

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

 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:

This position leads policy development and implementation to support Alberta's childcare transformation under the \$3.8B Canada–Alberta Canada-Wide Early Learning and Child Care Agreement. It provides strategic advice to senior leadership, oversees multiple policy initiatives, and manages issues related to system transformation. The role supervises a team of policy analysts responsible for strategic analysis, decision briefings, and research. It plays a key role in designing funding models, advancing early learning and childcare policy, and supporting system-wide initiatives that impact parents and childcare providers. The manager fosters a collaborative, integrated approach across the department, ensuring alignment between strategy, policy, IT, and service delivery. This includes driving work forward through a project management approach, ensuring complex projects are coordinated and effectively managed.

**Responsibilities**

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

**1. Child Care Transformation Policy & Implementation**

- Lead development of the provincial child care funding model through research, analysis, and evidence-informed policy design.

-Prepare reports, frameworks, decision documents, presentations, communications materials, and briefing

notes.

- Develop clear, evidence-based policy options, including jurisdictional scans, outlining key considerations, risks, and implications for decision-makers.
- Support development of project and implementation plans, identifying timelines, milestones, and required shifts across teams.

## 2. Strategic Issues Management

- Identify and analyze emerging policy issues related to child care transformation and develop strategies and options for senior leadership.
- Ensure policy proposals align with provincial outcomes, government direction, and federal agreement requirements.
- Identify risks and dependencies across the broader transformation initiative and collaborate with partners to develop mitigation strategies.

## 3. Strategic Integration Across Projects

- Support alignment of strategy, policy, programs, and delivery across teams involved in child care transformation.
- Lead cross-divisional working groups to support development and evolution of childcare funding models.
- Provide input into bilateral negotiations with the federal government, stakeholder engagement activities, and projects led by delivery and policy teams across divisions.

## 4. Project & Contract Management

- Apply a project management approach to ensure complex initiatives have clear deliverables, timelines, accountabilities, and critical paths.
- Lead contract management activities (when applicable), including oversight of deliverables, timelines, and quality assurance, providing direction and feedback to contractors to ensure outputs meet project needs and align with schedules.

## 5. Leadership & Support to the Director

- Act for the Director as required and support achievement of branch and ministry goals.
- Coach and mentor policy analysts, fostering strong analytical skills, collaboration, and continuous learning.
- Lead performance management processes, ensuring goals, development needs, and achievements are clearly defined and supported.
- Manage employee relations issues with professionalism, diplomacy, and adherence to HR policies and the Collective Agreement.

## Problem Solving

Typical problems solved:

The Manager regularly navigates competing priorities across multiple teams working on interconnected projects. This requires building strong relationships, facilitating constructive discussions, and guiding teams toward shared solutions that advance provincial childcare transformation.

The role demands a broad understanding of ministry-wide work, including internal linkages and system-level implications. The Manager must assess how policy decisions affect other teams and the wider early learning and childcare system, ensuring analysis reflects these interdependencies.

The Manager also ensures the work of the team progresses efficiently, deliverables meet project needs, and direction is provided to maintain alignment with timelines and objectives.

Types of guidance available for problem solving:

The Manager has significant autonomy to advance their team's work and make day-to-day decisions. The Director provides strategic and policy guidance as needed to ensure projects remain aligned with branch and ministry priorities. The Manager collaborates regularly with other managers, policy staff, and directors across the department to resolve challenges and coordinate solutions. They also work closely with the

other manager in the unit and use established governance structures to support effective problem-solving and alignment across projects.

Direct or indirect impacts of decisions:

The Manager's decisions directly influence a high-priority initiative with implications across the department and the province. Delays or poorly developed policy options could jeopardize Alberta's commitments to parents, operators, and the federal government. The Manager's work shapes major elements of the provincial childcare budget, system sustainability, and the operating environment for providers. Because many departmental teams rely on the policies developed in this role, the Manager's decisions have significant downstream effects on program design, implementation, and service delivery across the childcare system.

### Key Relationships

Major stakeholders and purpose of interactions:

**Manager/Director:** Daily interactions for feedback, direction and guidance.  
**Internal Unit(s) Team:** Daily. Collaborate, cooperate, information sharing, issues resolutions, advice, support, direction and coaching.  
**Other branches/divisions:** Weekly. Collaboration, cooperation, information sharing, issues resolution.  
**Other government departments:** As needed. To coordinate cross-ministry information request and assignments.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Degree in public policy or public administration would be an asset

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

#### Education and Experience

- University degree in related field (such as, but not limited to, Social Sciences, Business, Public Administration, Commerce, Economics), plus 4 years progressively responsible related experience; or equivalent.

#### Preference will be given to those who demonstrate job-specific experience with:

- High-level systems and strategic thinking with the ability to influence senior leaders.
- Strong interpersonal skills and effectiveness in shared governance environments.
- Proven project management skills and ability to manage shifting, competing priorities.
- Advanced analytical, problem-solving, and information-synthesis abilities to support policy development.
- Demonstrated change-management capability with positive results across stakeholder groups.
- Ability to build and maintain effective relationships with staff, peers, partners, and stakeholders.
- Experience overseeing implementation, monitoring progress, and reporting on complex initiatives.
- Success working on high-profile, complex policy files requiring sound judgment.
- Ability to balance multiple needs and drive results in a dynamic environment.

### 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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: • Forecasts and	Must drive work forward and meet timelines with limited opportunity for error, even in the

		proactively addresses project challenges <ul style="list-style-type: none"> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	absence of regular senior level direction due to competing priorities.
Systems Thinking	○ ○ ● ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	Must understand the broad implications of decisions on parents, operators, and stakeholders across the early learning and childcare system. Must also understand the implications of any proposed policy shifts on the delivery arms of the department (e.g. IT, data collection, workforce policy)
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	Required to use influence and relationship building to achieve results within the branch and across divisions.
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and</li> </ul>	Must navigate competing interests and context and find innovative solutions.  The childcare transformation involves a shift from a primarily privately funded sector, to a primarily publicly

		mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	funded sector. No specific model exists as a roadmap, so solutions must be identified from other jurisdictions and sectors and re-imagined for Alberta's childcare sector.  Must find ways to navigate uncertainty and support a team to achieve results with shifting direction.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: • 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	This role must manage a team of policy analysts and support their development, leveraging their strengths and assigning work to optimize the productivity of the team. They must also focus on their own development, seeking feedback and working to continuously improve.

**Benchmarks**

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

Manager, Skills Policy Unit - M420-01  
 Project Manager, Public Health, Population Health Strategies - - M410-08

**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.

\_\_\_\_\_ Date yyyy-mm-dd \_\_\_\_\_

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