

## Update

Ministry

Health

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Manager, Environmental Public Health Science

Current Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA11

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Public Health/Health Protection/EPHS

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, EPHS

Supervisor's Current Class

Senior Manager (Zone 1)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2023-03-15

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Environmental Public Health Science, the manager is responsible for:

- Developing and participating in complex, strategic initiatives related to the collection of information, research, and data on environmental public health issues. This takes into account the interplay of multiple factors influencing people and communities in order to develop the best possible solutions for all Albertans;
- Providing expert project and issue management expertise to members of the Environmental Health Science team, the Health Protection Branch and the Office of the Chief Medical Officer of Health, Alberta Health Services, and other affiliated stakeholders both inside and outside of the health sector (e.g., Alberta Environment & Parks, Alberta Innovates, Environment Climate Change);
- Utilizing a facilitative and cooperative approach to design and strengthen Alberta Health's collaborative working relationships and partnerships with key stakeholders, representatives from other government (federal/provincial/municipal) departments and agencies, as well as public, First Nation and Metis stakeholders and industry groups focused on the scientific and social issues connected with environmental public health science;
- Leading the collection of appropriate environmental media (e.g., soils, water, air) needed to respond to environmental public health emergencies (e.g., flood, wildfires, pipeline breaks); and
- Communication to Ministry Senior Management on the progress of initiatives.

## Responsibilities

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

**1. Create and oversee the implementation of activities that enhance the use of environmental public health science in Ministry policy development, develop and sustain collaborative stakeholder engagement and integrate research (including data collection) activities with other government, community and research sectors.**

- Lead and provide project management direction to multi-disciplinary environmental public health teams (within and outside of the Ministry of Health) utilizing environmental public health science to address the link between human health and the environment through Ministry and Government of Alberta policy development, research and innovation.
- Create and sustain positive working relationships with diverse stakeholders inside and outside of the health sector. Through leadership and strategic vision engage with cross-ministry committees, F/P/T research coordinating bodies, multi-stakeholder organizations (e.g., Alberta Innovates Water Innovation Program, Gov. of Alberta Collaboratories, Oil Sands Monitoring) to minimize duplication, pool resources to maximize impact, and produce the best possible solutions and products.
- Leverage relationships and activities of the Ministry to support and inform engagements with any Alberta community who request support from the Ministry to understand impacts to their communities in the event of increased industrial development (e.g., Fort McKay, Cochrane), changes to traditional land-use (e.g., Mountain Cree), and remediation or mitigation of former contaminated sites adjacent to populations;
- Plan and develop provincial approaches in the context of the Ministry Business Plan, and align with other Ministry and agency business plans, the environmental public health mandate, and the health protection needs of Albertans;
- Manage the implementation of the approaches or initiatives, including the collection and release of data, human health risk assessments and memos and support the development of knowledge translation activities, which include but not limited to data visualization, mobile/website applications, and plain-language documents;

- Incorporate and contextualize the broad determinants of health and well-being including behaviour, lifestyle, cultural, social, economic, health services, environmental, biological, and genetic factors into Branch and/or Ministry evidence-based policy development; and
- Facilitate and monitor funding allocations for grants and/or contracts to professional associations, universities and external consultants.

## **2. Provide corporate support and technical advice to the various program areas of the Ministry, Minister, Members of Legislature, other government departments or agencies (including federal, provincial and municipal), or Alberta Health Services.**

- Manage the development of responses for action requests, correspondence and requests from the public and other departments as requested by the Director;
- Coordinate and contribute the Ministry's input as required to support or advance the department's interest on key Government of Alberta initiatives (e.g., Alberta Research & Innovation Plan);
- Participate in or support the Director on interdepartmental cross-ministry and multi-stakeholder initiatives related to environmental public health (e.g., Provincial-level environmental media surveillance, Alberta Environment & Protected Areas- Scientific Advisory Group);
- Research issues as they arise within the department and provide recommendations through written or verbal means;
- Advise on and/or develop communication materials including technical reports, presentations and Ministerial key messages; and
- Participate in the development of divisional and branch operational plans, which contribute to the overall ministry business plans.

### **Problem Solving**

Typical problems solved:

This position is expected to provide strategic direction, leadership, and integration on environmental public health issues that impact Health, the GOA, partners, and stakeholder. Using their knowledge and skill, the position will use a facilitative and cooperative approach to develop and strengthen Alberta Health's collaborative relationships and partnerships. This position must effectively monitor, evaluate, report, and communicate on initiatives and issues to executive decision-makers. The work of this position is expected to provide recommendations and strong policy advice.

Types of guidance available for problem solving:

Position must acknowledge strategic implications for many sectors and communities when resolving environmental public health issues, and takes multiple processes into consideration to advance the department's objectives. Position must use interest-based negotiation, consultation, collaboration and consensus-seeking processes to incorporate perspectives of industry, community, government, Indigenous, and the public.

This position must use knowledge, experience and expertise of guidance (provincial, federal, and international), policies, standards, and legislation in the context of a multitude of disciplines (e.g., toxicology, environmental chemistry, health risk assessment, health risk management, and epidemiological) and apply to strategy development, issues management, and prioritization of initiatives.

Direct or indirect impacts of decisions:

This position has regular contact with internal and external stakeholders at the manager and often represents the Director on external committees. This position is responsible for representing Alberta Health for the purposes of protecting human health and responding to requests related to environmental public health.

### **Key Relationships**

Major stakeholders and purpose of interactions:

- Managers and stakeholders within a wide range of GOA Ministries, FPT Ministries and affiliate

agencies to lead the coordination and implementation of several goals and objectives related to the multiple Government initiatives focused on environmental public health, environmental science and environmental impact assessments.

- Managers of the environmental public health program of AHS to ensure that AHS operations align AH policy.
- Engagement of environmental public health, industry and academic groups to address environmental public health issues that may arise.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Science	Public Administration	

If other, specify:

Education background in Public Health, environmental health, environmental science

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

Would prefer a background covering a wide range of diverse fields of interest, strong inter-departmental connections and progressive experience at the management level. Demonstrated communications, organizational, project management abilities, stakeholder engagement and relationship building are the key skills required for this position. Ability to lead and manage through system changes with strategic and health policy expertise. Experience in environmental health, including environmental health practice, environmental health risk assessment and management, and environmental sciences (e.g. environmental epidemiology, toxicology, risk assessment).

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	Plan and develop provincial strategies in the context of the Ministry Business Plan and other department business plans, the environmental public health mandate, health needs of Albertans and health system delivery needs.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and</li> </ul>	Engages with staff and stakeholders to address identify the cause of issues and find collaborative solutions.

		encourages debate and idea generation to solve problems while addressing risks	
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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>	It is crucial for this position to create sustainable, positive working relationships with diverse stakeholders inside and outside of the health sector by participating in cross-ministry committees, provincial coordinating committees, working groups and partnerships to minimize duplication, pool resources to maximize impact, and produce the best possible solutions and products.
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>Respond to emerging events, action requests, correspondence and requests from the public and other departments</p> <p>Research issues as they arise within the department and provide recommendations through written, verbal and electronic responses.</p>
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	Encourages staff to learn about other methodology and promotes continuous learning.

## Benchmarks

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

M410-08 Manager, Project Manager, Public Health Population Health Strategies  
M410-05 Manager, Security Management and Operations

## 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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature