

Update

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Immunization Policy

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

With a high degree of independence, the manager is responsible for protecting Albertans by ensuring Alberta's Immunization Program Policies are developed and implemented while maintaining a high quality immunization program. In collaboration with the Director, Immunization, this includes:

- leading, developing and participating in complex, strategic projects related to emerging health protection and immunization related issues taking into account the interplay of multiple factors influencing health beyond access to health care services, such as social and economic environments, physical environment, health services, individual capacity and coping skills, personal health practices; and developing the best possible solutions for everyone;
- providing expert leadership and support to Alberta Health on immunization related issues, other government sectors, Primary Care Alberta(PCA), Public Health within PCA and other affiliated stakeholders both inside and outside of the health sector;
- providing expert leadership, support and consultative advice to public health staff, other ministries, First Nations and Inuit Health Branch (FNIHB); and other health providers involved in immunization services;
- providing back-up to the Manager, Immunization Business for the Provincial Vaccine Depot; and providing back-up to the Director, Immunization as required related to administrative responsibilities.

Responsibilities

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

1. Immunization Policy and Program Guidelines

- Provide leadership and support to the Office of the Chief Medical Officer of Health (OCMOH) in developing policies through completion of Alberta's Immunization Framework for Introducing a New Vaccine Program (collecting data, completing research; writing documents; completing literature reviews).
- Lead strategic policy development once a new or enhanced vaccine is approved.
- Increase/enhance immunization coverage and awareness by facilitating internal and/or external working groups that promote immunization in Alberta.
- Provide consultative support to public health and other stakeholders in interpreting existing and new policies.

2. Alberta Advisory Committee on Immunization (AACI):

- Leads strategic policy development for new or enhanced immunization programs through data collection, research, document drafting, and literature reviews;
- Leads the development of resources, including working with researchers, to support Alberta's Advisory Committee on Immunization. This includes cost effectiveness, epidemiological data, serological effectiveness and vaccine safety and efficacy considerations;
- Provides leadership and assistance in project coordination for the AACI: assisting in agenda developed for meetings, updating work-plan as required, develops frameworks and presentations for meetings, and facilitates other activities as required;
- Public speaking / leading presentations related to immunization program policy options to the AACI.

3. Adverse Event Surveillance following Immunization

- Provide leadership in policy and strategy development related to adverse event surveillance by monitoring changes in vaccine/technology and updating the existing policy manual.
- Review and analyze reported events by public health; refer specific reports to the OCMOH for further discussion; inform PCA-Public Health when guidelines are not complied with; provide regular reports of adverse events by vaccine and antigen internally to Alberta Health, to PCA, and to the Public Health Agency of Canada.
- Provide consultative support to public health and other stakeholders in interpreting existing policy and strategies.

4. Development and maintenance of an Alberta immunization Strategy (AIS) that addresses vaccine/immunization policy related to *The Immunization Regulation*:

- Strategic leadership in planning, developing and implementing provincial strategies specifically related to

immunization to positively affect the health of various population groups. Strategy development is achieved through knowledge and understanding of historical and current context, disease trends, prevalence and incidence of communicable disease, collaboration, targeted stakeholder consultation, working with external consultants, identifying emerging trends, identifying best practices, establishing targets and objectives in the context of the Alberta Health Business Plan and community needs, implementation, creative publishing and dissemination methods, and monitoring and evaluation of project progress and impact.

- Develop project budgets related to the AIS which are operationally realistic and fiscally sound by facilitating and monitoring funding allocations for grants, contracts to community agencies, PCA, professional associations and external consultants.
 - Creation of sustainable, positive working relationships with diverse stakeholders inside and outside of the health sector by leading and participating in frequent networking, provincial consortium, coordinating committees, working groups and partnerships to minimize duplication, pool resources to maximize impact and produce and develop the best possible solutions and products for everyone.
5. Provide leadership and coaching to the Immunization Policy Unit
- Provide day to day supervision of a team of highly specialized staff responsible for immunization policy.
 - Provide direction to staff on the ongoing implementation and advancement of immunization projects and programs, and associated initiatives.
 - Translate and communicate the alignment between the team's activities and the strategic direction of the branch, division, department and government.
6. Provide leadership and immunization policy perspective into the improvement and maintenance of the provincial electronic databases for immunization and adverse reactions (IMM/ARI) and the Alberta Vaccine Booking System (AVBS) by:
- attending regularly scheduled meetings internally with other branches and teams to address program specific issues as required;
 - assisting with the revision of business manuals, reason codes, and guidelines that reflect the policy direction internally within the department;
7. Provincial Vaccine Depot (PVD)
- Provide back-up for the Manager, Immunization Business to:
- Oversee all functions of the PVD in the off site location including management of staff;
 - Work with the Provincial Coordinator, Biologics to address all vaccine storage, distribution, inventory and wastage issues by ensuring appropriate policies and procedures are in place.
8. Provide back up support and cover-off to the Director:
- As required when the Director is away on vacation, meetings, or national work. This would involve supervisory functions of the Immunization Team, responding to inquiries both internal and external stakeholders, assisting with decision making around immunization policy, and supporting the Executive Director.
9. Respond to Ministerial requests such as briefing notes, action request, and public inquiries.
10. Represent the department at F/P/T forums or meetings related to vaccine safety or others as required.

Problem Solving

Typical problems solved:

- When working with diverse stakeholders from inside and outside the health sector who come with varying approaches, cultures and objectives, it is particularly important to present information in a way that minimizes conflict and controversy. Facilitation and negotiation skills are required when divergent opinions, attitudes and approaches exist. For example, collaborative work within Alberta Health on facilitating the ten year Alberta Immunization Strategy in an integrated or collaborative fashion involving cross ministries and external stakeholders. The strategy targets various stakeholders in health settings, other “shared” settings (e.g., schools, daycares, correctional facilities, etc.) and the public (e.g., within the home, school or clinic).
- Articulating the benefits of addressing the complex interplay of multiple factors influencing health and identifying common ground or commonalities for stakeholders is challenging. For example, addressing immunization issues requires the participation of a variety of sectors not traditionally involved in public health issues (e.g., pharmacists, Primary Care Networks).

- Motivating stakeholders to become involved or continue involvement despite funding issues is challenging. For example, health regions are reluctant to make commitment to changes or enhancements to public health programs unless there is a guarantee of additional funds to support the work.
- Understanding stakeholders' situations and working within the system to remove barriers and develop the most effective approaches when clear guidelines and historical precedents do not exist is challenging.
- Given the complex interplay of multiple factors influencing health beyond access to health care services, identifying the root causes of delayed immunization, and identifying where the Ministry of Primary and Preventative Health Services (PPHS) focus should be concentrated is crucial to this work.
- In an environment with varying knowledge of best practices and broad objectives, solutions must be innovative, creative, fiscally responsible and acceptable to service providers.
- Experience with non-government, community-based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges.
- Solutions are sought by examining experiences with similar situations in other projects and in other jurisdictions. Some documented practices and procedures exist to assist, however, some of the problems and solutions are unique as historical approaches have not adequately addressed the issues/needs.
- Support the Director and Executive Director as required to provide guidance.

Types of guidance available for problem solving:

Position provides leadership in developing solutions to complex issues, as well as collaborating with others in setting direction and fulfilling the mandate of the department.

- Positions provides leadership and coaching to a highly specialized team of public health nurse consultants and senior policy leads.
- This position assists with applying health protection and immunization related knowledge to provincial disease prevention strategies.
- Clear understanding of the *Public Health Act*, *The Immunization Regulation* and the *Communicable Diseases Regulation*.

Position leads and facilitates relationships on behalf of the branch, department and government with other government sectors, PCA-Public Health and other affiliated stakeholders both inside and outside of the health sector.

Direct or indirect impacts of decisions:

- The Alberta Health Business Plan provides guidance on what priorities are, however, there is latitude to recommend what initiatives, projects and programs will be implemented to achieve the goals established in the Business Plan. For example, prioritizing strategic directions that align with Ministry priorities (and outlined in the Alberta immunization strategy).
- Flexibility in selecting and undertaking activities that will provide the necessary results. For example, identifying work plans and products that will most effectively achieve expected outcomes and recommending how the work plans will be implemented (branch, divisional or department resources, contracted, consultants, etc.).
- Work in partnership with other stakeholders on projects and programs whose results have an impact on a provincial and national level.
- Activities have significant impact on the day-to-day operations of stakeholders. For example, the development of policies, standards and guidelines for Alberta's Immunization Program has a direct impact on the work of staff in PCA-Public Health.
- Work on initiatives that address disease prevention such immunization promotion, as identified within the Alberta Immunization Strategy. The resulting work has the potential to affect the overall health of all Albertans as we work to create one of the healthiest populations in the world.
- Review community and research proposals and make collaborative decisions with the Director and Executive Director to recommend funding allocations within various provincial and federal review committees.

Additional information:

- Corporate support: responding to a variety of ministry requests such as calls for updates, Business Plan, Annual Reports, Achievement Plans, Achievement Reports and Action Requests.
- Responding to a variety of unanticipated situations and requests, such as a crisis within a community organization.
- Branch coverage for other Managers and Director.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Other Project and Program Managers, Nurse Consultants, Epidemiologists - Daily - Sharing experiences and

information to foster a broader knowledge base and comprehensive approach in all project areas.

Directors - Daily - Provide recommendations for appropriate strategies and identify risks of policy options. Sharing experiences and information to foster a broader knowledge base and comprehensive approach across a range of project areas.

Provincial Vaccine Depot (PVD) - Weekly / as required - Provide back-up as required in staff supervision at the PVD and provide general oversight of PVD functions. Visits to this off-site location as required. Respond to/or provide back-up to PVD staff in the event of an alarm.

Executive Directors - Weekly - Provide recommendations for appropriate strategies and identify risks.

OCMOH - As required - Provide endorsement and identify risks of suggested policies and strategies.

Administrative Support Staff within the Branch - As required - Provide and receive assistance with work functions pertaining to the immunization and vaccine preventable disease programs.

External

Primary care Alberta(PCA) Public Health Staff - Daily / as required - Consultation about evidence based practices within the region. Respond to vaccine preventable disease or outbreak situations by collaborating with stakeholders.

Public Health Agency of Canada - regional and national staff - As required - Pooling of expertise and financial resources. Production of strategies, products and resources. Foster productive relationships.

Committee Working Groups - As required - Achieve tangible results to meet the goals of projects and programs (e.g., meetings with PCA-Public Health, and other external stakeholders involved with immunization programs and practice).

Public (through Action Requests, Alberta Connects) - As required - Providing accurate information in a timely fashion.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Medicine	Other	Other

If other, specify:

N/A

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

Knowledge:

- Current knowledge of emerging public health issues, marketing, strategies and theories related to health protection, disease prevention related to immunization and integration of strategies and service areas across sectors.
- Extensive knowledge of policy development and planning processes.
- Background and experience in program planning, development, administration and operation.
- Knowledge of appropriate or targeted approaches that will have a positive impact on diverse populations. Population specific programming includes Aboriginal or immigrant populations, families raising young children, high-risk youth, injection drug users, children and youth with disabilities, individuals with low literacy, physicians, other professionals and the general public.
- Good understanding of contract/grant development, facilitation and management.
- Demonstrated knowledge and understanding of strategy development for the prevention of disease in the population e.g., immunization.

Skills:

- Ability to manage complex concurrent initiatives/programs involving collaboration with multiple stakeholders.
- Excellent coordination, consultation, communication (oral, written and computer literacy), interpersonal, negotiation/mediation, facilitation, creative problem solving, analytical, critical analysis, strategic thinking and information synthesis skills.
- Ability to manage resources and analyze issues within those resources with minimal guidance.
- Ability to integrate individual components of programs or projects to create consistent, unified and comprehensive

responses to specific issues.

- Ability to work independently and as part of a team, as well as with diverse stakeholders, such as Medical Officers of Health, Communicable Disease Contacts, and other health providers at the national (F/P/T), provincial, regional and local levels and across sectors.
- Ability to manage working groups and steering committees consisting of stakeholders (typically from management, executive or expert levels of organizations) from diverse backgrounds with varying approaches, cultures, mandates and objectives.
- Ability to ensure that activities are completed within specified timelines and that deliverables are of high quality.
- Ability to provide leadership and guidance to stakeholders, foster the development of new initiatives or coalitions, launch them and work to sustain them.
- Ability to manage and provide leadership to contracted consultants as required.
- Ability to identify strategic opportunities and plan actions that align with business plan goals to address issues and priorities.
- Ability to analyze issues, identify gaps and generate options/solutions.
- Ability to build strong working relationships with key stakeholders and partners to facilitate immunization policy development and implementation.

Education:

- University Degree in nursing, with a minimum of five (5) years of public health and immunization program experience as well as progressively responsible experience in research, policy development and analysis is required.
- Experience in project management is an asset.
- An appropriate mix of education, training and experience may be considered.
- Preferably at the Master's level.

Designation/Certification:

- A member in good standing with a regulated college such as the College of Registered Nurses of Alberta is an asset.

Work Experience:

- Extensive public health experience in immunization programs (minimum five years)
- Experience in managing and directing complex projects or programs.
- Working with senior officials of provincial ministries and/or public health agencies.
- Considerable progressively responsible health related experience including demonstrated experience managing projects involving diverse client groups.
- Demonstrated experience in strategic planning and critical thinking.
- Demonstration of creative and innovative approaches.

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"> • 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 	<p>Updates and changes to AIP impact many stakeholders as well impact organization objective of reducing Vaccine Preventable Diseases. (VPDs)</p>

		collaboration	
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"> • 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 	<p>Position requires a good understanding of the challenges and issues faced by stakeholders with changes to AIP and work together to identify solutions and be able to articulate those to upper leadership.</p> <p>Create the safe space for staff to offer out the box thinking.</p>
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 	<p>1. changing landscape of approved and recommended vaccines in Canada. (i.e COVID-19 vaccine)</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet 	<p>Essential when working with stakeholders in getting policies implemented.</p> <p>Fosters relationships with internal (eg. Health Analytics and PH Information systems) and external (IHE, Universities)</p>