

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Mgr,Rare and Emerging Disease

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Public and Health Division



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Communicable Disease

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

With a high degree of independence, this position will provide expert leadership and support to the Ministry of Health on the prevention and control of communicable diseases (CD) and outbreaks in Alberta with a focus on rare, emerging and re-emerging diseases. This position coordinates the development, maintenance and evaluation of notifiable disease guidelines, policies, surveillance reporting and compliance activities. This position will play a lead role in rare/emerging infectious disease policy. This position leads public health subject matter experts and policy lead staff.

Responsibilities

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

Develop and maintain provincial public health guidelines, policies and surveillance processes for the prevention and control of notifiable diseases in Alberta, with a focus on rare and re-emerging diseases.

Leads and coordinates Communicable Disease occurrences including outbreaks by interfacing with the OCMOH, Alberta Health staff, ProvLab, other government ministries, AHS, and other external stakeholders.

Oversees the work of CD team clinical subject matter experts and policy staff, sets team priorities and works cooperatively with internal and external stakeholder, in order to develop and ensure that the team achieves its operational goals.

Oversees the development and implementation of the Alberta Health requirements to add new notifiable diseases in

Alberta. This includes leading the policy analysis and recommendation of rare or emerging disease threats, operationalization the authorities under the Public Health Act, leading development of new notifiable disease case definitions and guidelines as well as working with the CD data team and Surveillance teams to ensure systems are in place to collect the required information.

Works collaboratively with subject matter experts at the Public Health Agency of Canada and provides Alberta specific feedback on new nationally notifiable case definitions and disease management guidelines, and communicable disease control and outbreak control strategies.

Reviews, monitors and evaluates global, national and provincial data and communicable disease trends, emerging infectious disease threats and preparing Alberta specific response and recommendations for disease control and public health management.

Leads and coordinates ministry correspondence and briefing materials on communicable disease control, with a focus on rare, emerging or re-emerging disease (e.g. polio, mpox, measles).

Problem Solving

Typical problems solved:

Rare and emerging disease threats begin with small amounts of information coming in initially, and eventually grow significantly. The manager will be utilizing the information at hand and combining new information with known disease control prevention practices in provide policy advice.

The Manager will need to seek to understand the perspectives of a variety of health and non-health stakeholders including public health professionals, clinicians, epidemiologists, laboratory specialists, primary care, schools, childcare, corrections, etc. in order to provide clinically sound and operationally feasible disease control strategies.

The Manager will liaise with Communicable Disease Control colleagues from other provinces and territories, as well as the federal government on national communicable disease reporting and recommendations.

Types of guidance available for problem solving:

The work is guided by the *Public Health Act*, the Communicable Diseases Regulation and the Alberta Notifiable Disease Guidelines.

This position provides leadership in developing solutions to complex issues, as well as collaborating with others in setting direction and fulfilling the mandate of the department and is supported by the Director, CD.

Guidance for disease control can be rapidly evolving and may come from the World Health Organization and the Public Health Agency of Canada.

Direct or indirect impacts of decisions:

Decisions, policies, and recommendations made in this role have the potential to impact all Albertans. Most of the impact will be on Albertans who are affected by a communicable disease, by either being a case of disease or a contact of someone with a communicable infection.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Other Project and Program Managers, Nurse Consultants, Epidemiologists - Daily - Sharing experiences and information to foster a broader knowledge base and comprehensive approach in all project areas, including (but not limited to) the Immunization, Pharmacy, Rural and Primary Prevention teams.

Directors - Daily - Provide recommendations for appropriate strategies and identify risks of policy options. Sharing experiences and information to foster a broader knowledge base and comprehensive approach across a range of project areas.

Executive Directors - Weekly - Provide recommendations for appropriate strategies and identify risks.

OCMOH - Weekly/daily - Provide recommendations and identify risks of suggested policies and strategies.

Administrative Support Staff within the Branch - As required - Provide and receive assistance with work functions pertaining to the immunization and vaccine preventable disease programs.

External

AHS Public Health Staff - Daily / as required - Consultation about evidence based practices within the region. Respond to disease or outbreak situations by collaborating with stakeholders.

Public Health Agency of Canada - regional and national staff - As required - Pooling of expertise and providing feedback on strategies, products and resources. Foster productive relationships.

Committee Working Groups - As required - Achieve tangible results to meet the goals of projects and programs (e.g., meetings with AHS public health, and other external stakeholders involved with immunization programs and practice).

Public (through Action Requests, Alberta Connects) - As required - Providing accurate information in a timely fashion.

Required Education, Experience and Technical Competencies

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

If other, specify:

Health

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

Experience in communicable disease control, public health response, outbreak management and policy development is required.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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	Understands the impacts of and anticipates pinch points and problem areas of operationalization of disease control policies across a variety of settings such as schools, childcare and congregate care settings.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none">• Uses wide range of techniques to break down	Position requires a good understanding of the challenges and issues faced public health, especially in a post-

		<p>problems</p> <ul style="list-style-type: none"> • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>COVID-19 pandemic world. Needs work together to identify solutions and be able to articulate those to upper leadership.</p> <p>Creates the safe space for staff to offer out the box thinking.</p>
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 	<p>Reviews a board and variety of information sources on rare or emerging diseases and anticipates new policies or changes to existing policy that may be required in Alberta. Able to rapidly consider continually evolving evidence and change policy recommendations as required.</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>Works collaboratively with others to quickly identify and understand problems and provide timely solutions, considering known principles of disease control and epidemiology. Addresses issues quickly and with openness and a willingness to find solutions that support policies.</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>Develops relationships and networks across Alberta Health, other Government Ministries, Alberta Health Services, and First Nations and Inuit Health Branch. Follows through on committed actions, listens with the intent of understanding.</p>

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 	<p>Works closely with the Communicable disease team and encourages broad thinking and problem solving on rare and emerging disease issues. Promotes collaboration between teams within Alberta Health, including the Communicable Disease and Immunization team.</p>
Develop Self and Others	○ ○ ● ○ ○	<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>Utilizes self directed learning scans a variety of sources for up to date information on emerging disease control strategies.</p>

Benchmarks

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