

New

Ministry

Hospital and Surgical Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Acute Care Workforce Compensation and Regulation

Requested Class

Senior Manager (Zone 2)

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 a new unit within Hospital and Surgical Health Services (HSHS) responsible for developing, coordinating, and overseeing system-wide acute care workforce strategies for both physicians and acute-care health professionals (e.g., nursing, allied health, and support classifications) and represent the acute care sector's interest in physician compensation and workforce strategies. The Director provides strategic direction on compensation policy and strategy, health professions regulation, and emerging system pressures across Alberta's acute care system.

The role leads the development of workforce compensation policy, and labour relations input for acute care services, and represents HSHS' interests in public sector compensation negotiations (e.g., UNA, HSAA, AUPE, etc.) and AMA negotiations related to physician compensation and acute care service delivery. The position ensures alignment between compensation policy, service delivery needs, legislative frameworks, and system sustainability.

Responsibilities

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

Workforce Compensation and Labour Relations

- Lead analysis and development of compensation and regulatory policies for the acute care workforce, ensuring alignment with legislation, labour frameworks, and system sustainability.
- Provide HSHS leadership into AMA physician compensation negotiations, ensuring alignment with GoA policy direction, affordability considerations, and acute care service priorities.
- Participate in monitoring and coordinating updates related to public-sector union negotiations involving acute care (UNA, HSAA, AUPE), supporting costing, mandate development, and negotiations readiness.
- Drive creation of evidence informed compensation models, regulatory updates, and policy instruments that support recruitment, retention, market competitiveness, and service delivery needs.

System-wide Workforce Monitoring and Strategic Insights

- Contribute to planning and development of international workforce recruitment initiatives, including MOUs and agreements for foreign trained support workers and internationally educated nurses.
- Ensure alignment between international workforce initiatives, GoA strategic direction, regulatory requirements, and acute care workforce planning needs.

Stakeholder and Relationship Management

- Maintain strong relationships with colleges, associations, labour representatives, AHS, and internal partners to support coordinated regulatory and workforce policy approaches.
- Represent the unit on committees, consultations, and cross-government projects, ensuring departmental perspectives are reflected.
- Provide timely, accurate guidance to stakeholders by responding to inquiries, clarifying policy, and identifying solutions.

Team Leadership and Operational Management

- Provide leadership to staff through recruitment, coaching, performance management, and professional development, ensuring high-quality deliverables and strong team culture.
- Lead development of unit operational plans, annual deliverables, and monitoring processes to ensure priorities are met within budget.
- Foster a collaborative, solutions-focused team environment that supports departmental priorities.
- Monitor operational issues, capacity constraints, policy risks, and emerging trends, escalating concerns to the Director with recommended actions.

Problem Solving

Typical problems solved:

- Operates in a complex and dynamic environment involving multiple regulated professions, legislative frameworks, collective agreements, and stakeholder groups.
- Requires balancing competing interests among professional regulators, unions, physicians, AHS, and government policy direction.
- Manages sensitive issues with potential legal, operational, or political implications, requiring sound judgment and risk mitigation.

- Must interpret and apply multiple pieces of legislation, regulations, and policy instruments while ensuring consistent implementation.
- Integrates workforce, compensation, and regulatory considerations into coherent strategic advice for executives.

Types of guidance available for problem solving:

Assistance is received from Executive Director, unit staff, other areas of the department, and outside expertise, as required.

Direct or indirect impacts of decisions:

Direct Impacts

- Ensures consistent, legally compliant application of compensation, regulatory, and workforce policies across Alberta's acute care system.
- Shapes provincial approaches to physician and acute-care workforce compensation by informing negotiation mandates, costing models, and policy instruments.
- Affects operational planning and departmental priorities by providing executives with evidence-informed recommendations, forecasts, and strategic options.

Indirect Impacts

- Contributes to long-term system sustainability by supporting compensation frameworks that balance fiscal responsibility with service needs.
- Enhances intergovernmental and inter-organizational collaboration through coordinated engagement with AHS, regulators, labour organizations, and professional associations.
- Supports predictable service delivery and reduces system risk by informing capital, legislative, and policy planning with accurate workforce intelligence.
- Strengthens public confidence and stakeholder relationships by enabling transparent, well-supported decisions in areas with political, legal, and operational sensitivities.

Key Relationships

Major stakeholders and purpose of interactions:

Internal: HSHS executive; Strategy/Policy; Finance; Legal; Labour Relations; Treasury Board and Finance; Public Service Commission.

External: ACA/PHCs; AHS; unions and associations (e.g., UNA, HSAA, AUPE, AMA); regulatory colleges; post secondary institutions; other jurisdictions for benchmarking.

Required Education, Experience and Technical Competencies

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

If other, specify:

health administration, economics, labour relations, or a related field

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

8-10+ years of progressively senior experience in compensation policy, workforce planning, collective bargaining, or health system strategy, with significant leadership responsibility. Demonstrates experience developing enterprise policy frameworks, costing models, and options for executive/ministerial decision-making. Proven track record working with unions, professional associations, regulatory bodies, and health delivery organizations on sensitive and complex files. Knowledge of collective bargaining, labour relations,

essential services regimes, and public-sector compensation practices. Understanding of Alberta’s acute care delivery system, including HSHS roles, ACA/PHC structures, and system accountability.

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 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	
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: <ul style="list-style-type: none"> Forecasts and proactively addresses project challenges Removes barriers to collaboration and achievement of outcomes Upholds principles and confronts problems directly Considers complex factors and aligns solutions with broader organization mission 	
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an	

		<p>imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <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 	
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal 	