

## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Requested 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

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Acute Care Standards, this position provides leadership and direction, applies strategic thinking and results based methods to ensure that the business plan goals and objectives are achieved with a focus on collaboratively developing, implementing, and monitoring standards within, and collaboratively developing, a provincial acute care performance framework.

A key focus of the team will be cross-sector integration and the effective delivery of acute services across the patient journey in the health system. Additionally, the Manager, Acute Care Standards leads a team of senior policy advisors and is also accountable for the effective and timely response to address public and patient questions, interests, and concerns. The unit also includes clinical specialists.

#### Responsibilities

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

The ACS manager in the Acute Care Division leads a team responsible for informing government policy decisions about acute care, including standards, key performance indicators and policy guidelines using methods such as jurisdictional scans, committees/working groups, and qualitative and quantitative data

analysis and reporting. To be successful in the role, the manager will build this team and its capacity by working collaboratively with other divisions in the Ministry, the other units in the Acute Care Division, and with the new Acute Care Organization focusing on:

**Information, Analysis and Advice** - Standards development is supported by appropriate research, analysis and presentation

**Project Management** - Efficient and effective project plans are in place to support strategic policy initiatives

**Content Development** - Standards development is supported by appropriate presentation of content tailored to the intended audience

**Leadership and Accountability** - Strategic priorities are identified, planned, and advanced through government's decision-making process in a timeline manner through appropriate analysis, consultation, and political consideration

**Issues Management** - Policy and standards are supported by proactive issues management

**Stakeholder Engagement** - Planning, development, delivery and support

The position leads and directs a team of professional staff in the following areas:

- Lead strategic initiatives to improve the alignment of acute care delivery province-wide, including the development of performance standards and performance framework, measures and reporting.
- Lead the research, analysis, development and implementation of system standards including policy and development of legislation.
- Promote acute care within the Ministry and GoA in order to achieve branch and division goals and promote a highly functioning system.
- Work collaboratively within Health and with other ministries to represent acute care interests and promote an effective collaborative health system.
- Provide leadership and support in areas of motivation, performance management and provide direction to staff to ensure all are successful.
- Develop briefing and background material for the director, executive director, Assistant deputy minister, associate deputy minister and Minister.
- Provide consulting and technical advice to the Minister, MLAs, ministerial appointed boards/committees, other federal/provincial/territorial departments and agencies.
- Work with a team in developing standard messaging for public correspondence and framing of standards to inform policy advice.
- Managing standards issues relating to Alberta's acute care system and advising on how to effectively respond to issues.

## Problem Solving

Typical problems solved:

The types of problems the position routinely solves, includes:

- Appropriate framing of issues which tend to be complex and diverse, politically and publicly sensitive, spanning not only several program areas but also the entire health system, affecting significant stakeholder groups with competing needs/interests.
- Identifying issues related to effective collaboration with health system partners and generates ideas to create a path for how to support specific projects and coordinate them within a broad framework.
- Identifying who to engage across a large spectrum of internal and external stakeholders. There is a high requirement for creative and broad thinking/visioning, balanced with identifying related

impacts to acute care that may need to evolve to enable the future directions.

Types of guidance available for problem solving:

This position is embedded within a multi-faceted team within the Acute Care Division that is interconnected and interdependent bridging policy and legislative development to oversight of acute care service provision.

Direct or indirect impacts of decisions:

This position holds the opportunity to inform and shape the future of the acute care system in Alberta. The position is responsible for:

- Interacting with internal and external stakeholders to determine when stakeholders are needed to inform standards
- Relevant monitoring of progress to reach benchmarks in the system.
- Developing standard messaging for public correspondence and framing of standards to inform policy advice.
- Managing standards issues relating to Alberta's acute care system and advising on how to effectively respond to issues.

## Key Relationships

Major stakeholders and purpose of interactions:

**Director/Executive Director:**

- Provide advice on or respond to issues, as appropriate; provide updates/receive direction on actions; raise awareness to strategic opportunities and threats of significance to engage executive ministry attention.

**Division leadership**

- Collaboration, integration, advice, recommendations regarding directions, planning, and performance.

**Unit Staff**

- Share information, influence consideration for and adoption for acute care policy partnerships on cross-ministry research and knowledge management initiatives.

**Branch and Division Staff**

- Provide branch vision and priorities; information sharing, collaboration, knowledge exchange.

**Office of the Deputy Minister and Office of the Minister**

- Respond to queries for advice including updates on matters for the Deputy Minister or provide briefings to Deputy Minister/Executive Committee.

**Senior Leaders at Alberta Health Services and Covenant Health**

- Share information, obtain information, collaborate, problem solve on issues related to the health system.

**Other Jurisdictions (external)**

- Obtain input, feedback on proposals, strategic directions, issues, priorities; Partnerships on provincial health services.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Health or business administration, or equivalent mix of related experience and education
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Job-specific experience, technical competencies, certification and/or training:

<p>Required experience includes:</p> <ul style="list-style-type: none"> <li>- Understanding of government structure, legislative frameworks, and the application of legislation in the Alberta health care system</li> <li>- Sound knowledge of health care providers and their roles</li> <li>- Experience with policy development and multi-stakeholder environments</li> <li>- In-depth knowledge of health system priorities, acute care service delivery, and issues within the political and economic environment</li> </ul>
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## 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>The incumbent must understand how standards inform changes in health policy impact planning and care delivery in EHS. Because the incumbent is responsible for the design, development and implementation of the standards framework for EHS, changes can have a very large impact on key stakeholders across the health system. As such, a high degree of strategic thinking is required.</p>
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> <li>• Identifies new solutions for the organization</li> </ul>	<p>It is critical that the incumbent understands various perspectives and is able to pull together the right people to solve complex system problems and find creative solutions. At the same time, the incumbent must balance a variety of needs, assess the implications of various alternatives and provide meaningful, well thought out solutions for</p>

			consideration by department leadership.
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>	The incumbent will be provided broad overarching recommendations and must take accountability to determine the most effective way to achieve desired results.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	The incumbent is expected to bring people together, facilitate meaningful dialogue and motivate others to achieve results.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	The incumbent will build effective networks by connecting and building trust in relationships with different stakeholders.

