal ministry/Alberta government, and external teams regarding all work of the Branch, particularly impacting Indigenous peoples' health, and the Indigenous MAPS initiative. This includes designing, planning, managing and evaluating major projects related to Indigenous MAPS, as well as supporting cross-Branch, cross-Divisional, as well as cross-Ministry priorities and initiatives. This position operates in an environment that is highly political and sensitive, specifically matters related to Indigenous health, racism, trauma, and jurisdictional issues. The Senior Indigenous MAPS Specialist must possess expert level knowledge and understanding of the historical and contemporary experiences of Indigenous Peoples; the

impact colonization has and continues to have on Indigenous Peoples and communities; and the cultures; protocols, socio-economic conditions of Indigenous Peoples; political and administrative structures; relevant federal, provincial and Indigenous legal frameworks and policies; etc.

## Responsibilities

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

The Senior Indigenous MAPS Specialist will be responsible for the following activities:

1. Develop and support strategic projects and initiatives associated with the Indigenous MAPS initiative at the broader system level, focused on addressing and improving health outcomes for Indigenous peoples. As an expert in the Ministry in this area, this position would:
  - Conduct analysis to identify and develop proposals, discussion papers, briefing notes, and provide strategic advice to address trends, issues, and challenges impacting Indigenous peoples access to primary health care services;
  - Develop strategies to implement proposals, projects, initiatives and recommendations from the Indigenous MAPS final report;
  - Identifies and evaluates complex and sensitive issues that impact the primary health care system, health care providers, other government departments, and interest groups.
  - Provides alternatives for project recommendations.
  - Prepares reports, recommendations, briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions within, at times, tight timeframes.
  - Implements or coordinates the implementation of approved policy and programs as required.
  - Provide specialist policy support and advice to others in the Ministry and across government in the development and implementation of provincial policies, programs/services, and initiatives that impact access to culturally safe primary health care for Indigenous peoples.
2. Ensure Ministry of Health's interests and priorities are represented in Government of Alberta cross Ministry priorities and in interdepartmental initiatives:
  - Represents department's view on Indigenous primary and community health and chronic disease management strategy and policy.
  - Provides input, analysis, and advice in support of cross ministry working groups/and/or committee objectives.
  - Coordinates Ministry contact with cross ministry working groups and/or committees, including the timely exchanges of information; reports back to the ministry on matters of significance.
  - Chair committees or meetings and/or make presentations, as required.
  - Build and facilitate relationships with Indigenous peoples and organizations, stakeholders and ministry and cross ministry networks to provide information and advice from the Policy and Planning Branch on a variety of matters related to health system access.
3. Support larger policy development teams, including collaboration and coordination responsibilities:
  - Chair cross-ministry committees and call ad hoc meetings as required with cross-Divisional and cross-Ministry matters related to improving access to primary health care.

- Identify research and data needs.
  - Coordinate and conduct policy research and analysis, including background information and data, to inform strategic advice.
  - Coordinates and conducts background research including obtaining stakeholders input and integrates research into reports, briefing materials, and legislative documents, as required.
4. Undertake project management responsibilities and lead implementation on complex and multi-stakeholder projects:
- Develop project charters, work plans, and implementation plans with goals, resources and timeframes.
  - Coordinate meetings with partners and stakeholders, such as Cross-Government MAPS Implementation Committee, and Indigenous Anti-Racism in Health Care Sub-Committee.
  - Monitor project processes, outputs, deliverables, and budget using a variety of project management tools and evaluate project outcomes/results and develop recommendations for next steps.
  - Work collaboratively with the federal government, and health system agencies and providers to identify collaborative solutions and build relationships with Indigenous partners.

### **Problem Solving**

#### Typical problems solved:

Despite investments in Indigenous health, health outcomes for Indigenous peoples are moving in the wrong direction. In Alberta, First Nations people have a 20 year lower life expectancy when compared to their non-Indigenous counterparts, and have higher rates of chronic disease, mental health disorders, injury. These outcomes are attributed to ongoing system barriers including Indigenous racism, jurisdictional issues, ongoing impact of colonialism, residential schools, and Sixties scoop. Reporting directly to the Executive Director, the Senior Indigenous MAPS Specialist has an important role in leading the branch, division, and Ministry in improving the health outcomes for Indigenous peoples. The position acts as a resource for other divisions and ministries and provides knowledge, expertise, advice and input into the policies, strategies, and actions to improve health and close the gap in health outcomes. This position works at a high strategic level and has systems thinking knowledge to provide advice and input into provincial strategies and policies to support access to primary health care through improved workforce planning, addressing racism, and better access to health promotion and chronic disease prevention programs as per the Indigenous MAPS Final Report recommendations.

The position must be able to identify opportunities for action, policy development, and cross-ministry and intergovernmental coordination and collaboration. The Senior Indigenous MAPS Specialist has contact with all levels of the ministry and across government, Indigenous leaders and organizations, other partners and stakeholder. The role works on high profile and visible projects that have a significant impact on provincial laws, policies, and initiatives across government, and operates in a broadly defined environment where there is great latitude to advise and decide upon the direction of projects..

#### Types of guidance available for problem solving:

The Senior Indigenous MAPS Specialist will be guided by the Executive Director, and team, other ministry, cross-ministry and intergovernmental partners and stakeholders, and Indigenous people and organizations; conduct research on wise/promising practices and solutions; and review existing government policies, frameworks, and processes.

Direct or indirect impacts of decisions:

Externally, this position has a direct impact on the development of an evidence-informed, fiscally responsible, accountable health care system in Alberta, and supporting interests of First Nations, Metis, and Inuit peoples in Alberta.

Internally, this position impacts the ongoing development and implementation of policy, processes, standards and operational leadership related to the Indigenous MAPS initiative, Health System Refocus, and ongoing work related to Indigenous health.

### Key Relationships

Major stakeholders and purpose of interactions:

Managers, Senior Policy Analysts, and officials at various levels internally and in other ministries, jurisdictional counterparts, First Nations and Métis communities and organizations, and health sector stakeholders for the purpose of sharing information, gathering intelligence, issues management, preparing strategic documents and coordinating joint activities.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

Position requires 5 or more years of directly related experience, and expert level knowledge and understanding of the historical and contemporary experiences of Indigenous Peoples and the impacts colonization has and continues to have on Indigenous peoples.

#### **Knowledge:**

University graduate in a related area such as health or social sciences, Indigenous relations and/or political science.

Understanding of the Alberta health system and current challenges, strategic initiatives intended to renew and reform the health system, and addressing the health program and service needs of Indigenous Albertans in particular.

Understanding of Indigenous health issues and their implications for Alberta.

Understanding of the Indigenous policies and priorities of the GoA (e.g., in response to the UN Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission of Canada's Calls to Action) and awareness of the policy priorities and concerns of the Indigenous community.

Knowledge of the Constitution Acts (1867 and 1982), the Indian Act, the Canada Health Act, the Canada Health Transfer and relevant Alberta legislation, and their implications on program and service delivery within the Alberta health system.

Knowledge of different types of research methods, approaches and various research platforms.

Understanding of governmental policy development processes and procedures and relevant health legislation and regulations.

Office software: Microsoft Word, PowerPoint, Excel, Outlook and SharePoint.

#### **Skills:**

Strong conceptual, analytical and problem solving skills in order to assimilate and assess complex issues and situations, and propose appropriate options and recommendations.

Strong written and oral communication skills.

Strong organizational and self-management skills with the ability to prioritize and complete work within specified timelines.

**Abilities:**

Ability to synthesize complex materials and issues and utilize analytical skills to write in a clear and concise manner.

Ability to work independently and collaboratively with others to achieve joint, high quality outcomes in a timely manner.

Ability to foster trusted and dependable working relationships with other jurisdictions, partners and stakeholders.

Ability to work under pressure with competing priorities and timelines in a multi-disciplinary environment.

**Work Experience:**

Experience working or volunteering in the health system and/ or Indigenous communities would be 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	<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"> <li>Plans for how current situation is affected by broader trends</li> <li>Integrates issues, political environment and risks when considering possible actions</li> <li>Supports organization vision and goals through strategy</li> <li>Addresses behaviours that challenge progress</li> </ul>	The incumbent will consider and plan for how current policies, processes and methods might be affected in the short, medium, and long-term by broader trends. The role will also integrate in-depth knowledge of underlying issues, the political environment, and potential risks when considering potential options and advice.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> <li>Uses wide range of techniques to break down problems</li> <li>Allows others to think creatively and voice ideas</li> <li>Brings the right people together to solve issues</li> <li>Identifies new solutions for the organization</li> </ul>	The incumbent will ask the questions to get to the root issues and generate understanding and new ways of thinking about and addressing an issue. The role will also bring the right people together to solve complex problems and find solutions, challenging each other to expand their thinking.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes:	The incumbent must consistently approach

		<ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	new projects and pieces of work with creativity and use these opportunities to improve the current knowledge and strategies towards achieving the overall ministry goals and objectives.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	The policy analyst is responsible to work with stakeholders both internally and externally in order to inform and align work across different ministries and sectors within the healthcare system.
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"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	The incumbent will anticipate potential challenges in implementation of strategies and initiatives, and develops solutions to those challenges, or mitigates risks. The role will also consider the complexity of issues and align actions and advice based on values, outcomes, and ministry and divisional needs.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	The incumbent will encourage and promote knowledge and information sharing among the Policy and Planning team, across ministries, and with Indigenous people and organizations, and other stakeholders to achieve broader outcomes. The role will also initiate strategic communication throughout the ministry,

	division, across government, and with external partners and stakeholders.
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**Benchmarks**

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

**This position is comparable to Subsidiary 2 Benchmark Job Description - 025PS53 - Senior Policy Advisor, Strategic Directions, Planning and Performance, Alberta Health.** The two positions report to ADM/Division Head and provide expert advice to inform ministry and divisional goals, priorities and initiatives in a specialized area. They are both subject matter experts that must apply their strategic and systems thinking and depth of knowledge in a variety of complex situations. Both roles require building relationships and collaborative environments to meet goals and priorities and inform the best advice.

Equivalent to Strategic Advisor, Indigenous Women's Initiatives

**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.