

Ministry

Health

Describe: Basic Job Details
Position

Position ID

Position Name (30 characters)

Dir Primary Prev & Wellness

Current Class

Requested Class

Senior Manager (Zone 2)

Senior Manager (Zone 2)

Job Focus

Supervisory Level

Policy

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

S p

Design: Identify Job Duties and Value
Job Purpose and Organizational Context

Why the job exists:

The Director, Primary Prevention and Wellness reports to the ED of the Health Protection Branch (HPB) and provides leadership and direction to a team of individual responsible for the development and communication of policy, legislation, strategic advice, analysis and issues management related to a broad range of public health issues concerning health promotion and wellness, cancer screening, injury prevention, maternal and infant health, tobacco and vaping control, health impacts of cannabis legalization, sexually transmitted and blood borne infections and vulnerable womens health programming.

The position is responsible for directing team activities to achieve critical policy and operational outcomes, as well as anticipate and respond to challenging issues on disparate health promotion and wellness topics. The position ensure internal and external clients receive sound advice and direction. The Director utilizes team resources effectively to research, analyze and provide strategic advice and policy alternatives in a fast paced, high profile department.

The position works closely with department staff, other ministries, health agencies and stakeholders including community based organizations to lead, plan, implement, coordinate and evaluate public health policies and strategies for Alberta that could include grant funding arrangements.

Responsibilities

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

- lead health/wellness promotion and chronic disease/injury prevention policy development for the Ministry that achieves government priorities, reflects international and national trends, and considers stakeholder input
- lead the development of effective client and community focused policies through the public and stakeholder engagement and research/evidence review
- identify, analyze and provide recommendations on policy options, including strong evidence informed rationale.
- develop policy materials providing strategic direction and advice for government consideration of implementation, including written and in-person briefings, position papers and Cabinet policy documents
- Accompany senior leaders to meeting, briefings and committees to act as a senior advisor
- direct project teams and delegate responsibility where appropriate
- maintain strong lines of communication with stakeholders/partners both internal and external to government
- establish and foster strategic relationships to advance common health/wellness promotion and chronic disease/injury prevention goals
- lead the development, implementation, monitoring and renewal of legislation which facilitates health/wellness promotion and injury prevention.
- provide oversight for the Tobacco, Vaping and Smoking Reduction Act and Regulation, monitoring effectiveness, responding to inquiries, identifying issues and suggesting amendments for modernization.
- provide oversight for the Protecting Choice for Women Accessing Health Care Act and Regulation, monitoring its implementation and responding to inquires.
- Manage and supporting the 4 cancer screening programs
- Work with partners in other Ministries to review, renew and carry legislation through the decision making process.
- Plan and lead legislative reviews, including conducting public and stakeholder engagement.
- Manage the grant process which provides a range of funding to recipients to advance health/wellness promotion and injury prevention in Alberta with an annual budget of over \$20 million.
- Provide strategic funding advice to senior management on initiatives and projects that fulfill and advance the Ministry's goals and objectives.
- lead, coach and mentor grant managers to achieve business plan goals and ensure appropriate accountability for grant funding and compliance to the Financial Administration Act.
- oversee grant managers assessments of results achieved from grant funding as an effective steward of public funds.
- Lead strategic briefings on public health policy issues to executive leaders.
- lead the development of processes that ensure the Ministry has effective, appropriate and proactive strategies to address current and emerging public health issues.
- Support the executive team in accomplishing its mandate and goals.
- lead unit participation in corporate governance requirements including business plan, and other key briefing materials are required.
- responsible to operate within the allocated budget, provide accurate forecasts, identify budgetary pressures and provide advice in consideration of the stewardship of public funds.
- participate in branch/division strategic planning sessions and leading components as appropriate and required.
- provide leadership by modeling the way within scope of this role on corporate initiatives and priorities such as employee engagement, respect in the workplace and OHS requirements.

Problem Solving

Typical problems solved:

Policy and Legislative Development. Position is required to lead the development of legislative proposals with respect to the regulation of public health in Alberta. Position can be asked to research and develop policy, create discussion papers, strategy documents, consultation tools and an implementation strategy.

Position is required to take that knowledge and lead the production of pre-legislative documents including policy proposals (4 column documents, legislative templates, Memorandum to Cabinet) often under short timelines.

Position may be required to act as a technical support for senior Ministry officials and may be required to attend Cabinet Committees, as a technical resource.

Issues Management. Position is required to independently and proactively assess current and potential issues within public health with respect to their implication for government. For example, the position may be required to assess the significance of new evidence and policy/legislative initiatives in other jurisdictions. Position must exercise considerable judgment and discretion in terms of determining the relevance of new information and events and how and when to bring them to senior officials' attention.

Position is responsible for leading and coordinating the development of all necessary high level briefings, policy statements, strategic analysis, including pros and cons or risk assessment, and also must ensure that substantial data, research, and background materials are prepared and available. Timelines are often short and outside of position's control. Position must exercise considerable independent creativity and judgment making sure to fairly capture those issues that are brought forward to leadership.

Project management. Position directs team members to create project templates, objectives, timelines, and budgets and directs projects from conception through to execution. The position must assess resource requirements (and availability), creating multi-disciplinary teams when necessary. Position can be responsible for development of terms of reference, logistics, reporting and accountability including feedback review, action plans and implementation of projects. In the case of legislative review projects, implementation has often required the creation and management of new departmental policy committees.

This position is constantly dealing with competing interests. Ongoing collaboration is therefore required to identify issues and balance interests and is a significant challenge.

This position is required to provide advice and information to the Executive Director and Assistant Deputy Minister. This requires extensive intelligence gathering and the provision of accurate, objective, rationalized responses including options and recommendations. The position is expected to consider the current context and have considerable political acumen when framing advice.

Most issues management involves other department officials, representatives from AHS and potentially other government departments including across Canada. Interactions with other program areas (e.g. Communications, Legislative Services, Alberta Justice and FOIP) must be carefully planned and executed.

Types of guidance available for problem solving:

The Director is responsible for ensuring that government priorities related to health/wellness promotion and chronic disease/injury prevention are effectively implemented through strategic policy development and issues management. The Director ensures the provision of strategic and accountable analysis and advice to the Executive Director, Assistant Deputy Minister, Executive Team and Minister on a diverse range of complex public health issues, including options, recommendations, rationale and risk mitigation to inform decision making.

The Director would seek guidance from colleagues within the department and in other Ministries, the Executive Director, Assistant Deputy Minister, and/or the Office of the Chief Medical Officer of Health, depending on the topic. The Director would also establish contact with FPT colleagues to consult with on specific topics of shared interest.

The Director would seek advice from Justice, Finance, Public Service Commission, and Treasury Board and Finance.

Direct or indirect impacts of decisions:

This position is accountable for providing strategic advice, options development and recommendations to advance public health policy frameworkers on a very broad range of topics. The provincial policies have immediate and long-term impact on the health of all Albertans across all demographics due to the scope of work (e.g., tobacco, vaping, cannabis, injury, cancer and chronic disease, nutrition, school health,

vulnerable women's programming).

Policy developed will also impact the operations of AHS and other service providers.

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

The position will often be the sole department representative at meetings with a range of key senior level stakeholders including non-government organizations, health professions, municipalities, AHS, First Nations and Metis, public health system stakeholders; communicating the department's position on issues. In fulfilling this role, the decisions made will affect or have the potential to affect individuals, communities and health care providers.

This position must work in close partnership with the Office of the Chief Medical Officer of Health. Health system delivery partners and cross ministry stakeholders are also critical relationships in the delivery of effective public health policies.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Minister, Deputy Minister, Assistant Deputy Minister - Occasional - Report progress on operational plans, issue management and policy advice for public health.

Executive Director, Health and Wellness Promotion - Daily - Report progress on operational plans, provide policy advice, discuss public health issues management, collaborate on solutions.

Chief Medical Officer of Health - Weekly - consultation and recommendations, interpretations and collaboration on policy projects, promoting teamwork on program strategies and share information on related issues with others in the Division. Management of work functions pertaining to the program area.

Professionals in the Office of the Chief Medical Officer of Health, Analytics and Performance Reporting, Primary and Community Health - Weekly - Clinical consultations and recommendations, interpretation and collaboration on policy projects, promoting teamwork on program strategies and share information on related issues with others in the department. Management of work functions pertaining to the program area.

Professional and administrative staff within the Branch - Daily, as necessary - management of work functions pertaining to the program area.

External

AHS (tobacco/vaping control; cancer, chronic disease and injury prevention, maternal-infant health) - as necessary - Program consultation, support and policy interpretation.

AHS Medical Officers of Health - as necessary - Policy interpretation and external consultation for program development.

Other government departments - as necessary - Cross-departmental collaboration as required by the program area.

Grant recipients - as necessary - Ensure accountability for funding and alignment with department priorities.

Expert consultation for the department, provincially and nationally - As requested and as work priorities permit - Mentor and speaker for the advancement of policy.

National workign groups and advisory committees - As necessary - Participation on working groups to advance policy in Alberta and Canada.

Required Education, Experience and Technical Competencies

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

If other, specify:

Health or Social Services background

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

Knowledge:

- Broad, sophisticated knowledge of Alberta's public health system to provide relevant strategic advice.
- Knowledge of public health developments, political and legislative, in other jurisdictions and other countries.
- Extensive knowledge of policy analysis framework necessary for the development of policy recommendations, actions plans, implementation strategies, etc.
- Knowledge of relevant legislation, policies, programs, business and strategic planning processes.
- Strong knowledge of government decision-making and policy development process and procedures, including public consultation processes, legislative/committee processes.
- Knowledge and familiarity with Alberta's health system key priorities, key trends, development, etc.
- Excellent understanding of public health stakeholders and issues both within a public health context and from a broader, patient-centered perspective.

Skills:

- Strong leadership, organizational, time and project management skills.
- Strong political acumen.
- Strong project management and planning skills including goal setting, progress reporting, establishing work-plans and evaluating performance.
- Excellent consultation and relationship skills.
- Ability to function under pressure and use tact, diplomacy and good judgment.
- Ability to work independently and make appropriate and timely decisions.
- Strong analytical skills.
- Exceptional interpersonal and communications skills.
- Creative and innovative problem-solving skills (under pressure) in finding new solutions to policy, regulatory, operational or relationship issues.
- Ability to adapt quickly to rapidly changing environments and model resilience.
- Ability to lead and inspire teams under time and resource pressures.
- Ability to identify and mobilize resources (internal and external) to find innovative and realistic solutions to complex issues and problems in the workplace.

Essential Work Experience:

- Significant related experience in public health, issues management and resolution, policy, legislation and

regulation development, strategic planning, facilitation and change management.

- Experience in providing advice to elected officials, executive management, senior officials and stakeholders.
- Experience at a management level.
- University degree in related field. Masters preferred but not required

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"/>	Integrates broader context into planning: <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 	Plan and develop provincial strategies in the context of the current department priorities, Business Plan and Ministers mandate letter, health needs of Albertans and health system delivery needs.
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 issues: <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 	Respond to complex and often public issues that require finding solutions that take multiple perspectives into account in order to achieve overall objective to protect Albertans while balancing financial impacts to decisions.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <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 	Respond to emerging events, new research, action requests, correspondence and requests from the public, community based organizations, advocates and other departments Research issues as they arise within the department and provide recommendations through written, verbal and electronic

			responses often under tight timelines and political considerations.
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"> • 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 	<p>It is crucial for this position to create sustainable, positive working relationships with diverse stakeholders inside and outside of the health sector by leading and participating in cross-ministry committees, provincial coordinating committees, working groups and partnerships to minimize duplication, pool resources to maximize impact, and produce the best possible solutions and products.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Director, Workplace Health M420-36

Section Head, Environmental Policy Integration M420-25

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