

## New

Ministry

Public Safety and Emergency Services

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Director, Staff Wellness

Requested Class

Senior Manager (Zone 1)

Job Focus

Supervisory Level

Operations/Program

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

Vacant

## Organizational Structure

Division, Branch/Unit

CSD, Correctional Planning and Innovation

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Director

Executive Manager 1

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

Reporting directly to the Executive Director, Correctional Planning and Innovation Branch, this position is responsible for researching, creating, implementing, and overseeing programs in relation to staff wellness and mental health, employee reintegration and awards. This includes developing strategic and operational plans in these portfolios, as well as participation on Cross Ministry and Cross Jurisdictional Committees related to employee wellness.

This position is multi-faceted and requires strong organizational skills, and people leaders skills, along with the ability to work collaboratively with internal and external stakeholders to effectively and efficiently deliver outcomes. The Senior Manager will define, develop, and deliver a strategy and framework for the programs they oversee, supporting the development of related operational policies and processes for programs. They will ensure a supported, engaged, and collaborative workplace for personnel from across the Division and participate on the Ministry Engagement Committee.

All responsibilities are performed in accordance with applicable legislation, policies, directives, procedures and federal and provincial legislation.

## Responsibilities

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

### **1. Develop, implement, and lead Correctional Services Division Staff Wellness strategy**

- Develop and implement Staff Wellness strategy and framework across the Division.
- Identify and address barriers to staff wellness
- Conduct best practice research; responding to issues and developing briefing materials for action requests; collecting, analyzing and maintaining relevant data; networking and tracking emerging practices and trends.
- Develops briefing materials, frequently asked questions (FAQs), speaking notes and key messages supporting the communication of staff wellness related initiatives and programs
- Work closely with the directorates to understand and anticipate emerging needs, identify priority areas for action and facilitate the development of solutions.
- Work with data and analytics to understand, interpret, and translate employee and program data and information. Will involve using data and information to inform and determine specific actions and priorities that impact staff wellness.

### **2. Support reintegration and attendance initiatives for the Division**

- Provide strategic direction and development on workforce initiatives geared specifically towards addressing prolonged absenteeism and constructive return to work strategies.
- Work closely with Public Service Commission Disability Management to develop information and FAQs for CSD staff and management in relation to worksite reintegration policies and processes.
- Supports the Manager, Staff Wellness as the Divisional primary contact for PSC in relation to Duty to Accommodate opportunities.
- Supports and guides reintegration and attendance processes with a focus on staff wellness and inclusive culture.

### **3. Leadership, mentorship, operational management, and supervision of unit personnel**

- Ensure standard operating procedures and guidelines are implemented to support effective operations.
- Ensuring resources assigned to the unit are effectively managed through facilitation of skill and competency development, development of performance excellence and learning plans, performance management, ongoing allocation and management of workload.
- Conducting performance reviews of staff, and ensuring adequate personnel development and succession planning.
- Establish priorities and leads a team responsible for delivering outcomes as directed by the Executive Director.
- Organizes unit work by prioritizing and planning projects, delegating assignments, establishing timelines, and breaking down how large projects and assignments will be approached.
- Lead unit in forecasting activities, collaborating with branch budget officer, and ensuring adherence to Treasury Board and Finance and Procurement directives with regard to hosting, travel, contracts, etc.

### **4. Develop, implement, and lead Division employee awards, staff wellness initiatives and programs, and advancing reintegration supports.**

- Oversee the coordination of the effective development, implementation and ongoing oversight of staff wellness initiatives, return to work and awards programs.
- Participate on the Ministry Employee Engagement Committee.
- Oversee employee awards/medal eligibility, and chair employee recognition committees (CESM, AESM, LSA, Merit Awards, retirement acknowledgments,etc.).
- Oversee the coordination of applications for Ministry and GOA awards and recognition.
- Developing practices to continue to improve employee engagement through recognition and awards.

## Problem Solving

Typical problems solved:

- Create and implement a broad range of programs within a large organization to guide organizational

and cultural change.

- Building stakeholder partnerships through collaborative working relationships
- Providing subject matter expertise, information and recommendations to the Executive Director on programs and policies related to staff wellness.

Types of guidance available for problem solving:

Decisions and recommendations are made with guidance from the Executive Director, CSD Executive Team and the Public Service Commission.

Planning and implementation of changes in response to evolving standards and priorities requires the position to search for solutions within the context of a cultural and legal framework.

Direct or indirect impacts of decisions:

This position contributes to the achievement of relevant Divisional and Ministry goals by leading a team that directly supports Correctional Services frontline operations. This position works in a highly collaborative manner to ensure that the delivery of front line services can be maintained. Actions and decisions made by the incumbent directly impact service delivery from all Branch program areas.

Some situations are unique or unprecedented requiring innovation and creative thinking and analysis of potential options prior to implementing. Process must be applied uniformly throughout the province and accomplished through stakeholder consensus. For example, when a proposal or revision is made to PSC Employee and Family Assistance Supports, a consistent approach regarding the implementation for the change must be coordinated across several or all Branches throughout the province.

## Key Relationships

Major stakeholders and purpose of interactions:

Executive Director - Obtain advice, provide recommendations, receive guidance, seek approval.

Reporting staff - Information sharing, provide guidance, consultation, and direction.

Branch senior managers - Information sharing, resolution of routine and sensitive issues, provide advice.

Public Service Commission - Collaboration on policies, personnel issues, hiring, job ads, promotions, disciplinary matters.

Other government departments and ministries - collaboration, provide advice.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Social Sciences, Humanities, Human Resources

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

7 years of supervisory experience in a related field, including 3 years at the management level.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"><li>• Uses wide range of techniques to break down problems</li><li>• Allows others to think creatively and voice ideas</li><li>• Brings the right people together to solve issues</li></ul>	

		<ul style="list-style-type: none"> <li>• Identifies new solutions for the organization</li> </ul>	
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"> <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>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
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"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented <ul style="list-style-type: none"> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul> </li> </ul>	

## Benchmarks

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

Public Service Commission D & I Consultant  
Advanced Education - Director Human Resources