New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, PHIS

Requested Class

Senior Manager (Zone 2)

Job Focus

Operations/ Program

Supervisory Level

01 - Yes Supervisory

code   Cost Centre   Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Ridband Rural Health / CDC Branch

☑ Current organizational chart attached?

Supervisor's Position ID   Supervisor's Position Name (30 characters)   Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Director of Public Health Information Systems is a senior leadership role pivotal in driving the strategic vision and operational management of both Communicable Disease (CD) and Immunization Information Systems for the Public Health Information Systems Unit. This role is crucial for the oversight, integration, and modernization of public health data systems, ensuring that the organization's technological infrastructure supports effective disease surveillance, reporting, and immunization management. The incumbent will be responsible to oversee the integration and modernization of all Public Health Information systems, which are essential for accurate and timely public health responses. The incumbent will also play a key role in translating public health policies into actionable system enhancements, thereby supporting the ministry's goal of improving health outcomes through innovative digital health solutions. In addition, the incumbent will lead efforts to develop and maintain state-of-the-art systems that support effective disease tracking and immunization data management. The Director will be required to liaise with the Health Information Systems Division, immunization partners, Alberta Health Services, wholesale distributors, the finance department, vendors, and other key stakeholders.

Responsibilities

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

1. Public Health Information Systems Management

Supervision & Oversight: Provide direct supervision and strategic oversight to the team/business area supporting various applications such as Imm/ARI, CDRS, PSI, AVI, PSIR, IDSM, and AVBS. Manage day-to-day operations, workload challenges, and expectations.

Operational Processes: Coordinate the review and optimization of operational processes and governance structures, ensuring efficiency and compliance with established standards and regulations.

Stakeholder Collaboration: Foster and maintain strong collaborative relationships with internal and external stakeholders, including the Communicable Diseases team, Immunization Team, Provincial Vaccine Depot, Office of the Chief Medical Officer of Health, Epidemiology and Surveillance Unit, Health Information Systems Unit, Alberta Health Services (AHS), First Nations, and other key partners.

System Enhancements & Renewal: Oversee system enhancements, renewals, and replacements. Ensure the integration of cutting-edge technologies and methodologies to support the evolving needs of public health information systems.

2. Strategic Planning & Road map Development:

Road map Creation: Develop a comprehensive road map for the enhancement and optimization of Public Health Information Systems in alignment with legislated requirements such as the Public Health Act, Health Information Act, Immunization Regulation, and Communicable Disease (CD) regulations.

System Interdependencies: Define and communicate the interdependencies of all existing systems to ensure seamless integration and functionality. Maintain required synergies among systems to support public health objectives.

Business Case Development: Lead the development of business cases for systems transformation, outlining the strategic vision, expected outcomes, and resource requirements for the modernization of public health information systems.

3. Regulatory Compliance & Data Coordination:

Legislative Compliance: Ensure that all systems meet legislative and regulatory requirements, supporting compliance with relevant public health regulations and policies.

Data Coordination: Oversee the coordination of data submissions for Alberta Health Services (AHS), Alberta Public Laboratory (APL), Public Health Agency of Canada (PHAC), immunization stakeholders, and vendors.

Stakeholder Communication: Communicate a unified vision to stakeholders and partners, aligning their efforts with the organizational goals and regulatory mandates.

Data quality and integrity: Implement robust data governance framework to maintain the quality, accuracy, and integrity of public health data.

4. Internal Reporting & Efficiency:

Accurate Reporting: Support accurate and timely internal reporting through effective documentation and process management.

Project Management: Leverage project management skills to develop processes that drive efficiency and anticipate the needs of stakeholders. The position will create project templates, objectives, timelines, and budget and oversee projects from conception through execution. The position will constantly deal with competing interests. Ongoing collaboration is therefore required to identify issues and balance interests and is a significant challenge.

Continuous Improvement: Implement continuous improvement practices to enhance system functionality, data accuracy, and overall efficiency.

5. Human Resources and Leadership

Team Leadership: Provide leadership and mentorship to the Public Health Information Systems team, fostering a collaborative and high-performance work environment.

Professional Development: Identify and support professional development opportunities for team members to enhance their skills and competencies.

Problem Solving

Project Management: Develops detailed project templates, objectives, timelines, and budgets for various initiatives related to the modernization of Public Health Information Systems. Manages projects from conception through execution, such as implementing new surveillance systems or upgrading data compliance frameworks. Assesses resource requirements and availability, assembling multi-disciplinary teams to address complex issues. Oversees the development of terms of reference, logistics planning, and accountability mechanisms. For instance, coordinating the rollout of a new immunization information system across multiple health regions.

Issues Management: Independently evaluates current and potential issues impacting Public Health Information Systems, such as data integration challenges, regulatory compliance, and technological advancements. For example, assessing the impact of new data privacy laws on existing systems and recommending necessary adjustments.

Exercises significant judgment in determining the relevance of new developments or emerging threats to system integrity and public health reporting. Decides the timing and method for bringing critical issues to the attention of senior officials. Motivates stakeholders to engage with or continue supporting initiatives despite potential funding or resource constraints.

Leads the preparation of high-level briefings, policy statements, and strategic analyses, including risk assessments and mitigation strategies. Ensures that substantial data, research, and background materials are available and presented objectively. This involves preparing comprehensive reports on system vulnerabilities or the benefits of new data integration strategies under tight deadlines.

Lead framework formulation and proposals; Responsible for spearheading the development of legislative proposals related to the modernization and compliance of Public Health Information Systems in Alberta. This includes researching emerging technologies and methodologies, creating comprehensive discussion papers, strategic documents, and consultation tools, and designing an implementation roadmap. For instance, crafting proposals to align data management practices with the updated Health Information Act and Public Health Act.

Acts as a technical expert for senior Ministry officials and may be required to attend high-level meetings, including Cabinet Committees, to provide insights and recommendations on public health information systems. This entails translating complex technical requirements into actionable policy recommendations that align with legislative and regulatory frameworks.

Cross-functional collaboration: Works closely with other program areas (e.g., Pharmacy, Surveillance, Information Technology/Management, Communications, Legislative Services, Privacy, and Security) to ensure that public health information systems are integrated effectively. This includes aligning the goals of various units with the overarching strategy for public health information modernization and compliance.

Provide Strategic Advice and intelligence gathering: Offers strategic advice and comprehensive information to the Executive Director and Assistant Deputy Minister, requiring extensive intelligence gathering and analysis. Delivers accurate, objective responses, including options and recommendations on complex public health information issues, such as integrating new health data standards or enhancing system interoperability.

Stakeholder Engagement: Engages with officials from other departments, AHS representatives, and potentially other government entities to articulate the benefits of addressing multifaceted factors influencing public health data management. Identifies common ground among diverse stakeholders, facilitating collaborative solutions to improve data accuracy, accessibility, and integration.

The Director is responsible for ensuring that government priorities related to Public Health Information Systems are effectively implemented. The Director ensures the provision of strategic and accountable analysis and advice to the Executive Director, ADM, Executive Team and Minister on a diverse range of complex and often contentious Public health information systems issues includes options, recommendations and risk mitigations to inform decision making.

Direct or indirect impacts of decisions:

The position is responsible for keeping the executive leadership team (Executive Director, Assistant Deputy Minister, Deputy Minister) apprised of both issues and major accomplishments.

The position will often be the sole department representative at meetings with a range of key senior level stakeholders from including non-government organizations, health practitioners, AHS, First Nations, public health system partners; communicating the department's position on issues. In fulfilling this role, the decisions made will affect or have the potential to affect health practitioners and an Albertans access to immunization services.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Executive Director: Daily - Provide recommendations and support strategic decisions. Share experiences and information to foster a broader knowledge base and a comprehensive approach across a range of project areas.

- Directors: Daily - Exchange insights and align strategies to support the immunization and communicable diseases teams, ensuring a coordinated approach in all operational areas.

- Chief Medical Officer of Health and Provincial Health Officers - Ad hoc - Collaborate on the integration of IT requirements with medical and public health practices to enhance project outcomes.

- Professional and administrative staff within and outside the Branch - Daily - Manage work functions related to program areas including but not limited to the Immunization Unit, Communicable Diseases Unit, Health Information Systems Division, Privacy and Security Unit, Information Management Unit, Office of the Chief Medical Officer of Health, and Public Health Compliance.

- Legal and Legislative Services - Ad hoc. Engage as necessary for legal guidance and support on compliance and legislative matters.

External

- Alberta Health Services (AHS) - weekly - Consult on the development and implementation of strategies, ensuring alignment with healthcare delivery systems.

- Public Health Agency of Canada (PHAC) - bi-monthly - Inter-provincial coordination of reporting data.

- Alberta Precisions Laboratory - weekly - Consultation on data elements and requirements for submission.

- Vendors ; including but not limited to IBM, Telus Kroll, Shoppers Drug Mart, OKAKI, McKesson, STC, etc. Collaborate on system development, integration, management, and modernization efforts.

- Other government departments - as necessary - Seek direction and guidance on strategies that impact cross-departmental initiatives.

- Expert consultation for the department, provincially and nationally - Provide specialized knowledge and insights for departmental projects at provincial and national levels.

- National working groups and advisory committees. As necessary. Participate in discussions to shape national policies and practices relevant to public health information systems.

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:

Masters preferred - Public Health / Epidemiology / Computer Science / Health Informatics

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

Skills

Project Management
- Excellent project management skills and ability to step into the project manager role in various stages of the project management life cycle.
- Experience in managing and directing complex and concurrent projects or programs.
- Ability to develop an IT roadmap to outline future system needs.
- Ability to manage resources, time, work, and stress under pressure and high demands.
- Ability to manage and respond to change and facilitate change management strategies for other staff.
- Ability to ensure that activities are completed within specified timelines and that deliverables are of high quality.
- Ability to manage resources and analyze issues within those resources with minimal guidance.
- Ability to analyze issues, identify gaps, and generate options/solutions.

Coordination and Consultation
- Excellent coordination, consultation, negotiation/mediation, and facilitation skills.
- Ability to provide leadership and guidance to internal staff and stakeholders, foster the development of new initiatives or coalitions, launch them and work to sustain them.
- Ability to collaborate with the business, procurement, privacy/security, and IM/IT resources to ensure all aspects of the Project are aligned and integrated.
- Considerable progressively responsible health-related experience, including demonstrated experience managing projects involving internal and external stakeholders.

Analytical and Strategic Thinking
- Excellent analytical, critical analysis, strategic thinking, and information synthesis skills.
- Demonstrated experience in strategic planning and systems thinking.
- Ability to be flexible to respond to ad hoc, emerging issues, and shifting priorities.
- Ability to respond to data audits, data cleansing, and conversion strategies.
- Demonstration of creative and innovative approaches.

Communication
- Excellent interpersonal skills – verbal communication, leadership, and teamwork.
- Excellent written communication and editorial skills.

Knowledge - Information System, IT and and Public Health
- Experience in the development, reviewing, streamlining, and updating of project documents, including:
- Vendor integration documents and processes
- Business/functional requirements
- Technical requirements
- Data standards
- Data mapping to the Imm/ARI Project Data Dictionary
- HL7 messaging standards
- Implementation plans
- Work plans
- Knowledge of Public Health concepts and guidelines.
- Extensive knowledge of project management approaches; project/program planning, development, administration, and operation.
- Good understanding of contract development and management including the development of Requests for Proposal.
- Knowledge of organizational leadership and management.
- Knowledge of political/government structures and decision-making processes.

Policies and Regulations
- Good knowledge of the Public Health Act and Health Information Act.

| - Knowledge of political/government structures and decision-making processes. |
| - Knowledge of developing contract requirements and requests for proposals. |
| **Stakeholder Relations** |
| - Familiarity with the work of various stakeholders, including health and non-health sector groups, as well as government and non-government stakeholders. |
| - Experience with creating primary impact assessments. |
| **Security and Privacy** |
| - Support the development of security and privacy documents (external and internal). |
| |
| **Experience; extensive experience in both immunization and CD information systems.** |

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
Systems Thinking	○ ○ ○ ◉ ○	Integrates broader context into planning: • 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	
Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • 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	○ ○ ○ ◉ ○	Proactively incorporates change into processes: • 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	
Develop Networks	○	○	○	◉	○	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

M420-47

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