

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

50010932

Position Name (200 character maximum)

Health Policy Advisor

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

125A

Cost Centre

601941

Program Code: (enter if required)

24402

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Pharmaceutical & Supplementary Benefits Div/PHB

☒ Current organizational chart attached?

Supervisor's Position ID

50019276

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Dental and Oral Health Unit is responsible for the development of policy related to dental and optical health benefits; leadership and coordination of various ministry and cross-ministry initiatives, providing advice and guidance on supplementary health benefits perspectives; and negotiating and leading the administration of several agreements that impact the delivery of dental and optical health services across Alberta. The scope of work includes advanced strategic and program policy for areas such as dental and optical health benefits and multiple health benefit programs (e.g., Dental/Optical Assistance for Seniors Programs (DASP/OASP), low-income health benefits (LIHB) programs and Oral and Maxillofacial Devices and Services (OMDS) Program). Strategies and program initiatives span divisions within the branch, cross-ministry engagements, and pan-Canadian initiatives. Policies and initiatives are health system and province-wide in scope and often require integration across multiple policy areas and disciplines.

Within the unit this position is responsible for project management and advanced policy and strategy development and implementation in alignment with ministry priorities related to the provision of public infrastructure. The Policy Advisor develops and recommends draft policy options, strategies, or frameworks, and participates or leads ministry or cross-ministry initiatives. Strong working relationships are maintained with internal and external stakeholders, and expert

policy process leadership and support is provided to branch leaders, and other affiliated stakeholders both inside and outside of the ministry.

This position operates with the framework provided by the branch and ministry operation and business plans and priorities, the GOA's established policy and legislative development and decision-making processes and protocols, established consultation and research policies and processes, and direction from branch leadership.

Responsibilities

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

Plan, lead, and report on projects related to review and/or development of policy options and/or strategy frameworks to support the achievement of branch and ministry goals and priorities to enhance cost-effective and equitable health benefits programs to Albertans.

- Develop project terms of reference, associated project work plans and staff and budget resource requirements.
- Coordinate the engagement of consultants/contracted resources as needed.
- Supervise project staff and/or consultants to ensure timely project completion, as required by each assigned project, to accomplish expected outcomes.
- Engage the participation of other ministry units and/or other ministries.
- Monitor and report on project status and achievements and raise awareness to significant emerging risks.
- Review project deliverables and make recommendations for approval.
- Evaluate projects and apply lessons learned to future projects or process improvements.

Lead the review, development implementation and monitoring of assigned ministry policies and/or strategies:

- Coordinate the completion of environmental scanning, research, and related analytical functions, including obtaining stakeholder's input.
- Consolidate and analyze relevant data (e.g. information and trends) to provide advice, and an understanding of the current state, leading practices, potential impacts and considerations related to policy options.
- Research policies, best practices, and new theories relating and ensure relevant ministry representatives are informed of the research findings to assist in planning and decision making.
- Identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions and countries, including developing recommendations and strategic options for consideration by senior Ministry representatives and officials.
- Develop policy options and recommendations in alignment with GOA processes and standards.
- Prepare policy and legislative documents to support approval processes (e.g. briefing notes, ministerial reports).

Guide the implementation of strategies in line with ministry and GOA frameworks and priorities.

- Develop implementation plans to guide the implementation of strategies or program policies.
- Monitor and report on implementation plan progress.
- Collaborate with stakeholders involved with implementation to address emerging issues; raise awareness of more significant issues to senior management levels.
- Serve as a government-wide contact for policies or strategies on behalf of the Ministry.
- Interpret policies and plans for different stakeholder groups, ensuring established key messages are consistently applied.

Represent the branch on ministry and cross-ministry initiatives to foster collaboration and synergies.

- Participate in Ministry committees, teams and working groups, representing and providing branch perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Collaborate with department staff to ensure coordination and integration of activities, and promote collaboration within the Ministry and with health system stakeholders.
- Participate in cross-ministry initiatives and research/analysis to support the development implementation of priority GOA initiatives.
- Establish and maintain relationships with Ministry and government representatives and stakeholders at senior professional and managerial levels.
- Coordinate, chair, and support committees and sub-committees associated with the ministry's needs.
- Represent the ministry in answering stakeholder enquiries and facilitate meetings with stakeholders, key ministry representatives and other provincial and/or federal stakeholders.
- Identify and communicate the needs of the Government of Alberta with respect to drug related research to influence

research agendas.

Support the Manager in achieving the mandate and goals of the unit.

- Provide input and recommendations relating to issues, opportunities, and challenges associated with unit operations and functions.
 - Research and create briefings, draft policy and strategic documents, reports and other materials in response to requests from senior management, as well as in response to news reports and release of major research studies.
 - Prepare and make presentation in a variety of topics related to unit initiatives.
 - Develop recommendations to support continual improvement of team processes and functions and maintain awareness of associated processes, tools and best practices that can be tailored to meet unit requirements.
 - Remain current and informed as to ministry issues, proactively recommending review and evaluation of policies and programs.
 - Provide advice and guidance to other staff on policy development processes to enhance the coordination and integration of policy across the ministry.
 - Provide support and advice to the Minister, Deputy Minister, Executive Director, Director, and/or Manager in the development of Alberta's position on new health benefits issues of strategic importance.
- stakeholder's input.
- Consolidate and analyze relevant data (e.g., health benefits information and trends) to provide advice, and an understanding of the current state, leading practices, potential impacts and considerations related to policy options.
 - Research policies, best practices, and new theories relating and ensure relevant ministry representatives are informed of the research findings to assist in planning and decision making.
 - Identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions and countries, including developing recommendations and strategic options for consideration by senior Ministry representatives and officials.
 - Develop policy options and recommendations in alignment with GOA processes and standards.
 - Prepare policy and legislative documents to support approval processes (e.g., Briefing Notes, Ministerial Reports).

Guide the implementation of strategies in line with ministry and GOA frameworks and priorities.

- Develop implementation plans to guide the implementation of strategies or program policies.
- Monitor and report on implementation plan progress.
- Collaborate with stakeholders involved with implementation to address emerging issues; raise awareness of more significant issues to senior management levels.
- Serve as a government-wide contact for policies or strategies on behalf of the Ministry.
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- Participate in Ministry committees, teams and working groups, representing and providing branch perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Collaborate with department staff to ensure coordination and integration of activities, and promote collaboration within the Ministry and with health system stakeholders.
- Participate in cross-ministry initiatives and research/analysis to support the development implementation of priority GOA initiatives.
- Establish and maintain relationships with Ministry and government representatives and stakeholders at senior professional and managerial levels.
- Coordinate, chair, and support committees and sub-committees associated with the ministry's needs.
- Represent the ministry in answering stakeholder enquiries and facilitate meetings with stakeholders, key ministry representatives and other provincial and/or federal stakeholders.

Support the Manager in achieving the mandate and goals of the unit.

- Provide input and recommendations relating to issues, opportunities, and challenges associated with unit operations and functions.
- Research and create briefings, draft policy and strategic documents, reports and other materials in response to requests from senior management, as well as in response to news reports and release of major research studies.
- Prepare and present presentation in a variety of topics related to unit initiatives.

- Develop recommendations to support continual improvement of team processes and functions and maintain awareness of associated processes, tools and best practices that can be tailored to meet unit requirements.
- Remain current and informed as to ministry issues, proactively recommending review and evaluation of policies and programs.
- Provide advice and guidance to other staff on policy development processes to enhance the coordination and integration of policy across the ministry.
- Provide support and advice to the Minister, Deputy Minister, Executive Director, Director and/or Manager in the development of Alberta's position on new health benefits issues of strategic importance.

Problem Solving

Typical problems solved:

Reporting to the Manager, Health Benefits this position provides management and officials of the ministry with relevant and accurate information on which to base policy, planning, and program design decisions through coordination of environmental scanning, research and analysis of options, and the development of policy or strategy recommendations.

The Policy Advisor works within the parameters of established legislation, policies, plans, and guidelines, with significant discretion in determining how responsibilities are performed. The Manager provides general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. The timeliness and comprehensiveness with which services and information are provided to ministry client areas is also critical. This position is delegated considerable independence in working within the ministry, across ministries, and with other stakeholders in accordance with branch and ministry plans, key messages and priorities. Matters with potential for significant impact on unit or branch operations are referred to the Manager, who is also available for guidance when dealing with particularly sensitive issues or situations. The Manager also reviews briefings and recommendations destined for the executive level to ensure assumptions are valid and Ministry goals and objectives are appropriately reflected.

Types of guidance available for problem solving:

The Policy Advisor takes a lead role, with minimal supervision, in leading policy and strategy projects based on general direction and guidance. The Policy Advisor deals with issues which are diverse, complex, and often politically sensitive. The depth and breadth of health benefits policy requires the ability to access relevant background information from a wide variety of sources and then provide a thorough and thoughtful analysis for executive and ministerial decision. Risk assessment, risk mitigation strategies and management is on-going and must provide consideration for the many diverse contributing factors. The incumbent is expected to maintain a broad view of the ministry and its strategic priorities, short and long-term impacts, stakeholder considerations, and the evidence gained through research when providing information, analysis, and planning advice to senior management. Multiple factors influencing health benefits policy beyond the ministry's interests must also be taken into account.

The Policy Advisor collaborates with staff throughout the ministry when identifying information and data requirements; clarifying goals and expected outcomes; planning and managing projects; and developing input and recommendations for the consideration of senior decision-makers. Strong evaluative and critical thinking skills are applied to determine options and recommendations. There is an expectation that all information and associated analysis provided by the Policy Advisor is evidence-based, comprehensive and reliable. The incumbent must remain aware of trends, issues, and best practices across Canada and around the world to effectively analyze diverse circumstances and develop valid recommendations for presentation to ministry representatives. This position also liaises extensively with personnel from other divisions, and departments.

Direct or indirect impacts of decisions:

The impact of recommendations made by the Policy Advisor can be significant, influencing the direction, design, and implementation of ministry plans, policies, and programs that directly affect health benefits programs across Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

- Policy Advisor - provide analyses of key health benefits programs policies and strategies; provide legal and legislative support in the development, implementation and management of health policy reform initiatives.
- Manager/Director, Dental and Oral Health - provide analyses of key dental and optical benefit programs policies and strategies; provide legal and legislative support in the development, implementation and management of health policy reform initiatives.

- Branch staff - collaborate on common initiatives; mentor junior staff.
- Other branches across the department and in other departments (e.g., Assisted Living and Social Supports) - collaborate on program operations; support and participate in a co-ordinated approach to health benefit policy issues.
- Legal and Legislative Services - analyze and present issues for legal advice; negotiate, manage, and monitor legal agreements/contracts/grants.
- Alberta Blue Cross - communicate clearly in response to inquiries regarding the government sponsored health benefit plans.
- Representatives of Provincial and Federal Ministries of Health - Lead and collaborate with other provincial jurisdictions on national strategies.
- Health Benefit Provider Associations - collaborate with associations on strategic and policy initiatives.
- Health Care Professionals, including dental and optical providers - respond to strategic issues raised by health care professionals; ensure perspectives of health care professionals are represented in all policy.
- Public - Articulate the strategic direction of health benefits policy and programs in Alberta.
- Committees: promote coordinated interdivisional approaches in response to emerging health care issues; provide project management support to multi-stakeholder or ministry wide initiatives.

Required Education, Experience and Technical Competencies

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

If other, specify:

Healthcare

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

Work Experience:

- Demonstrated experience in leading strategic initiatives, policy development and management, and research evaluation experience within the public and/or health care sector.
- Experience developing and amending policies and working with related legislation.
- Proven track record of developing and maintaining effective relationships and partnerships with diverse stakeholder groups.
- Demonstrated success in managing complex, multi-faceted issues.

Skills:

- Excellent communication skills, both oral and written.
- Ability to dialogue with individuals from a wide range of professional backgrounds and to maintain effective relationships with multiple stakeholders in a complex environment.
- Strong project management skills and experience managing diverse projects with multiple stakeholders simultaneously.
- Extensive experience in change management.
- Strong organizational and planning skills.
- Creative thinking skills that enable modeling and championing of change to continually improve end results, processes, products and work environment.
- Practical approach to problem-solving in a multi-stakeholder environment.
- Ability to identify and productively resolve conflicting needs and priorities.
- Proven leadership skills.
- Excellent qualitative and quantitative research and analysis skills.
- Strong computer/technical skills.
- Customer service orientation.
- Strong organization and planning skills.
- Proven accuracy in information gathering, data analysis and presentation skills.
- Ability to work effectively both independently and as a member of a team.

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		

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Conceptualizes potential solutions to complex problems and issues affecting the the provision of health benefits in the province
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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 	Adopts a broad view of the interrelationship between various aspects of health and how synergies can be found between various programs
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: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Leverages a collaborative approach in the working with partners and stakeholders. Collaboration is key as the branch continues to evaluate and improve on current programs and processes.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports 	Able and willing to adapt to rapidly changing conditions and priorities. Anticipates and works proactively to meet

		others to do the same <ul style="list-style-type: none">• Proactively explains impact of changes• Anticipates and mitigates emotions of others• Anticipates obstacles and stays focused on goals• Makes decisions and takes action in uncertain situations and creates a backup plan	emergent needs of assigned work areas.
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Benchmarks

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

025PS53 - Senior Policy Advisor 025PS54 - Policy and Legislation Consultant
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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.