

Public (when completed)

Common Government

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Reclassification

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Current Class

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

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:

Updated to reflect Hospital and Surgical Health Services (HSHS) as a distinct ministry instead of "Health."
Duties of senior intergovernmental policy advisor replaced previous duties as policy advisor.

Vacant position re-purposed within the unit from policy to intergovernmental relations based on operational requirements and pressures. Reclassification from PS3 to PS4 as skill set required for the role are at the senior level; matches other position in unit.

Mirrors position 50019458 Senior Intergovernmental Policy Advisor.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The intergovernmental relations component of the Policy and Legislative Services unit provides advice and assistance internally and externally in the development of health related federal/provincial/territorial (FPT) policy and issues management and provides support to FPT tables, such as: the Conference of Ministers and Deputy Ministers of Health, the Western Territorial Deputy Ministers table, the Western Premiers' Conference, the Health Ministers' Meeting, the Council of the Federation, etc. The unit coordinates responses to reports from national organizations and participates in directed activities with these organizations as directed by the Minister and/or Deputy Minister.

The Senior Policy Advisor establishes and maintains effective relationships internally with other branches and divisions, and externally with other jurisdictions, government departments and agencies, to seek intelligence and collaborate on FPT issues for the purpose of ensuring optimal integration of business goals and ministry objectives. This includes undertaking policy analysis of interprovincial policy documents; assisting in the preparation of Alberta submissions for national and international reporting commitments; and collaborating with Executive Council (and other Alberta ministries, as applicable) on issues as they arise.

Responsibilities

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

- Establish and maintain positive and effective working relationships with key stakeholders, in particular, officials from other FPT jurisdictions, for the purpose of gaining intelligence and strategically positioning Alberta's interests at the Health Ministers Forum and the Deputy Ministers of Health Forum.
- Participates in the development of FPT initiatives by analyzing interprovincial and departmental policy documents, developing briefing materials, and providing policy advice and direction to the Minister and Deputy Minister.
- Facilitate the coordination and preparation of briefing materials for Ministers' and Deputy Ministers' meetings / teleconferences. Collaborates with program areas on specific process requirements of forwarding common briefing materials, and providing policy advice and direction to the Minister and Deputy Minister.
- Monitor and manager intergovernmental relation issues in the health sector and prepare draft briefing and correspondence that assist in defining Government of Alberta policy positions that serve to preserve and promote provincial interests.
- Assist in the development, submission and implementation of strategies, performance measures and targets in the preparation of branch and division business plans.
- Conduct research, monitor media and accumulate intelligence on international, national, FPT and health related issues with relevance to Alberta.

Problem Solving

Typical problems solved:

- the position requires frequent contact with officials from other jurisdictions, ministries, divisions, branches and agencies. It requires significant independence and initiative, with a high degree of accuracy and self-motivation within the scope of the position and under the direction provided by the Manager.
- the position requires a broad understanding of those Government of Alberta statutes that affect the provisions of intergovernmental agreements, including the *Government Organization Act*.
- the position requires the ability to work independently and within a team environment to develop policy, provide briefings and address issues where there are specific intergovernmental responsibilities, such as consulting/mediating with other jurisdictions, ministries, divisions, branches and agencies on FPT related issues and agreements.
- the position requires the ability to prioritize work to meet changing priorities and timelines; and to facilitate, collaborate, and mediate amongst various groups with competing priorities to draft common briefing materials.

Types of guidance available for problem solving:

The position reports to the Manager, Intergovernmental Relations, who is available to provide guidance. The Director, Policy and Legislative Services and Executive Director, Strategic Policy and Initiatives, are also available.

Direct or indirect impacts of decisions:

- Supports strategic directions and business processes which have impact on the overall accountability of the ministry, specifically related to FPT health issues.
- Outcomes / results of work may impact other ministries, as well as agencies and stakeholders in the health sector. Work on the alignment of intergovernmental agreements entered into by HSHS may impact other agreements entered into by other Government of Alberta ministries.
- Maintaining formal and informal networks may have impact on the determination of priorities and allocations of resources within Alberta, which in turn impacts the strategic advice and policy direction provided through the management team to the Deputy Minister and Minister.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director, Director, Manager and officials at various levels in other jurisdictions, ministries, divisions, branches and agencies. These contacts are cultivated and maintained for the purpose of gathering intelligence, managing issues, mediating conflict, collaborating on joint initiatives, and preparing strategic documents.

Required Education, Experience and Technical Competencies

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

If other, specify:

University in a related field (public policy, public administration, political science, arts, etc.)

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

Knowledge:

- an understanding of FPT health related policy/issues and the implications of these for Alberta. This includes understanding federal positions on health related issues found in such documents as the Throne Speech, Federal Budget, reports of inquiry and commissions, etc.
- knowledge of government policy development processes and procedures, including impacts of bilateral / multilateral consultation processes. Synthesizing complex materials and issues and utilizing analytical skills and abilities to write in a clear and concise manner.
- knowledge of Alberta statutes, key policy papers, Intergovernmental Accords and directives pertaining to intergovernmental issues.
- knowledge of HSHS business planning processes.
- an understanding of the priority areas for Alberta, especially where Alberta has a strong position or is lead on an FPT policy initiative.

Skills and abilities:

- self-directed with the ability to work independently and collaboratively with others to achieve joint, high quality outputs in a timely fashion.
- ability to work strategically and simultaneously assist in the management of a wide variety of issues, mobilizing resources and finding innovative solutions to complex issues and problems.
- ability to foster trusting and dependable working relationship with other jurisdictions / stakeholders.
- strategic thinking, excellent analytical skills and a strong grasp of detail in order to assimilate and assess complex issues and situations, and propose appropriate solutions and recommendations.
- highly developed interpersonal and conceptual skills, as well as strong written and verbal communication skills in order to clarify, identify and communicate issues and ideas to others.

Work experience:

- policy development and strategic planning within government or a similar environment.
- experience in providing advice and direction in relation to FPT health related issues, conflict resolution and policy development.

- proven ability to establish positive working relationships with a wide variety of stakeholders and demonstrated success in managing complex issues, with competing priorities, achieving positive results.

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 | | |
| Agility | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | <p>Having the ability to anticipate, assess, and readily adapt to changing priorities; maintaining resilience in times of uncertainty and effectively work in a changing environment.</p> <p>Ability to anticipate future requests or issues and respond proactively, including sound analysis.</p> |
| 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"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships | <p>Develop and foster linkages, liaise with internal and external stakeholders to influence think and actions in alignment with ministry priorities. Build strong relationships, identify needs, proactively explore stakeholder perspectives and how they align with the ministry.</p> |
| 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"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction | <p>Aligning with key outcomes and maximizing resources to achieve results aligned with the goals of the organization, while maintaining accountability to team members and external stakeholders.</p> |
| 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> | <p>Demonstrating an ability to keep broader impacts</p> |

| | | | |
|-------------------------|--|---|---|
| | | <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 | <p>and connections in mind, to develop innovative and sustainable solutions that consider complex and often competing needs of multiple stakeholders.</p> <p>Working with multiple internal and/or external interests to develop shared understanding and outcomes, including consultation, consensus building and conflict management.</p> |
| Develop Self and Others | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development | <p>Ability to plan and align to personal, professional and team goals.</p> |

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Benchmarks 

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

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

[Remove Signature](#)

[Add Signature](#)

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

[Remove ADM Signature](#)

[Add ADM Signature](#)

ADM Name

Date yyyy-mm-dd

ADM Signature

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[Add DM Signature](#)

DM Name

Date yyyy-mm-dd

DM Signature