

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senoir Policy Advisor

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:

The Continuing Care Branch is responsible for the development of the provincial strategic policy for home and community care, supportive living accommodations and long-term care. This includes working closely with Assisted living Alberta (ALA) in planning for continuing care services needs across province in both the short and longer term. The Branch leads the development of related legislation, policies, standards, performance expectation and major priorities initiatives, such as government platform commitments, the expansion of home and community care, the review of continuing care related legislation, a review of the facility-based continuing care system and the development of approaches for increasing facility-based continuing care capacity, which includes a specific focus on complex populations and indigenous communities.

The Senior Policy Advisor reports to the Manager, Legislation & Strategic Communication in the Continuing Care Branch, and is an integral team member for the fulfillment of the accountabilities of the Branch. This position is responsible for leading and coordinating the development and implementation of multiple continuing care strategies and initiatives that will impact the long term and future direction of continuing

care in Alberta. The Senior Policy Advisor provides project management expertise to coordinate, monitor and report progress against strategy and project implementation plans involving multiple stakeholders.

This position works collaboratively with internal Seniors, Community and Social Services partners, other GOA partners, Assisted Living Alberta, contracted health service providers and other stakeholders to plan, oversee, analyse, and coordinate implementation of substantial high level priority continuing care policies and projects. The position will conduct critical analysis of relevant information to provide strategic advice and options on a number of major policy initiatives that support the Department's strategic directions for the continuing care system, moving it towards a community-based health system.

Other areas of responsibility include:

- Policy reviews
- Advice and information on legislative changes
- Ad hoc project and issues management
- Working with other business units to identify and implement legislative changes

The results of this work support the Manager, Director and Executive Director of the Continuing Care Branch and the Assistant Deputy Minister of the Continuing Care Division as they make plans and decisions about strategic policy, legislation, programs and services for continuing care clients and residents. The knowledge is also shared with other provincial government ministries, other governments, service providers, community organizations and the public.

Responsibilities

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

This position provides support to the branch and unit in the development of forward-looking, strategic policy, system planning and legislation impacting the continuing care system, which is a high-profile Ministry priority. This position undertakes the following responsibilities and activities either independently or as part of a team usually within the unit or branch.

Policy Analysis and Advice

- Design, oversee, and complete the policy development/review cycle.
- Lead project teams to identify research and develop policy proposals and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk; and plan for the implementation of policy decisions. This analysis may include consideration of the structure, funding and operation of health programs and/or services.
- Identify trends and issues that affect access to and quality in continuing care.
- Evaluate macro policies on continuing care, identify strengths and weaknesses of the policies, assess financial and outcome impacts of these policies, and propose changes to amend and change the policies to achieve government policy directions.
- Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options, including implementation and delivery mechanisms.
- Prepare a range of materials (e.g. letters, briefing notes, reports, presentations, visuals, etc.) for recommendation for senior officials and executive team (e.g. Director, Executive Director, Assistant Deputy Minister, Minister, etc.).
- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.
- Liaise and collaborate with subject matter experts and leader in continuing care to incorporate evidence-based thinking and research into policies, standards and legislation.
- Lead, participate on, or support internal, cross-ministry and cross-government committees, as required.

Project Management / Policy Implementation Support

- Design, lead and support multi-phase/multi-stakeholder activities, projects and events that influence the evolution of the continuing care system, including demographic, policy, legislative and economic analysis.
- Prepare and collaborate on the development and implementation of communication strategy(s) and

plan(s), key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.

- Work with and influence internal and external partners and stakeholders to develop and monitor implementation and evaluation plans.
- Provide leadership, coordination, development, facilitation and knowledge/skill transfer to internal and external teams involved with continuing care policy issues within the Ministry and throughout the province.
- Lead project planning and monitoring activities for research and policy development projects including: defining the scope of the initiatives to be undertaken, defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies. working groups.
- Prepare written reports, options papers and briefing materials, with recommendations for senior officials and the executive team.
- Consult with and seek advice from Legal and Legislative Services (LLS) if issues are of a legislative or regulatory nature; provide feedback to stakeholders on advice given by LLS.

Legislation

- Leads the development of new legislation for the continuing care system in Alberta and ensures the legislation and policy aligns with Government and Ministry strategic goals.
- Uses research methodologies to identify emerging issues and trends, and assists in the development of potential scenarios to support the Ministry's response and/or position on an issue; acts as a Ministry expert on continuing care related legislation.
- Researches and prepares strategic recommendations for consideration by Ministry executives and elected officials.
- Responsible for identifying potential areas of impacts on other program areas or legislation with respect to proposed new legislation and implementation.
- Leads the development of proposals, briefing notes, cabinet documents, updates and other documents as required to support development of new or amended legislation for the continuing care system.
- Gathers, analyses, and synthesizes information from diverse sources including policy documents, research reports and academic journals and translate this information into policy analysis, development and/or recommendations.
- Identifies continuing care policy issues, conducts research, develops policy options for decision, analyses implications of operations and develops practical solutions. This analysis may include consideration of the structure, funding and operation of continuing care programs and/or services.
- Identifies the need for, initiates, and conducts/coordinates and/or project manages/provides feedback on specific research projects to be used as a basis for strategic policy (e.g. report review, jurisdictional reviews, scans of external environment).

Issues management related to legislative/ policy review and design for continuing care legislation. This position:

- Provides concise and relevant information and analysis on various action requests.
- Leads or coordinates the development of a resolution, response or development of recommendations for action by other areas or executives, to complex issues related to aspects or clients of the continuing care system.
- Coordination includes collaborating with multiple stakeholders and having a strong understanding of related and impacted policies, standards, and/or legislation.
- Acts as the program representative on project teams and committees, both intradepartmental and interdepartmental, where legislative input is required.
- Provides advice and assistance to divisional and delivery staff or management on interpretation of legislation and policy, or on application to particular cases where there is concern about setting precedents.
- Identifies legislative and policy issues that need to be addressed and recommends appropriate action to deal with them.
- Initiates and completes all liaison, negotiation and problem-solving work with other contributors from within and external to the Division.

Problem Solving

Typical problems solved:

This position requires effective support, coordination, analytical, and problem-solving skills to respond to sensitive, diverse and complex issues pertaining to the well-being of current and future clients in Alberta's continuing care system.

This position will need to deal with policy issues that cross divisional or Ministry boundaries and into Assisted Living Alberta and the delivery of care, services and accommodations. Such issues routinely present competing or conflicting priorities and philosophies, varying time frames and a variety of political sensitivities.

These issues also entail a degree of unpredictability or uncertainty in when and how quickly they arise, requiring the position to be able to undertake forward looking, and exploratory analysis while dealing with emergent issues in an effective and expeditious manner.

The position will be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective alliances and partnerships to move initiatives forward.

Types of guidance available for problem solving:

Day to day decisions are impacted by political and Ministry platforms and current priorities. Platforms, priorities and direction can change quickly which impact day to day decisions and the work of this position. Decisions are also guided by internal government and department procedures and policies to seek direction and decision on policy work. Guidance to problem solve is available from peers, as well as branch and division management. However, it is anticipated that this position will operate with a great deal of independence and without the need for significant supervision.

Direct or indirect impacts of decisions:

This position will be called upon to support changes to legislation, policy, programs and services that will have implications for current and future continuing care clients and their families, continuing care operators/providers, staff working in the continuing care system, and potential impact to other health and social serving sectors.

Key Relationships

Major stakeholders and purpose of interactions:

Interacts with other members of the work unit daily for the purposes of team collaboration. Interacts frequently with other branch members for the purpose of policy development and consultation. Interacts with the Continuing Care Branch Executive Director, Assistant Deputy Minister etc. as needed to provide information regarding progress and seek feedback and approval, particularly in relation to branch grant management and coordination activities. Collaborates with stakeholders within and outside the Ministry of SCSS as needed to share or collect information, data, build relationships and achieve goals collaboratively. Interacts with cross-ministry colleagues and stakeholders on committees in different capacities depending on the nature of the group (may chair, support in secretariat functions, or be a participatory committee member).

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:

Degree in Health, Social Sciences, Business, Public Administration, Public Health

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

This position requires a few years experience in completing policy analysis and development in order to successfully manage small policy projects which require analysis and the development of implementable recommendations. Continuing care or health system experience is desired in order to understand the complexities of continuing care and develop multi-faceted solutions to policy issues.

Working knowledge of: the continuing care sector; health service delivery; economics, health care or business strategies; health legislation and regulation; the theory and practice of policy analysis, problem solving, team work or consensus building; government goals and decision making process; and, public consultation will be assets in this position.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>This position requires a few years experience in completing policy analysis and development in order to successfully manage small policy projects which require analysis and the development of implementable recommendations. Continuing care or health system experience is desired in order to understand the complexities of continuing care and develop multi-faceted solutions to policy issues.</p> <p>Working knowledge of: the continuing care sector; health service delivery; economics, health care or business strategies; health legislation and regulation; the theory and practice of policy analysis, problem solving, team work or consensus building; government goals and decision making process; and, public consultation will be assets in this position.</p>
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 	<p>In supporting the development of legislation or complex policy, quick adjustments need to be made based on input from stakeholders, decision makers, etc. In order to successfully support the development of</p>

		<p>others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>legislation or policy, the individual needs to pro-actively anticipate challenges, barriers and impacts and develop mitigation plans.</p>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <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 	<p>This position requires an independent individual who takes responsibility for their own time and work products and who effectively identifies linkages between their work and organizational goals, strategies and direction. They pro-actively identify challenges and barriers, and work independently and collaboratively to achieve branch and Ministry goals and objectives while maintaining strong and respectful relationships with stakeholders.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an 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 	<p>This position needs to be continually seeking out and liaising with experts and colleagues closer to the field (in ALA or service and facility providers). Insights from key stakeholders will contribute to options and recommendations being well informed and feasible and practical - and minimizing unintended consequences from emerging post implementation.</p>