

## New

Ministry

Seniors, Community and Social Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Manager Planning and Reporting

Requested Class

Job Focus

Policy

Supervisory Level

code Cost Centre Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Intergovernmental Relations and Planning/Reporting unit is responsible for planning, performance analysis and strategic relationships. The unit supports core sets of activities for the division. The unit develops and manages strategic relationships with stakeholders focused on the housing system:

- Leads intergovernmental relations, providing strategic support, guidance and direction on intergovernmental issues and committees (e.g. Federal/Provincial/Territorial/Municipal).
- Leads system discussions with key stakeholder groups (e.g. housing management bodies, Non Profit, Municipal Governments, Indigenous, Private Sector Organizations) on strategies to further the goals and objectives of the provincial government.
- Provides interpretation of housing program information to identify trends to identify systemic pressures and issues and generate management level reporting and analysis and understand how programs are achieving the goals and objectives of the provincial government.

Reporting to the Director, the Manager of Planning and Reporting plays a vital function in the division leading planning and reporting requirements internally and externally with the Federal government on agreements. This role provides strategic support to senior leadership within the ministry to prepare for cross-jurisdictional negotiations on agreements involving millions of dollars in federal funding for affordable housing in Alberta.

The Director relies on this position for coordination, consultation, advice, and information pertaining to the progress

on Federal agreements to ensure the province is meeting agreed targets, maximizing available cost match funds and ensuring internal reporting requirements are achieved.

The Manager leads the development and implementation of the division planning requirements, including:

- Performance Measurement Framework
- Strategic planning and reporting
- Supporting Ministry requirements for Estimates and Public Accounts
- Supporting Ministry requirements for Business Plan and Annual Report, in collaboration with Executive Team, Ministry staff, key stakeholder organizations, other government ministries, and Treasury Board and Finance.
- Operational planning and reporting
- Timely fulfillment of strategic or planning documents required to meet emerging Government of Alberta requirements (e.g. GOA Strategic Business Plan, medium term and long term priority plans, etc.)
- Ensuring department reports and plans are integrated and align with the Ministry strategic plan (e.g. operational plan reporting, annual reporting, priority initiative / project management reporting)
- Ensuring Federal reporting requirements are met in accordance with bilateral agreements (e.g. Acton Plan, Progress report)
- Delivery of Alberta Social Housing Corporation (ASHC) planning and reporting

## Responsibilities

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

**1.** Divisional input to the Ministry business plan and annual report is developed, approved and published in a coordinated manner that meets Alberta Government business planning requirements and standards under the *Government Accountability Act*.

### Activities:

Leads the preparation, approval, finalization, and publication of Housing division contributions to the Ministry business plan and annual report, ensuring consistency with applicable requirements and standards and linkages to the Alberta Government Strategic Business Plan and Annual Report.

Provides leadership and guidance to the Ministry's cross-divisional Planning and Reporting

Facilitates working group input to business plan and annual report development.

Develops and designs divisional business planning and annual reporting processes, templates, and presentation tools; maintains planning information and templates for staff and stakeholders.

Drafts and edits specific components of the business plan and annual report, as well as analyzing and synthesizing business plan information submitted by department business areas; drafts associated summary reports, briefings and background materials for review by Executive Team and other internal audiences.

Provides consultation and information to business areas to facilitate understanding of Ministry business plan and annual reports and appreciation for how divisional activities contribute to Ministry mission, core business, goals and priorities.

Leads divisional input and perspectives throughout development of the Alberta Government Strategic Business Plan and Annual Report.

Represents divisional perspectives and provides Ministry contributions to Treasury Board and

Finance and the OAG in relation to the government business plan and annual report and input to government-wide standards for business planning and reporting.

**2.** Divisional operational planning processes and Divisional submissions to Estimates and Public Accounts are coordinated; integrated with other Ministry and government plans and initiatives; and informed by high degrees of

staff involvement.

**Activities:**

Manages the division cross-divisional operational planning and reporting process, including developing, implementing, and evaluating strategies, templates and processes, and submitting relevant strategies and processes to Executive Team for approval.

Provides input into the Ministry's cross-divisional Strategic Planning and Reporting Committee to manage development and submission of operational plans and prepares status reports to the Executive Team and facilitate understanding of Ministry staff members as to linkages between operational plans and the Ministry strategic plan.

Provides consultation to assist divisional planning contacts with development of operational plans, training in and understanding of performance measurement, and preparation of operational plan summaries and results.

Manages the development and submission of operational plans and reports for the Corporate Strategies and Services division.

Manages the development and submission of Housing division inputs to Estimates and Public Accounts.

**3. Priority initiatives that provide senior management with comprehensive information to support strategic planning and decision-making is managed and integrated with other planning and reporting activities.**

**Activities:**

Develops and manages processes and provides consultation to identify and define priority initiatives to be monitored by the Executive Team; provides associated information and recommendations to the Executive Team.

Provides consultation and direction to priority initiative project leads in the development of milestones, deliverables, consultation plans, performance measures, and status reports.

Manages the tracking, monitoring, and analysis of information relating to priority initiatives.

Manages the monthly reporting process, collating all priority initiative reports into a status report for submission to inform senior representatives of progress toward goals and other information used to inform strategic planning, resource allocation and decision-making.

**4. Federal Reporting**

**Activities:**

The Manager will oversee and coordinate reporting on Federal/Provincial spending of approximately one billion dollars.

The Manager will be responsible for connecting with the department's capital, operations and finance branches to ensure information on cost match spending and established targets is being collected and coordinated for reporting purposes.

The submissions of Federal claims and Federal progress reports and Action Plans are a requirement under agreement with the Federal government and are required to meet specific criteria.

The Manager will ensure reporting meets all requirements, is ready to feed into public documents, and reports on the provinces progress.

Monitoring on the provinces progress and Action Plan commitments will be shared to the Executive Team, Deputy Minister and Minister as required.

**5. Provides Leadership and Team Development**

**Activities:**

Provides leadership and direction to policy analysts working in very complex and politically sensitive areas.

- Monitors and evaluates successful achievement of objectives.

- Provides coaching, mentoring, and direction.

Provides education, coaching, and support to ensure reporting and planning housing policies align with department initiatives.

## **6. Undertakes Internal and External Relationship Development**

Cultivates positive, productive working relationships with representatives from other Alberta government departments and ministries and the federal government to ensure congruency of cross-departmental/cross-governmental program reporting and planning on affordable housing.

### **Problem Solving**

Typical problems solved:

Manager is challenged with anticipating and responding to complex issues associated with strategic, business and operational planning for a complex and dynamic division.

This position is relied on to develop and facilitate effective strategic and business planning strategies and processes, identify appropriate solutions to complex housing related issues, and meet the requirements of the Ministry Executive Team and the government in relation to identifying strategic and business plan priorities and developing associated plans.

Balancing and addressing changing and evolving expectations of various internal and external stakeholders is essential.

The Manager leads the development, implementation, and evaluation of strategic planning and reporting processes that balance the needs and culture of the division and the Ministry with government requirements.

This position must be continually aware of and sensitive to the need to reflect and integrate government, Ministry, and stakeholder perspectives and requirements within all planning initiatives.

The Manager must ensure that input from all branches is presented in a coordinated and cohesive manner, balancing the concerns and perspectives originating from the branches with the requirement to reflect the broader perspective of the division and the Ministry.

This position displays innovative thinking to develop approaches for dealing with alternative and occasionally conflicting perspectives, requirements and priorities, managing the planning cycle while also being responsive to unanticipated demands for solutions, guidance and consultation on a wide range of issues.

The Manager faces the challenge of influencing staff attitudes relating to the critical relationship of business and operational planning and reporting to building and enhancing staff accountability, involvement, and capacity, and provides leadership to assist representatives to implement the division and Ministry business plan and Annual Report through operational planning and reporting.

Other difficult or challenging situations typically handled or resolved by the Manager include leading the ongoing planning and evolution of the priority initiatives that are often influenced by federal programs and initiatives.

The Manager performs a highly integrative role in relation to these challenges, ensuring input from all branches within the division is analyzed and presented in a coordinated manner that reflects the broader Ministry perspective while also meeting legislative and other requirements

Types of guidance available for problem solving:

This position works within the parameters of established legislation, frameworks, policies, and guidelines, with significant discretion in determining how responsibilities are performed. The Director provides general guidance, reviewing work for quality of analysis, recommendations, solutions, and conclusions provided and level of professional judgment demonstrated.

Work is also evaluated based on the effectiveness of working relationships established with the wide variety of colleagues, partners, stakeholders, and other relevant parties. Guidance is available from other team members within the department as well as from senior leadership including Executive Director and Assistant Deputy Minister.

Direct or indirect impacts of decisions:

The Manager of Planning and Reporting provides recommendations, solutions, and conclusions to inform decision made by department senior leaders on the impact of both existing federal/provincial affordable housing funding agreements and new agreements which may impact GOA spending on affordable housing within the province, as well as commitments on department affordable housing programs implemented in Alberta.

**Key Relationships**

Major stakeholders and purpose of interactions:

The position is responsible for being the lead on reporting and planning activities for the division.

**Internal**

- Director, Planning and Reporting, receive direction, provide information, advice, updates and recommendations (regular and ongoing).
- Divisional leadership team (managers, directors, executive directors), Assistant Deputy Minister and Deputy Minister Offices - consultation/collaboration and/or information advice related to department and Ministry on planning and reporting related to divisional programs and federal/provincial affordable housing agreements/commitments.
- Housing division operations and capital staff - consultation/collaboration on impacts of federal agreements on provincial programs and the achievement of Ministry/Department goals.

**External**

- Develops collaborative relationships with representatives of federal governments to ensure reporting aligns with expectations/commitments.
- Representatives of other divisions within the ministry to ensure alignment on Ministry reporting. Resolve issues; solicit and gather feedback; participate in committees and working groups; develop solutions and guidelines; share information and best practices; and build relationships.

**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:

Since work is often politically sensitive and at a high level (e.g., advice to Minister or DM), the position depends on the critical ability to observe mandates, interpret political direction, judge correctly and work cooperatively with a variety of different stakeholders.

Demonstrated ability to manage change, influence outcomes and achieve results to promote consistency between ministry projects and initiatives and broader ministry or GOA or federal policy directions.

Considerable coordination and organization skills are needed to lead or participate on several committees and working groups within governments as a representative of the ministry or division.

Strong interpersonal, communication and writing skills with an emphasis on political sensitivity, tact, diplomacy and

team work. The position is expected to use these skills in order to influence others and develop cooperative positions on specific issues within the context of promoting Alberta's priorities.

Strong relationship building skills are required to maintain effective working relationships with a broad range of stakeholders

Comprehensive knowledge about mandate and political directions of Alberta Government.

- Knowledge of Alberta affordable housing system and housing systems in other provinces/territories.
- Knowledge of emerging issues in housing policy and how it impacts the ministry.
- Ability to identify and analyze relevant policies, emerging issues, trends and opportunities and ability to present salient findings and recommendations in concise oral and written forms.
- Knowledge of the GOA decision-making, and policy development processes.
- Strong research and analysis skills.
- Project management skills.
- Policy planning abilities and experience.
- Excellent written and verbal communication skills with a diverse range of audiences.
- Informed decision making abilities to effectively participate in a variety of working groups, steering groups and committees.
- Proven ability to manage politically sensitive issues.
- Demonstrated ability to develop and maintain excellent working relationships and partnerships with stakeholders, both within and outside the Alberta public service.

**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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <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>	
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on</li> </ul>	

		implications of different options <ul style="list-style-type: none"> <li>Analyzes long-term outcomes, focus on goals and values</li> <li>Identifies unintended consequences</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>Plans based on past experience</li> <li>Holds self and others responsible for results</li> <li>Partners with groups to achieve outcomes</li> <li>Aims to exceed expectations</li> </ul>	

**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	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	