

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

The Alberta government is building a more resilient and sustainable health care system that can support Albertans getting care when and where they need it, while responding to system-wide health challenges, improving health outcomes, and maintaining fiscal responsibility. The Regional Advisory Councils have an important role representing the unique needs and perspectives in their region. They listen to feedback on the health system and amplify local voices by bringing forward regional priorities. Each council is tasked with identifying challenges and opportunities to make health care better in their region. By providing the government and provincial health agencies with advice and recommendations, the councils will help shape health care in Alberta.

This position works in the Advisory Councils Secretariat branch in Alberta Primary and Preventative Health Services. You will be responsible for supporting Regional Advisory Councils' operations. The job includes secretariat work such as planning and supporting meetings, developing relationships with council members, leading and facilitating public and stakeholder engagement activities in the council region, establishing and maintaining effective relationships with internal and external stakeholders, developing work plans, drafting annual reports, presentations, fact sheets and other materials, and assisting with member recruitment.

Your expertise and strategic thinking will be instrumental in enabling council members to formulate evidence-based policy recommendations that align with objectives and legal frameworks. Your exceptional communication, stakeholder relations, public engagement, and project management skills will be vital, as you will be coordinating with council members, and presenting complex ideas and policy proposals to government leaders and public bodies.

Ideal candidates will be detail-oriented and creative thinkers who thrive in a fast-paced environment. You should possess strong interpersonal skills, sound engagement strategies, an ability to work with stakeholders and the public, and knowledge of policy development. A solid understanding of political dynamics, economic principles, social trends, and public communication and engagement best practices will enable you to navigate the complexities of policy-making and contribute to effective solutions.

The role involves travel within the province to attend council meetings in various regions

Responsibilities

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

Responsibilities

1) Secretariat to advisory councils

- a) Establishes and maintains effective relationships with council members and responds to their inquiries.
- b) Plans council meetings and collaborates with the Chair and Vice-chair to develop agendas and identify information needs.
- c) Develops supporting materials through research or consultation with experts and delivers presentations to support strategic discussion.
- d) Gathers input to inform actions to improve health care delivery across the province.
- e) Liaises with government departments and provincial health agencies to gather and share information.
- f) Identifies and manages emerging issues.

2) Manages stakeholder engagement

- a) Leads, plans, and facilitates engagement activities with a wide range of both internal and external stakeholders to identify, elevate, and address community issues and opportunities.
- b) Establishes and maintains effective relationships with stakeholders and communities.
- c) Provides strategic advice and analysis to support engagement activities and develops engagement summary reports.

d) Exercises a high degree of interpersonal skills with stakeholders to support the success of the councils.

3) Manages council administration

a) Provides logistical support for virtual, hybrid or in-person council meetings in various regions (e.g., running Zoom meetings, booking meeting rooms, coordinating catering, note-taking, etc.). The majority of meetings are held after hours to accommodate the daytime schedules of council volunteers.

b) Supports onboarding and orientation activities for council members.

c) Manages expenses of council members e.g., supports council members accessing the expense system and inputting information.

d) Identifies recruitment needs for vacant council positions to help ensure members represent a wide and diverse range of expertise and perspectives, and supports recruitment activities.

4) Provides strategic advice and policy support and develops a wide range of strategic and programmatic communication materials.

a) Identifies, analyzes and assesses information to develop accurate, strategic and comprehensive advice to achieve council objectives.

b) Prepares reports, recommendations, briefing materials for management and/or external stakeholders for information and/or decisions. Responds to action requests as required.

c) Works with council members to create and distribute marketing materials and other communications resources to promote councils and their activities.

d) Analyzes information and assesses alternative means to meet policy objectives, including conducting jurisdictional scans and evaluating the various implications of options.

e) Manages projects within tight deadlines.

f) Leads divisional and strategic program and/or policy content and pro-actively mitigates concerns and advocates program priorities.

Problem Solving

Typical problems solved:

This Senior Advisor reports to a manager in the Advisory Councils Secretariat branch. The role is essential to Regional Advisory Council operations, ensuring successful meetings and helping the members' amplify local perspectives. Flexibility, and building relationships with stakeholders and other divisions in Alberta Primary and Preventative Health Services is needed to address emerging issues.

Types of guidance available for problem solving:

The Senior Advisor will access Advisory Councils Secretariat managers and the director for advice and guidance when required. The position will also access policy development and other training courses offered within Alberta Primary and Preventative Health Services and the Government of Alberta.

Direct or indirect impacts of decisions:

The Senior Advisor impacts the success of the Regional Advisory Councils and their ability to provide input, advice and policy recommendations to the Alberta government and the provincial health agencies on local health priorities.

Key Relationships

Major stakeholders and purpose of interactions:

– Interacts regularly with council members.

– Works closely with Alberta Primary and Preventative Health Services' staff in other branches and divisions.

– Coordinates with provincial health care organizations as needed.

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:

Business, Engagement, Public Relations, Communications, Public Administration

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

University graduation in a related field (Business, Public Engagement, Public Relations, Communications, Public Administration, Health) plus 4 years progressively responsible related experience; or equivalent as described below.

Equivalences will be accepted on the basis of a university degree from a recognized post-secondary institution and four years for related experience. Directly related education or experience will be considered on the basis of one year of education for one year of experience; or one year of experience for one year of education.

Other requirements:

- Must have a valid Class 5 Driver's licence.
- Must be available for travel independently throughout the province and able to work evenings and weekends as required.

Related experience:

- Stakeholder or public engagement (planning, facilitating).
- Extensive and expert knowledge and experience in public and stakeholder engagement.
- Strong communication skills (verbal and written).
- Extensive experience in understanding and analyzing competing interests of stakeholders to develop program policies.
- Experience in planning, leading, and managing projects.
- Experience in research methodologies, data analysis, and preparing recommendations.
- Advanced skills in MS Office including Word, Excel, and PowerPoint.

The following would be considered assets:

- Certified Public Participation Professional (IAP2 Certificate).
- Understanding of the health care system in Alberta.
- Knowledge of government structures and procedures.
- Understanding of Government of Alberta decision-making processes and practices.
- Experience working with a diverse range of stakeholders including rural and remote communities.
- Experience researching, writing and editing a wide range of materials including reports, information sheets, presentations, and speaking notes.
- Excellent analytical, facilitation, and leadership skills.
- Proven experience and advanced knowledge in public engagement and stakeholder relations.
- Strong understanding of public engagement theory, methods, trends, and best practices in public engagement.
- Excellent political acumen.
- Knowledge of the relationship between public engagement and decision-making.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>As is the case with launching new projects, the position needs to come up with solutions and ways to overcome any arising challenges.</p> <p>The individual in this position must be open to the thoughts and suggestions of all team members, and respectfully ask questions as to why something won't or will be effective.</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 • 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 	<p>New work processes, procedures and protocols will be created for the branch to support continuous improvement.</p> <p>The employee in this position needs to be flexible and adapt to constant changes. The individual will frequently face stressful situations in relation to project deadlines or managing stakeholder relations.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>This role is part of a high-performing team and needs to deliver results, achieve set goals for the division and meet government commitments.</p> <p>Collaboration with internal and external stakeholders is key to achieving results.</p>
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"> • Involves stakeholders and shares resources 	<p>The employee works within a diverse, high-performing team and needs good facilitation and communication skills to</p>

		<ul style="list-style-type: none"> • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>ask directors, managers and content experts for information, guidance and advice on a daily basis.</p> <p>The individual needs to respect and recognize the workload and time pressures of colleagues within the branch and other divisions in the department.</p>
Develop Networks	○ ○ ○ ● ○	<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 	<p>The person in this position works closely and builds relationships with stakeholders from communities across Alberta, while supporting their needs.</p> <p>The employee makes sure to relay questions and information between stakeholders and government.</p>
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Creating and supporting regional advisory councils is part of the larger plan to refocus the health care system.</p> <p>The individual in this position has to be able to understand how the health care system is interconnected, and has to stay up to date with regional health issues.</p>

Benchmarks

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

024PS63 Health Policy Analyst
024PS67 Environment & Parks Education Program Coordinator

