

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Advisory Councils

Requested Class

Job Focus

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Health System Refocus Advisory Councils Secretariat

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Advisory Councils

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta is refocusing its health care system to better serve Albertans, support the healthcare workforce and improve health outcomes. The Regional Advisory Councils and the Indigenous Advisory Council (alberta.ca/advisory-councils-health) have an important role to provide regional community perspectives to enhance local decision-making, bring forward local priorities, and give regional input on capital and system plans.

The manager in the Advisory Councils Secretariat branch, System Refocus Division, provides a critical function leading the support and operation of Advisory Councils. The role includes leading a dynamic team, supporting council meetings, working directly with council members and internal and external stakeholders, managing stakeholder and public engagement activities, managing the administration of the council, recruiting members, establishing and maintaining effective relationships, and developing work plans and reports. The role involves travel within the province to attend council meetings in various regions.

The manager supports the division and Ministry to successfully fulfill their mandate, prepares reports, recommendations, and briefing materials and facilitates decision-making. A solid understanding of political dynamics, public communication, engagement best practices, and social trends will enable you to navigate the complexities of policy making and contribute to effective solutions. An ideal candidate will be a

creative thinker who thrives in a fast-paced environment, detail-oriented, and possess strong interpersonal skills. In addition to being adept at team building, fostering a positive work environment and ensuring that APS values of excellence, respect, integrity and accountability is embedded in the team culture.

Responsibilities

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

- 1) Leads Secretariat work to support advisory councils
 - a) Establishes and maintains effective relationships with council members
 - b) Managed the planning of council meetings and leads senior policy advisors to collaborate with council Chairs to develop agendas and identify information needs.
 - c) Leads the development of supporting materials through research or consultation with experts and delivers presentations to support strategic discussion.
 - d) Manages stakeholder engagement including leading engagement activities with a diverse range of both internal and external stakeholders to identify, elevate, and address community issues and opportunities and directing the planning and logistical supports for engagement activities.

- 2) Manages administration of the councils
 - a) Lead logistical supports for the regional councils meetings which will be taking place in various regions, and assigning and supervising tasks including booking meeting room and note-taking. The majority of meetings are held after hours to accommodate daytime schedules of our Council volunteers.
 - b) Manages expenses of council members e.g., supports council members accessing the expense system and inputting information.
 - c) Identifies needs and supports recruitment activities of council members to represent a wide and diverse range of expertise and perspectives.
 - d) Identifies and manages emerging issues.

- 3) Provides strategic advice, policy support, and develops a wide range of strategic communication materials.
 - a) Anticipates, identifies, and analyzing issues, trends and information to develop accurate, strategic and comprehensive advice in consultation with senior management.
 - b) Prepares and reviews reports, recommendations, briefing materials for management and/or external stakeholders for information and/or decisions.
 - c) Analyzes information and assessing alternative means of meeting policy objectives, including the review of initiatives of other jurisdictions, and evaluating the various implications of these options.
 - d) Manages projects within tight deadlines to support the health system refocusing division.

- 4) Plans and manages resources and activities in line with branch goals, and coordinate with branch management
 - a) Assigns tasks and reviews materials.
 - b) Coordinates and provides updates to other branch managers, director and executive director.
 - c) Participate in business and operational planning and reporting for the branch.
 - d) Lead performance management for team and develop team members.

Problem Solving

Typical problems solved:

This is a newly formed branch and this position will be essential to developing advisory council operations, ensuring the success of the meetings and supporting their team and external stakeholders. Flexibility, and building relationships with stakeholders and other Alberta Health divisions is needed to address emerging issues. The incumbent must have the ability to mediate and manage conflict with stakeholders.

Types of guidance available for problem solving:

The position reports to the Director of the Advisory Councils Secretariat branch. The incumbent will be able to access Advisory Councils Director for advice and guidance when required. The position will be able to access policy development and other training courses offered within Alberta Health (e.g., COOL) and the Government of Alberta.

Direct or indirect impacts of decisions:

This position impacts the success of advisory councils and their ability to provide input and develop policy recommendations to Alberta Health and advice on local health priorities.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts regularly with council members.
- Works closely with Alberta Health managers in the System Refocusing Division and other divisions.
- Coordinates with other divisions, GOA ministries and may coordinate with provincial health agencies and other health system partners as needed.

Required Education, Experience and Technical Competencies

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

If other, specify:

Community Engagement, Communications, Public Policy, Public Administration, Social Sciences

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

University graduation in a related field (Communications, Public Engagement, Political Science, Business, Public Health, Public Policy, Social Sciences, Public Administration) 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.

Required experience:

- Planning, leading, and managing projects, including managing complex information and assignments in a multi-faceted and fast-paced environment.
- Handling multiple competing branch priorities.
- Understanding and analyzing competing interests of stakeholders to make recommendations and develop program policies.
- Planning and facilitating stakeholder or public engagement.
- Strong communication skills (verbal and written).

Other requirements:

- Must have a valid Class 5 Driver's license.
- Must be available for travel independently throughout the province and able to work evenings and weekends as required.
- Advanced skills in Microsoft Office, including Word, Outlook, Excel and PowerPoint

The following would be considered assets:

- Certified Public Participation Professional (IAP2 Certificate)
- Experience working with a diverse range of stakeholders including rural, remote and Indigenous communities.
- Understanding of the health care system in Alberta.
- Knowledge of government structures and procedures.
- Understanding of the Government of Alberta decision-making process and practices.
- Working knowledge of the interrelationships between the province and federal government.

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		

Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Works with internal and external stakeholders to develop advisory council annual plans and achieve the desired outcomes</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Launching the new councils requires the manager respond to feedback from council members and use critical thinking to identify opportunities for continuous improvement to achieve results.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>The manager must be able to excel while working in a fast paced environment, adjust to changes and remain optimistic and calm, and have a strong ability to shift priorities as required to ensure projects are complete within timelines.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>This incumbent must build relationships with internal and external stakeholders to meet the secretariat mandate. The incumbent must have the ability to engage with all stakeholders, mediate, and resolve disagreements.</p>

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"> • 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>The manager must have a broader understanding of refocusing initiative, health care priorities and emerging local issues and analyzes connections to ensure successful operations of the councils.</p>
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Benchmarks

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

Manager, Program Development and Delivery, AgFor M410-03
 Manager, Assured Income for Severely Handicapped (AISH)
 Strategic Planning, M410-15

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	Employee Signature
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	DM Signature