

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Emergency Management Unit (EMU), the Health Emergency Planning Analyst helps ensure the EMU and the department are prepared to respond to any emergency and to clearly and appropriately communicate impacts and response actions of the department to various audiences. This position participates in all phases of plan and policy development, promotion, and implementation. The EMU will often be asked to develop materials that will go to the Deputy Minister, senior management as well as cross-ministry tables for information and approval. This position is also responsible for participating in the Government of Alberta's overall emergency management notification and response processes (Public Safety Governance) and to provide independent decision-making in response to any actual disaster or emergency situation affecting the province and/or the department.

Responsibilities

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

Coordinate preparedness and planning activities within the all-hazards emergency management program.

- Conduct research, e-scans, and jurisdictional reviews to aid in evaluating, understanding issues and identifying and recommending policy options, programs and objectives.
- Prepare work plans, scans, briefing, reports and presentations.
- Manage the design, development, approval, maintenance, implementation, and promotion of emergency response planning and preparedness programs for the department (e.g., Business Continuity, Public Health Emergency Planning).
- Develop, maintain, and implement templates, tools and resources to complement emergency plans and response protocols.
- Work with team to ensure the department has a robust exercise program, utilizing scalable scenarios to ensure health emergency management plans are prepared for a range of impacts.
- Assess and integrate as appropriate, lessons learned from actual events or exercises, changes to legislation and/or leading practices into health emergency management programs.

Provide emergency management expertise, advice and recommendations to proactively influence cross-government, multi-stakeholder initiatives and strategic planning related to the health sector.

- Provide policy advice and support to the Director, Executive Director and Assistant Deputy Minister with respect to potential implications for Alberta Health or other Government of Alberta initiatives.
- Lead or participate in cross-ministry committees and teams, as a Primary and Preventative Health Services representative, as required.
- Direct appropriate action regarding cross-jurisdictional policies, legislation and agreements related to health emergency planning.
- Apply emergency management knowledge and expertise in reviewing and responding to a variety of plans, proposals and reports.
- Verify that the department's health emergency management program is coordinated and aligned with the appropriate stakeholder programs.
- Assess and evaluate interrelationships between the department and its stakeholders and manage the translation of these into structures and plans.

Contribute to the awareness, understanding and trust of emergency planning and response to stakeholders and partners *internal* and *external* to the department.

- Develop and implement various awareness and capacity building activities including but not limited to training and exercises.
- With minimal direction, manage communication linkages and relationships regarding health

emergency management activities.

- Advocate on behalf of the department with stakeholders to ensure the department's issues and concerns are heard.
- Create sustainable, positive working relationships with diverse stakeholders inside and outside of the health sector by leading and participating in provincial coordinating committees, working groups and partnerships, to minimize duplication, maximize impact, and produce the best possible solutions.
- Respond to and recover from an emergency event on behalf of EMU and the department.
 - This position requires that the incumbent be available for call-back after hours and on holidays when required to deal with emergencies and other disruptions.
 - Represent the department in cross-ministry coordination activities (e.g., Provincial Emergency Coordination Center activation).
 - Utilize emergency response framework to problem solve unique challenges of each individual incident.
 - Responsible for rapid and efficient resolution to issues arising from emergency events.
 - Provide situational awareness updates to various audiences including senior leadership.
 - Assist in coordinating health system response during emergency events including coordinating the department's internal resources and implementation into the department's response capacity.
 - Provide efficient and organized resources and advice to internal and external stakeholders
 - Implement appropriate recovery processes to return to regular business processes.
 - Lead and/or participate in post-incident debriefs and reporting.

Problem Solving

Typical problems solved:

- Clear concise communication, through briefing notes, presentations, situation reports or verbal updates are necessary for a variety of audiences with varying needs (e.g., Deputy Minister, other departments, field officers, Communications, Health Agencies). It is important that this position can identify these differences and modify their response to appropriately provide information to these audiences.

- This position will need to work with various teams and stakeholders internal and external to the department to help them understand the roles and responsibilities of the health sector and the necessary coordination/relationship with external stakeholders during an event.

- On a day-to-day basis, this position will need to work collaboratively to create contingency plans, perform training, facilitate work to meet the emergency management needs of the department while also providing a value-add to the business areas.

Types of guidance available for problem solving:

The position can seek guidance from the Manager and other team members during the planning process. EMU also has a robust set of resources including training specific to the unit.

- During events, all members of the team are often engaged on different shifts making time for consultation and getting guidance hard to do verbally therefore written communication skills, understanding where trusted sources of information are located and building a network will assist this success in solving problems in this position.

Direct or indirect impacts of decisions:

- Effective and timely decisions can reduce the overall impact of incidents and emergency events.

- Establishing strong relationships and trust with department staff and emergency management partners and stakeholders are essential for an efficient and effective emergency response.

Key Relationships

Major stakeholders and purpose of interactions:

Primary and Preventative Health Services Executive Team - Briefings, recommendations, strategic direction, training/exercise

Primary and Preventative Health Services Divisions including their leadership teams (Executive Directors, Managers) - briefings, consultations, review of Divisional plans, coordination, training/exercises

Primary and Preventative Health Services Staff - leadership, information sharing, presentations, expertise
 Alberta Health Services Emergency/Disaster Management Team - information sharing, response coordination, consultation, joint planning
 Other health sector partners (e.g., Health Agencies) - information sharing, response coordination
 Other GOA Ministries - response coordination, joint planning, liaison

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:

Emergency Management, Health Science, Public Health

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

Knowledge of the the provincial health sector, emergency response, business continuity, and experience in a government setting. Certifications in business continuity, risk management, emergency management would be an asset.

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"/> | Considers inter-relationships and emerging trends to attain goals: <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 | <ul style="list-style-type: none"> - Emergency Management is not limited to a single team or department. Appropriate planning and response requires a good understanding not only of the unit/department's challenges and opportunities but also those of partners and stakeholders. - Recommendations and plans should consider implications and impacts across the health sector and not be limited to a single perspective. |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships | <ul style="list-style-type: none"> - Collaborates with internal and external stakeholders to seek feedback and achieve desired outcomes - Participates on committees and working groups, and considers the input and needs of participants. |
| Agility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Creates an adaptable environment: <ul style="list-style-type: none"> • Fosters agility, proactive and flexible practices • Leads and creates | Managing urgent or emergency event responses requires the individual to continuously reassess the available information and adapt |

| | | | |
|----------------------------------|--|---|---|
| | | <p>momentum for change</p> <ul style="list-style-type: none"> • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands and reacts to environment, establishing flexible culture | <p>plans and response actions to the situation as it evolves.</p> <p>- Being able to anticipate obstacles or other factors will enable the position to be successful in identifying when critical changes or updates are required.</p> |
| Build Collaborative Environments | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | <p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration | <p>Most urgent/emergency event planning and/or response activities are done in collaboration with many stakeholders (other government departments, industry members, communities, etc). This position needs to be able to work collaboratively with diverse groups to achieve commonly agreed upon solutions.</p> |

Benchmarks

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

Policy Analyst 024PS63 - This position is comparable due to the focus on building effective and long term relationships with key stakeholders, use of analysis to develop recommendations, and the necessity to evaluate creative solutions, provincial in scope.

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.