

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Program Services 4

Job Focus

Supervisory Level

Policy 00 - No Supervision

Agency (ministry) code

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Strategic and Corporate Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Strategic Policy Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta Mental Health and Addiction (Department) is undertaking transformational work with respect to Recovery Alberta and The Canadian Centre of Recovery Excellence (CoRE). A Senior Policy Advisor will support the department's efforts in ensuring the transformation of Alberta's mental health and addiction system aligns with government's priorities and the mental health and addiction needs of Albertans.

Reporting to the Manager, Strategic Policy, this position provides leadership and expertise in issues identification, policy analysis, and strategic advice pertaining to government's health care system refocusing priority. The Senior Policy Advisor leads various projects including the planning, development, delivery, evaluation, and implementation of initiatives targeted at supporting the creation of Recovery Alberta as well as CoRE. Responsibilities also include research, performance measurement, reporting, and providing recommendations to management. The Senior Policy Advisor works in close collaboration with internal stakeholders, other government departments, and health care system stakeholders.

Responsibilities

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

1. Provide expertise and advice pertaining to mental health and addiction policy development.

- Proactively stay informed on issues and trends and provide the necessary leadership, collaboration, and

coordination required.

- Provide expertise in specific content areas (e.g., policy development and coordination, legislative planning, recovery oriented systems of care, drafting of Ministerial Orders/Directors, contract management).
- Identify emerging policy issues and consider systems implications in terms of policy development and impact on both internal and external stakeholders.
- Provide input, recommendations, and advice around the policy development process in the Branch.
- Apply strategic thinking to framing policy issues and provide evidence-based analysis of issues to improve policy alignment across the Ministry.
- Oversee and prepare a range of briefing material and correspondence for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister, Minister and Cabinet (e.g., briefing notes, reports, Cabinet Reports (CRs), presentations, correspondence, etc.).
- Work with partners to identify, design, influence and develop mental health and addiction strategic system policy.
- Work with other areas in the Department and other government ministries to identify where mental health and addiction programs/services can be better coordinated across the system to meet common policy objectives.
- Work with other government ministries to identify where policy changes are required to facilitate increased levels of mental health and addiction programming and ease of access for Albertans.
- Participate as a member of legislative and regulation review or formulation and implementation working groups, as required.
 - Provide support for health care system refocusing related legislative planning and development, as required.

2. Coordinate areas of research, strategic analysis, performance measurement, and reporting.*

- Provide strategic analysis on various strategic issues, providing accurate information on policy issues or projects in a timely manner.
- Develop and monitor performance measures that support/align with Branch policy.
- Ensure that trend analysis and research around mental health and addiction is translated into applicable information for partners and stakeholders.
- Develop a research and data bank of information that will assist the Branch and Division with furthering policy objectives related to the Department's new role of providing system oversight and resource allocation to the new mental health and addiction organization and the new Centre of Recovery Excellence.
- Coordinate studies related to system oversight of mental health and addiction programming.

**The position will lead research assigned to their policy/project area and may provide support to other initiatives where another policy advisor is the lead.*

3. Lead, facilitate, and support collaboration with cross-ministry partners and health system stakeholders.

- Department lead and representative for assigned mental health and addiction initiatives related to the system transformation, working in collaboration with other ministries.
- Lead the coordination of Alberta's participation in cross-ministry working groups in collaboration with other

teams within the Department.

- Through research and analysis, develop recommendations for the Department's positions on the development of the new health care system in Alberta, ensuring alignment with Health's objective to create three new health care organizations.
- Provide project management, leadership, and support on projects, as directed.
- Lead or participate on internal, cross-ministry, and cross-government committees, when applicable.
- Facilitate system integration and alignment, working with existing and potential partners to work towards common goals for the health care system.
- Ensure that partners are aware of their and the Department's contributions.
- Engage partners in the planning and evaluation of quality program initiatives.
- Engage key stakeholders and other government departments on areas where there are opportunities to improve mental health and addiction programming with other health care services to Albertans.
- Through research and analysis, develop recommendations for the Department's positions on intergovernmental issues for Deputy Minister and Minister consideration, including the development of advice and materials for annual FPT meetings, as required.

Problem Solving

Typical problems solved:

As a senior resource on the team, the position will facilitate information sharing and knowledge translation both within the Department and externally to public agencies. This has direct impact on external organizations since information provided helps to shape program offerings and assist organizations (such as Recovery Alberta and CoRE) in determining their budget implications, etc. The role acts with a high degree of independence but is directly responsible to the Manager for major program initiatives and budget expenditures. The position is required to exercise considerable judgment and flexibility in discharging the assigned duties and working with a diverse range of agencies, individuals, and issues.

Types of guidance available for problem solving:

For all areas of problem solving, much is done independently, but management may be consulted.

While there are several authorities to provide guidance on issues arising (legislation, government policies, etc.) they are often not specific enough to dictate a particular solution, and sometimes even contradict one another. Problem solving for issues usually involves determining possible courses of action, choosing the most appropriate one, and providing support for that approach. Often this requires working with other stakeholders.

The position maintains ongoing, effective relationships with key contacts throughout the Ministry, as well as with the Public Service Commission and Ministry of Health. Each of these key contacts may provide additional guidance or advice for problem solving.

Direct or indirect impacts of decisions:

Knowledge/skill transfer to leadership within the Department and internal teams involved with mental health policy issues and initiatives within the ministry; across the government; or teams external government (e.g. Recovery Alberta and CoRE).

Key Relationships

Major stakeholders and purpose of interactions:

- Health care system stakeholders on matters related to all mental health and addiction, particularly government's new oversight role for the mental health and addiction system.
- Senior management to: keep updated on issues and developments within assigned program area; provide

recommendations on issues management and program/policy development.

- Branch staff to provide guidance and advice to the more junior level analysts/advisors in carrying out their duties and also provide input and participation in collaborative projects within the Division or for information gathering.
- Public agencies/health care providers (e.g., CoRE and Recovery Alberta) to provide advice and guidance in mental health and addiction policy development.
- General public in response to inquiries regarding various programs and services, information, and advice related to the health care system refocusing priorities.
- Other Alberta ministries: Family and Children's Services; Seniors, Community and Social Services; Public Safety and Emergency Services; or Justice, to acquire information needed or to work in collaboration to advance mental health and addiction priorities.
- Other governments (municipal/provincial/national), as required, to work collaboratively in areas of mutual interest and cross-ministry initiatives.

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:

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

- In-depth knowledge and understanding of community, provincial, national and international trends in mental health and addiction.
- Excellent writing skills and extensive experience in synthesizing complex issues and decisions into briefing notes and other decision documents, as well as public-facing communications.
- Knowledge of Government of Alberta policy development and approval processes (Cabinet Policy Committees, Treasury Board, Legislative Review Committee).
- A sound understanding of the business of the Department, including policies, and procedures as well as knowledge of Government of Alberta initiatives and collaborating departments for cross-ministry initiatives.
- Strategic thinking and analytical skills and appreciation of the role of Strategy in government organizations.
- Demonstrable strategic foresight and understanding of municipal, provincial, national trends and drivers in all domains (social, economic, environmental, political).
- Proven ability to support and foster innovation.
- Experience in qualitative and quantitative research and knowledge of evolving best practices.
- Understanding of Alberta's health care system and Alberta's mental health and addiction system, and the ability to work within the two.
- Knowledge of Alberta's *Provincial Health Agencies Act*.
- Knowledge of information and policies surrounding the *Freedom of Information and Protection of Privacy Act*, the *Health Information Act*, and the *Public Information Privacy Act*.
- Working knowledge of policies and practices surrounding board and volunteer liability.
- Experience with and knowledge of business planning, strategic planning, policy planning and project planning. The ability to coordinate small and large-scale projects/events is also required.
- The position requires strong interpersonal and communication skills including high level government writing,

presentation and facilitation skills. Training and certification in mediation is considered an asset.

- Advanced human relations skills to deal with a wide variety of clients, attitudes and sensitive situations.
- Strong ability to use and navigate software tools including the Microsoft Office Suite (particularly Word, Excel, PowerPoint and SharePoint).

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Understanding the impact of changes to the mental health and addiction system on the overall Health system, other GOA departments, public agencies, and health care system stakeholders.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	The health care system refocusing initiative is a new government priority. There is no precedence and requires creative approaches to ensuring the Department can develop a system oversight model.
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Collaboration with other GOA departments, particularly Health, and other MHA units are critical to the success of the health care system refocusing.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past 	

- experience
- Holds self and others responsible for results
 - Partners with groups to achieve outcomes
 - Aims to exceed expectations

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
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