

Update

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Intergovernmental Policy

Current Class

Manager (Zone 1)

Job Focus

Policy

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

SS - SPPCAB, IGR

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-05-06

Responsibilities Added:

Vacant position re-purposed within ALSS to intergovernmental relations based on operational requirements and pressures.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

This position provides leadership, advice and assistance internally and externally in the development of health and social related federal/provincial/territorial (F/P/T) policy and issues management, including the identification and analysis of strategic responses to F/P/T issues facing the Ministry and the Government of Alberta. A key responsibility of the Branch is to provide strategic support to several Minister and Deputy Minister level F/P/T tables.

The Manager, Intergovernmental Policy must:

- Establish and maintain positive and effective working relationships with key stakeholders and in particular, counterpart officials from other F/P/T jurisdictions for the purpose of gaining intelligence and positioning Alberta's interests at F/P/T tables.
- Lead in the development of F/P/T initiatives by analyzing interprovincial and Departmental policy documents, developing briefing materials, and providing policy advice and strategic direction to the Minister and Deputy Minister.
- Oversee and provide direction in the coordination and preparation of briefing materials from program areas for Ministers' and Deputy Ministers' meetings/teleconferences. The position will provide direction to program areas on the specific processes for forwarding common briefings, developing Alberta position briefings and meeting tight timelines for submissions.
- Provide leadership and direction in the process to review, approve and sign-off of intergovernmental agreements. This includes overseeing the internal review of all intergovernmental agreements from program, legal and intergovernmental perspectives, and collaborating with Executive Council to ensure compliance and consistency with GOA policy, legislation and process provisions regarding the execution of intergovernmental agreements.

Responsibilities

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

- Liaises with other senior officials from other F/P/T governments on F/P/T matters;
- Collaborates with other Alberta Ministries to ensure that Alberta has a coordinated GOA approach to F/P/T matters;
- Provides direction in the implementation of trade agreements, and facilitates trade and international relations awareness within the Ministry;
- Provides leadership in intergovernmental Ministry responsibilities (e.g., chair a P/T Working Group);
- Manages in the review and approval of all intergovernmental agreements entered into by ALSS; and
- Oversees the development and submission of ALSS submissions to international reports and reporting bodies.

Problem Solving

Typical problems solved:

- Participation in task group work undertaken by the Ministry to resolve complex political and strategic F/P/T issues.
- Ability to work long hours, under political pressures and within tight timelines to develop innovative and practicable solutions to complex health care delivery issues.
- Ability to successfully oversee and/or negotiate all intergovernmental agreements while performing the due diligence to ensure Alberta's interests are protected.
- Ability to foster and maintain collaborative stakeholder relationships when resolving contentious issues.

Types of guidance available for problem solving:

The Manager works within a broad framework of legislation, policies, business, and operational plans to achieve results. Manager must be able to build consensus amongst stakeholders, manage expectations, focus the team's work and seek alliances to move the work forward. Actualizing change is often achieved by negotiating and influencing others. (e.g., other departments, stakeholder across all provincial regions) in the face of competing interests. Sometimes, the Manager must be able to challenge the status quo and traditional methods to reveal novel solutions.

The Director conveys expected outcomes and broad direction; however, the Manager has scope to determine how to achieve these expectations and to manage team resources accordingly. This position works closely with officials in other branches, divisions, ministries and governments.

Direct or indirect impacts of decisions:

- The position is responsible for intergovernmental relations strategic direction and policy development. Much of the

work is driven by the Business Plan and the Assistant Deputy Minister's Performance Contract as these relate to F/P/T initiatives and relationships. Results impact other ministries, as well as agencies and stakeholders in the health sector.

- The strategic directions and business processes that are developed and implemented by this position have a significant impact on the overall accountability of the Ministry, specifically related to F/P/T Health and social issues.
- Intergovernmental work on the alignment of intergovernmental agreements entered into by ALSS has a significant impact with other agreements entered into by other GOA Ministries.
- Formal and informal networks and keeping abreast of health and social policy developments in other jurisdictions, including the federal government, can have a significant impact on the determination of priorities and the allocation of resources within Alberta and impacts the strategic advice and policy direction provided to the Deputy Minister and Minister.

Key Relationships

Major stakeholders and purpose of interactions:

Internal
 Strategic Policy, Priority Coordination and Appeals Branch, Executive Council and officials from other Divisions in ALSS and across the GOA: Provide input into intergovernmental initiatives and seek information regarding activities and coordinate/provide strategic input into ministry intergovernmental, F/P/T initiatives.
 Office of the Assistant Deputy Minister: Provide advice and/or respond to policy issues, as appropriate, provide updates/receive direction on actions, and respond to queries for advice/information.
 Office of the Deputy Minister: Respond to queries for advice/information, including updates on matters of importance to Deputy Minister, and provide briefings, provide (verbal/written) documentation to the Deputy Minister/Executive Committee on intergovernmental, F/P/T issues.

External
 Provincial/Territorial government representatives: Share/Obtain information on matters of mutual interest to other F/P/T governments, collaborate on initiatives/briefing materials/draft papers on issues which cut across F/P/T jurisdictions, and, through formal and informal networks, negotiate for a common direction and outcomes beneficial to Alberta where appropriate.
 Provincial and National organizations and stakeholder groups: Liaise/share information/problem solve/negotiate on issues of mutual interest and concern.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political/Social Science

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

- Broad, in-depth understanding of F/P/T jurisdictional issues and the implications of these for the Ministry and for the GOA.
- In depth understanding of GOA policy and political priorities.
- Knowledge of GOA legislative and decision-making processes.
- Knowledge of policy processes/legislative agendas/priorities of other governments and their likely impact on Alberta priorities and decisions.
- Understanding the dynamics related to multilateral/bilateral negotiation processes.
- Knowledge of the Constitution Acts (1867 and 1982), the *Canada Health Act*, relevant Alberta legislation and their implications for the health and social systems.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process	

		<p>issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours 	

		that challenge progress	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	

Benchmarks

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

M410-19 - Manager, Research & Evaluation