Government of Alberta ■

JOB DESCRIPTION

Working Title	Name
Policy Coordinator	

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
		Community Response and Programs Branch/Policy and Programs Division	Mental Health and Addiction

Present Class	Requested Class
	Program Services 2

Cost Centre	Program Code	Project Code (if applicable)

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide **Pages 7-8**).

Reporting to the Manager, Compassionate Intervention, the Policy Coordinator coordinates and tracks the branch's projects (e.g., branch-led projects and cross-government projects in which the branch participates) and provides updates on the collective progress of projects, associated committees. and any emerging issues. The incumbent makes connections between branch units and committees on related work to facilitate integrated and coordinated branch initiatives.

The Policy Coordinator contributes to the management of grants and contracts. The position also raises awareness to emerging issues based on monitoring project progress (e.g., impending deadlines, status of deliverable submissions and approvals), which informs project resource allocation and decision-making. This position may report Senior Policy Analysts on the team, by supporting major projects related to implementing the Compassionate Intervention Legislation.

The Policy Coordinator also works with branch staff on research projects (e.g., literature reviews, compiling and summarizing data and information for committees, developing graphic representations) that support implementation of the Alberta Recovery Model, related committee work, and the development of briefing notes and responses to Action Requests.

All work is completed within the framework of branch operational plans and priorities, and existing department and government policies, standards and processes.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide **Pages 9-10**).

Manage grants and contracts to support innovation across the addiction and mental health system in Alberta.
- Draft grant and contract agreements, and oversee processes related to their execution.
- Monitor grants and contracts in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements).
- Proactively identify and respond to grant challenges and requirements through internal problem-solving, amendments, retentions, and other mechanisms.
- Develop and present updates and summaries on grants and contracts to unit and branch leaders.
- Participate on steering committees to govern grant funded projects and contracts.
- Review grant and contract reports for quality assurance.
- Identify and leverage linkages between grant funded projects and contracts to broader ministry and GoA initiatives (e.g., the Alberta Recovery Model, child and youth integrated services, clinical pathways developed by strategic care networks).

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Track and monitor projects and associated workplans to inform project decisions and to maintain an accurate
- understanding of the status across the branch's projects. Track all branch projects to enhance coordination and adherence to project plans (e.g., branch representatives on each committee or project, project timelines)
- Monitor the status of projects and identify issues (e.g., approaching milestones/deadlines; status of deliverable reviews and approvals) and raise awareness with project leads
- Consolidate summaries across all projects to inform branch operational planning

Support the coordination of multi-stakeholder committees to advance strategy implementation objectives
- Identify and coordinate connections between branch units and committees on related work
- Coordinate committees and associated meetings including agendas. logistics and supporting documents
- Provide inputs into the development of supporting documents for committees (e.g., briefings)
- Track and monitor action plans that result from meetings to identify issues for the Manager to address; follow-up with committee members as needed on behalf of the Manager

Provide various research services to unit projects to support their successful implementation.
- Provide surge support to assist with projects as needed
- Prepare tables, graphs, fact sheets and written reports and presentations to illustrate and convey research findings as requested
- Summarize data from project consultations
- Lead special projects as assigned
- Research specific assigned topics and prepare clear summaries and identification of options (e.g., literature and best practice searches; reach out to other organizations to request data or information)
- Research content and consolidate multiple pieces of information generated by the unit to develop Briefing Notes and respond to Action Request inquiries

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide **Pages 11-12)**.

The work of this position contributes research and coordination services to the branch's achievement of projects linked to the implementation of provincial strategies and related committees and grants. This position provides attention to tracking and coordination of projects, raising awareness to project status issues that could have the potential to have negative consequences for the branch. This position also identifies and coordinates connections between the different pieces of work that branch units and committees are undertaking to support enhanced integration of effort and comprehensive work on provincial initiatives. The research supports provided by the incumbent allow the unit subject-matter-experts to focus on the more complex aspects of the projects, while still maintaining project progress; these supports also create surge support capacity for the branch.

This position determines how to best complete several assigned projects and requests, and balances changing priorities independently (e.g., how best to illustrate data and results in response to a query). Sometimes the Policy Coordinator will be part of a larger team, and sometimes smaller projects will be completed independently with general instruction provided. Research data can span provincial, national, and international borders. The position routinely applies sound judgement, interpretive and communication skills. When assisting with projects, the incumbent considers the results within the broader branch environment (e.g., how do these literature review results compare to the project direction? What presentation format works best for a particular audience?).

Creativity is required to determine how best to present results (e.g., diagrams, information summaries, project tracking tools and summaries) and how to work with others to obtain data and information. Strong writing and presentation skills are routinely applied.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide **Pages 11-12**).

Challenges can arise in the complexity of some projects (e.g., where and how to get data, conflicting information). Problems are solved within the framework of existing standard research methods, department and GOA policies and processes, strategy documents, and grant agreements. Assistance and guidance is available from the Director and Unit staff for more complex issues. This position is primarily internally focused; an awareness of external factors that impact the branch is applied to resolve issues.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide **Pages 12-14**).

Knowledge:

- Awareness of addiction and mental health related legislation and ministry priorities
- Knowledge of the provincial strategies lead by the unit and their priorities
- Knowledge of projects and committees related to strategy implementation
- Knowledge of basic research approaches and methods
- Knowledge of the operational plans and projects in which the branch is involved
- Awareness of the parties that are involved in branch projects (e.g., other ministries, external representatives, contractors)
- Working knowledge of project management processes
- Knowledge of the GOA operational planning processes and timelines
- Knowledge of style and formatting requirements for ministry documents

Skills and Abilities:

- Highly skilled in using MS Office software to create documents and visual representations and prepare content for presentations
- Strong written and oral communication skills
- Strong organizational and time management skills with the ability to prioritize multiple demands
- Ability to adjust to changing environments and adapt schedules and priorities accordingly
- Excellent interpersonal skills with departmental staff and external stakeholders
- Ability to synthesize information from multiple sources into themes and options
- Innovative and self-motivated
- Effective coordination skills to bring together multiple pieces of information and identify linkages across projects

This work reflects all APS Competencies with a focus on the following:

Drive for Results
- Sets goals and prioritizes work to accomplish them. Follows through on tasks and reports on progress
- Proactively provides suggested actions and asks for guidance to determine the best course of action when lacking all the information or where there are multiple priorities

Creative Problem Solving
- Breaks down straightforward problems into manageable components to identify what needs to be done
- Contributes ideas for how work can be done differently to solve common problems

Agility
- Asks questions. seeks clarification and assesses how things will be different when change is introduced or anticipated
- Is open to new or diverse ideas and to doing things in a new way

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Develop Networks
- Effectively helps and follows through on inquiries, requests and concerns from colleagues, clients and stakeholders
- Informs key stakeholders of relevant information in a timely manner

Education and Work Experience:
- University graduation in political science, economics, public administration, health-related discipline or in another related field.
- Equivalency: Directly related education or experience considered on the basis of:
  o 1 year of education for 1 year of experience; or
  o 1 year of experience for 1 year of education
- Experience completing research projects is required
- Experience managing grants is considered an asset

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide **Pages 14-15).**

- Executive Director and Director - Receive instruction and direction; provide updates on projects; provide supports to operational planning processes
- Managers or Project Team Members across the branch - respond to requests for assistance (e.g., research specific topics, develop visual representations and summaries, prepare presentations); raise awareness to issues related to project status; provide information on projects based on status tracking
- Branches in other ministries - liaise regarding common research projects; share information
- Project Team members external to the branch - Communications to collect and share information
- Committee members - support committee management via coordination of meetings and supporting documentation; track action plans; share information
- Project stakeholders - collect information

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide **Page 15)**

This position does not directly supervise other positions.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide **Pages 15-16).**

None significant. The description has been updated to reflect the evolution of the branch and its units to a functional alignment of work (e.g., planning, strategy/policy development and implementation).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide **Page 17).**

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.