

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Partnerships & Collaboration

Requested Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

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

Indigenous Health/Policy and Planning

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Vacant

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Partnerships and Collaboration unit is dedicated to developing and supporting strategies, policies, and legislation that help improve health status of Indigenous peoples and reduce the gap in health outcomes between Indigenous and non-Indigenous Albertans.

Reporting to the Executive Director, the Director leads the Unit in providing strategic planning, engagement support and advice, and perspectives that shape and inform the Ministry's direction with respect to Indigenous health. The Director plays a key role in providing leadership and guidance to develop strategies, and actions related to Indigenous health; leads and advises on Ministry engagement with First Nations, Métis, and Inuit communities and organizations, facilitates connections between Indigenous stakeholders and Ministry program areas, and supports advice to Ministry program areas on Indigenous health. The Director ensures these activities align with Alberta Health's policies, strategic priorities, and broader Government of Alberta direction.

The Director plays a key role in building relationships, partnerships, and fostering a culture of trust among Indigenous health stakeholders to achieve mutual goals. This includes leading Ministry support for multiple panels, facilitating collaboration with Indigenous communities and organizations, and managing relationships with the federal government and other provinces and territories. The Director is also responsible to lead engagement related work for Indigenous MAPS for the Ministry.

The position supervises two managers in the Unit, and is responsible for Unit deliverables.

Responsibilities

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

Lead and direct development of partnership and collaboration strategies, and actions to support improvements in Indigenous health status:

- Develop and use strategic relationships with system partners and stakeholders (e.g. First Nation and Métis communities, Alberta Health Services, federal and other provincial governments, community contacts) to support the development of policy advice, strategies, and research.
- Identify opportunities to strengthen Alberta Health's existing relationships to support improved Indigenous health status.
- Lead and support data collection, analysis, and reporting on Indigenous health outcomes to inform strategy development, in collaboration with internal program leads and external stakeholders.
- Develop Alberta Health and Government of Alberta recommendations for integrating provincial health services with Indigenous communities to support improved health status.
- Lead inter-divisional and inter-ministerial work to align ministry and cross-ministry Indigenous health initiatives.
- Contribute advice and expertise on Indigenous health issues and lead Alberta Health's contributions to government's overall Indigenous policy and programming direction (i.e. Jordan's Principle, UN Dec, TRC, Residential Schools, Protocol Agreement health tables).
- Participate as Alberta Health's representative in external committees that advise on provincial policy issues across a spectrum of issues as required.
- Represent the Ministry's positions on cross-divisional and cross-ministry committees and projects.

Lead and provide advice for Ministry engagement with Indigenous communities, organizations, and other stakeholders:

- Develop and maintain extensive, effective networks and contacts in Indigenous communities, including Elders, to provide a bridge between Alberta Health and First Nations, Métis, and Inuit organizations and communities.
- Build relationships with, and foster a culture of trust among Indigenous stakeholders and partners to support achieving mutual goals and priorities.
- Lead engagement to support Alberta Health's participation on Protocol and Framework Agreement Health Sub-Tables with Treaty 8 First Nations of Alberta, Blackfoot Confederacy, and the Métis Nation of Alberta, and to support engagement and collaboration with Regional Indigenous Organizations.
- Lead and provide advice related to the Ministry's relationships with Indigenous Services Canada, First Nations and Inuit Health Branch (FNIHB), other federal departments, and other provinces and territories on Indigenous matters.
- Lead development of input to Alberta Health Services' policies and strategies that focus on health service delivery to Indigenous populations.
- Work with stakeholders to understand the evidence and data focused on access, quality, and effectiveness of health services for Indigenous peoples.
- Represent the Ministry's positions at Indigenous health forums, including collaborations with the federal government, Alberta Health Services, Treaties 6, 7, and 8, the Métis Nation of Alberta, and the Metis Settlements General Council, and propose collaborative actions that support health system improvements.

Ensure effective Unit operations, and contribute to the effective operation of the Branch and Department:

- Support all aspects of Unit and Branch management, including recruitment, coaching, development, supervision and performance management.
- Foster cross-training and professional development among team members to enhance team capacity.
- Support management of contracts and budgets, and ensure staff and vendors work within them.
- Lead and support Unit, Branch, and Division strategic business planning and reporting, transforming business and operational goals and targets to work plans.
- Collaborate with Branch manager(s) to integrate work across teams to increase effectiveness and efficiency.
- Proactively raise awareness on emerging program or other issues with Branch, Division, and Department executive leadership.

- Guide the development of briefings, analyses, and action requests within established timelines.
- Participate in the continuous improvement of unit and branch operations.

Supports the Executive Director in leading Unit operations to achieve strategic, business, and operational goals:

- Effectively manage Branch operations, including human and financial resources, to ensure that outcomes are delivered in accordance with business and operational plans.
- Define, clarify, and align team accountabilities and responsibilities.
- Direct activities to ensure that outcomes are achieved for specific initiatives assigned to the Branch.
- Support the Executive Director to navigate complex relationships and political landscapes, in collaboration with Indigenous communities, to maximize health benefits for all Albertans.
- Act on behalf of the Executive Director during vacations and absences, as required.

Problem Solving

Typical problems solved:

- The Director will participate in the restructuring of systems and processes, and the design of new models of service delivery and approaches to solving problems with few precedents or unclear impacts. Analysis, reasoning, evaluation, judgment and problem-solving skills are all required to support development of on-reserve health programs and integration between the federal, provincial and on-reserve systems.
- Indigenous peoples' issues have a long and complex history; the Director is challenged to succinctly describe this background, and help to guide a shift in thinking for some stakeholders.
- Expectations for improved health status of Indigenous populations is high amongst the Treaties, Métis Nation of Alberta, stakeholders, the department and other ministries; the Director must juggle and prioritize multiple projects, including requests for representation on groups and committees, and leadership of some initiatives.
- Indigenous policy development is a sensitive area. The Director assists to 'stick handle' through complexities to identify issues and concerns, synthesize background information, and develop options along with pros and cons to inform and support the Minister and Deputy Minister's participation in discussions. The Director aims to support the Executive Director to achieve positive outcomes from complex situations.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

- There is freedom to act in planning and leading research and the development of partnership and collaboration work that is in keeping with the priorities and overall direction set by the ministry, informing Executive management of work underway, results expected, or issues that must be resolved.
- Indigenous health work aligns with Alberta Health's policy priorities and principles, established by Executive Team and the Minister.
- The position is accountable for the success of projects led by the position, and for the results of the Branch. The Director is jointly accountable for the results of the Division.
- The Director is constrained to observe budget and human resource requirements established by the branch and division.
- The position has considerable potential to affect Indigenous peoples' health status positively.

The position also has potential to affect Albertan and stakeholder perceptions of the health of Indigenous peoples and the relationship with Indigenous peoples in the health system.

Key Relationships

Major stakeholders and purpose of interactions:

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:

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

- A post-secondary degree in Education, Public Administration, Health, Native Studies or a related field, plus several years of related government experience. A Master's degree or equivalent is an asset.
- A minimum of six years of progressively responsible management experience.
- Excellent written and oral communication skills with a diverse range of audiences, including First Nations and Métis communities.
- Broad knowledge of government decision-making processes, objectives, goals, and strategies.
- Strong project and business management knowledge and experience.
- Strong, demonstrated people management skills and the ability to articulate and implement a vision and common direction in a changeable environment.
- Excellent interpersonal and networking skills, crucial to developing and maintaining strategic working relationships with internal and external stakeholders and Indigenous communities and organizations.
- Strong decision-making abilities and proven ability to manage politically sensitive issues.
- Knowledge of administrative structures in the health system, including service delivery organizations and related partners, such as Alberta Health Services, Primary Care Networks, and Indigenous Services Canada's programming.
- Sound knowledge of Indigenous peoples' histories, cultures and communities, as well as contemporary research and current issues in Indigenous health.
- Sound knowledge of Indigenous administration, organizational structures, and working environments, particularly in relation to health.
- Good working knowledge of federal legislation and policies impacting Indigenous peoples generally, including an understanding of jurisdictional issues in Indigenous health.
- Sound knowledge of provincial legislation and policies affecting Indigenous peoples generally, and health care in particular.
- An understanding of legal and political aspects of government policy development to meet Indigenous health needs.
- An understanding of Indigenous peoples' health needs, as well as cultural and societal concerns, that affect Indigenous interactions with the health care system.
- Experience working in a First Nation or Métis community organization or similar environment 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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <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 	
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 	
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 problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	
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 	

		<ul style="list-style-type: none">• Upholds principles and confronts problems directly• Considers complex factors and aligns solutions with broader organization mission	
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Benchmarks

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

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