

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested 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 Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

This position is situated within the Strategic Information and Research Evaluation (SIRE) Unit. It is responsible for working collaboratively, effectively, and efficiently to accomplish Unit/Branch/Division and Department goals as outlined within business and operational plans, while striving to live by the Department's vision, mission, and values. Reporting to the Director, Strategic Information, Research and Programs, this position provides leadership expertise, mentoring, and advice to the team, including professional and administrative staff, in respect to Mental Health and Addiction workforce policy and programs. The Manager provides leadership in a diverse and agile environment encompassing multiple health professions, organizations, and stakeholders. That includes providing expert advice to multiple stakeholders in the health sector on potential solutions to complex health workforce issues related to government policy.

This Manager position also has overall responsibility for providing advice on and implementing visioning, planning and in facilitating support to internal and external partners and stakeholders (i.e., other MHA

staff and health system representatives, service providers, as well as health educators and regulatory bodies on health workforce issues. For example, this position takes a leadership role by collaborating with internal and external stakeholders to identify and prioritize issues, opportunities, strategies and joint actions for strategic implementation related to mental health workforce planning and health human resource initiatives.

A key responsibility of the Manager is to build and implement a Mental Health Workforce plan that will be considerate of the entire mental health system, and with all stakeholders. And then, as the team grows, will be responsible for the oversight of a team of Health Workforce Analysts in the day-to-day monitoring of staff, programs and activities that support mental health workforce planning in alignment with the Alberta Recovery Model. The Manager may also become the Acting Director in the Director's absence, as needed.

## Responsibilities

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

1. Provide support to the Director with expert knowledge on regulated and unregulated mental health professions and how they interact in the mental health system:
  - Represent MHA at provincial inter-departmental groups and committees.
  - Work with the provincial health agencies and other health sector employers to identify issues and implement strategies to optimize health human resources.
  - Identify health workforce policy implications for options and develop recommendations for presentation to senior and executive managers.
2. Align policies, programs and projects to legislation and regulation that impacts the metal health and addiction workforce. *For example,*
  - *Health Professions Act* legislation and regulations that allows for the assessment of substantial equivalence to determine an individual's ability to perform the activities of the profession in a safe and competent manner to be licensed to practice (through evaluation of credentials, experience and skills).
  - Agreement on Internal Trade regulation that governs labour mobility across jurisdictions.
  - Manage innovative, complex and challenging projects including coordination of required stakeholder engagement processes.
  - Sustain effective partnerships and working relationships with stakeholders such as existing regulatory bodies, health care service providers, and employers.
  - Develop policy proposals that are appropriate for the unique projects in the Mental Health and Addiction sector alone and in collaboration with key stakeholders in the health care system as a whole. This work will be in alignment with the provincial Health Workforce Strategy and other GoA workforce initiatives.
3. Ensure the Unit, Branch, Division and Department have analysis on up-to-date data and information on all matters related to regulated health professions.
4. Lead the development and coordination of health workforce initiatives to enable and facilitate implementation of deliverables in alignment with the provincial priorities.
  - Negotiate how projects will be completed across the key stakeholders.
  - Align project frameworks and deliverables to established policy, and draft policy if none is established.
  - Work with partners and stakeholders to align and coordinate projects so there is consistency across projects.
  - Track progress of multiple ongoing projects.
  - Communicate with partners and stakeholders on a regular basis regarding project progress.
  - Sustain effective partnerships and working relationships with stakeholders.
5. Will be responsible for management of a contract for a consultant organization that will be brought on to develop this work. And then when fully staffed up, will need to effectively manage Unit staff to achieve Unit/Branch/Division/Department goals through the below.
  - Conduct regular one-on-one meetings with staff to ensure project timelines are aligned with expected outcomes.

- Mentor/coach staff to guide their professional development and learning plans to enable a high-functioning and productive team.
- Guide staff through shifting priorities, as needed, to achieve Ministry goals.
- Assign projects and programs aligned with staff's workload and areas of expertise.
- Assist in the setting of Unit goals.
- Monitor performance and absences.

## Problem Solving

Typical problems solved:

- Mental health and addiction workforce issues and concerns impact almost every portfolio in the Ministry, requiring a broad understanding of the Unit's work and the work occurring elsewhere in the Ministry.
- In order for mental health and addiction-related strategies to be successful, workforce planning requires an understanding of integrated care, social determinants of mental health, population mental health needs, the Alberta Recovery Model, and the services required to meet those needs. The goal of mental health and addiction workforce planning is to have the right number, distribution and the right mix of mental health and addiction providers working to full scope of practice. This includes understanding the roles of mental health and addiction professions and occupations, required education for entry-to-practice, and understanding the education system, oversight and remuneration models.

Types of guidance available for problem solving:

- There are many stakeholders involved in comprehensive mental health and addiction workforce planning. Integrating strategies/initiatives to ensure reduced risk of overlap while increasing opportunities for collaboration and successful alignment of broad mental health human resource planning for all stakeholders is critical.
- Problem solving occurs with broad objectives and in an area with sometimes limited precedents for best practices, but is assisted by broad consultation with diverse stakeholder groups.
- Assess if workforce strategies developed in other jurisdictions (national and international) could be adopted and implemented in Alberta's health care context. In general, relevant and useful planning models developed in other jurisdictions have to be adapted to optimize their utility to the jurisdiction importing the model/strategy.
- The structural and governance framework utilized for mental health and addiction workforce planning in Alberta requires an in-depth understanding of provincial planning structures and processes. Mental health workforce projects have unique challenges due to the diversity of stakeholders both external to government, across the Provincial Health Agencies, the Ministry and across F/P/T governments. As a result, all major F/P/T workforce initiatives involve the development and implementation of new and innovative planning, organizational or management structures and processes.
- Ensure emerging issues are identified and addressed, briefings and responses to Action Requests/Alberta Connects are timely and complete, and that information is provided by relevant sources.

Direct or indirect impacts of decisions:

- Influences decision-making for senior management levels of the Ministry with thorough analysis and reporting.
- Requires the ability to be agile to manage and prioritize multiple information sources to determine their value and contribution to the Unit/Branch/Division/Ministry goals.
- Must be able to prioritize work to meet changing priorities.
- Must be able to facilitate and collaborate among various health professional stakeholders, for example, post-secondary institutions, health professions regulatory bodies, and employers.
- Must analyze, evaluate, and interpret quantitative and qualitative data to produce results, develop recommendations, and determine implications.
- Requires a great deal of collaboration, creativity and consistency to acquire, review, analyze/interpret and produce quality reports useful to the Unit/Branch/Division/Ministry.
- Requires the ability to be inquiring and curious about health care trends and issues locally, nationally and internationally.
- Must be able to work independently, with minimal direction to carry out responsibilities with a high degree of accuracy and acceptability.
- Must be a motivated self-starter responsible for producing quality reports to satisfy the needs of the

**Key Relationships**

Major stakeholders and purpose of interactions:

**Internal**

**Deputy Minister** *(As required, infrequent)*

- Provide support towards the attainment of Division/Department goals, information sharing, and resolution of issues.

**Assistant Deputy Minister** *(As required, occasional)*

- Provide advice on specific policy areas.
- Provide support towards the attainment of Division/Department goals, information sharing, and resolution of issues.

**Executive Director** *(As required)*

- Provide advice on specific program and policy areas.
- Provide support toward the attainment of Division/Department goals, information sharing, and resolution of issues.

**Director** *(Daily)*

- Provide information on projects, grants, contracts, etc. and receive direction as needed.

**Policy Analysts** *(Daily)*

- Assign, monitor and review work products.
- Assist with problem solving, including making decisions about a project, facilitating contacts with internal/external stakeholders, requesting assistance from Director and Executive Director as necessary.
- Collaborate on projects, grants, correspondence and other work products.

**Other Branch/Division Staff** *(Daily)*

- Information sharing, provide support for resolution of issues.

**External**

**Professional Regulatory Colleges, service providers, and other mental health and addiction professions** *(As required)*

- Discussions regarding policies and issues related to the workforce.

**Health employer contacts** (e.g., program leaders) *(As required)*

- Discuss issues and obtain feedback regarding implementation of research initiatives, legislation and/or regulation.
- Monitor and gather information on health workforce trends and issues.

**Other government ministries** *(As required)*

- Obtain background information.
- Discuss issues for completion of briefing notes.
- Collaborate on common issues.
- Provide advice on specific program and policy areas.
- Provide support toward the attainment of Division/Department goals, information sharing, and resolution of issues.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

BD in Arts, social sciences, business/public admin., health admin., or equiv experience. Master's preferred.

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

- Three to five years experience in the health care/mental health care system.
- Minimum two years' experience in supervising others.
- Experience in administration, health human resource management, and/or policy is an asset.
- Must have a working understanding of the Alberta health care system, specifically mental health and addiction and the Alberta Recovery Model, legislation for health care providers, and roles and inter-relationships among various health system stakeholders.
- Knowledge of the key elements of the provincial health system including governance structures, business planning processes, accountability frameworks, funding models and service delivery models.
- Knowledge of government processes and functions, particularly those related to public policy formation, development of legislation and regulations, and health system budgetary processes.
- Knowledge of public consultation methods and processes.
- Knowledge of the public and private post secondary institutions (PSIs) in Alberta and health sector education programs offered.
- Experience in program/project management, including contract, financial, performance management roles, etc. Project Management certification is considered an asset.
- Successful experience and demonstrated abilities in developing, building and fostering collaborative relationships and partnerships with a variety of internal/external stakeholders
- Broad knowledge of the health system, structure of the health system, the roles and interrelationships between various stakeholders in the health system, governance structures, accountability frameworks, funding models and service delivery models
- Broad knowledge of Alberta's health and mental health and addiction workforce and current workforce issues and concerns
- Basic understanding of economics, accounting, statistics and finance and the ability to apply them to stakeholder relationships and agreements
- Knowledge of policy development
- Knowledge of grant and contract agreement elements and processes, program and project evaluation, and management processes.
- Financial budget management and acumen.

### 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 position influences decision-making for senior management levels of the Ministry with thorough analysis and reporting.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict:	Must be able to facilitate collaboration among various stakeholders, for example, post-secondary

		<ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	institutions, regulatory bodies, and employers, especially in a time of re-imagining the mental health system.
Drive for Results	○ ○ ○ ● ○	<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>	<p>- Must be able to work independently, with minimal direction to carry out responsibilities with a high degree of accuracy and acceptability.</p> <p>- Must be a motivated self-starter responsible for producing quality reports to satisfy the needs of the Unit/ Branch/Division/Ministry.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <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>	<p>Must be able to identify and manage required change and the associated risks</p> <p>-Must be able to prioritize work to meet changing priorities, sometimes daily.</p>

**Benchmarks**

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