

New

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Program Design and Implementation

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

Youth and Preventive Family Services, PFVA

☒ 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 Youth and Preventive Family Services Division, Prevention of Family Violence and Abuse (PFVA) Branch, provides support and coordination of services to address family and sexual violence, including targeted family violence intervention programs and innovation in research and prevention. The PFVA Branch supports women's emergency shelters, second stage women's shelters and sexual assault centres and provides secretariat support to the Family Violence Death Review Committee and co-chairs the Interdepartmental Committee on Gender-Based Violence.

The PFVA Branch is responsible for grant administration and support to a portfolio of grants given to community-based agencies to address and prevent family violence, sexual violence and to promote healthy relationships. There is approximately \$88 million in grant funding and contracts sexual assault centres, women's emergency and second-stage shelters, as well as a family violence programming.

Reporting to the Provincial Program Delivery Director within the PFVA Branch, the manager provides oversight and supervision of staff responsible for the provincial response to a diverse number of government priorities, including prevention of family violence, sexual violence, and abuse, and other

related programs. This includes program design and implementation of new programming and strategic initiatives.

Responsibilities

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

1) Lead and direct Unit activity to ensure the most effective delivery of provincial programs that align with the GoA's priorities and mandates.

- Design, innovate and implement effective and efficient programming for the GoA related to family violence, sexual violence and abuse.
- Lead projects for the Ministry, collaborating with government partners, community based stakeholders and provincial organizations to develop and support the delivery of innovative and effective women shelter, family violence and sexual violence and abuse programming.
- Support and guide development of program responses to prevent broad social issues impacting Children and Family Services clients in all programs and services provided by the ministry, including poverty, mental health, addictions and underlying systemic causes of family violence, sexual violence and abuse.
- Support the senior leadership by providing expert advice and recommendations on a wide range of issues requiring the interpretation of legislation, use of data, and complex problem solving.
- Develop strategic and operational plans for the unit to ensure that priorities are identified and will be supported throughout the coming year.

2) Lead the implementation of priority initiatives such as the Women's Shelter Program Renewal, emerging priorities and ongoing improvements to prevention of sexual and family violence programming.

- Manage change by developing effective relationships with internal and external stakeholders invested and/or impacted by the change.
- Alert impacted staff and stakeholders to the need for specific change and its implementation.
- Positively influence people and events by communicating a vision to staff and stakeholders that raises commitment to action that is aligned with the government's strategic direction.
- Engage others in critical and strategic thinking that identifies opportunities, barriers and associated risks and challenges them to take action to address barriers.

3) Support a team of diverse professionals performing varied and specialized work to:

- Offer interpretation and advice on legislation, policy and programming relative to family violence and sexual violence and abuse.
- Link services and program activities within the Ministry to the business plan goals.
- Provide regular feedback and analysis on the performance of the management team and staff, relative to quality expectations.
- Develop and coordinate consultative services, briefings, background material, support resources, training activities etc. for the Ministry, community partners and other stakeholders.

4) Manage the division's fiscal and human resources to ensure the effective use of resources in meeting business plan objectives.

- Effectively manage internal and external resources to achieve organizational goals.
- Identify appropriate fiscal and human resources based on organizational strengths and weaknesses, and

position them to meet specific issues.

- Ensure appropriate accountability and performance standards are met.
- Delegate authority and responsibilities appropriately.
- Identify resource sources (which might include partnerships or indirect resourcing approaches), which will facilitate the achievement of organizational goals.
- Evolve conventional processes to ensure more effective, efficient approaches that can meet organizational goals.
- Effectively oversee a range of significant programs and time-sensitive issues using appropriate, available resources.

Problem Solving

Typical problems solved:

Problems are inherent in managing diverse interests from multiple stakeholders. Challenges include the following:

- Anticipating short and long-term implications of legislation, strategies and initiatives and developing options to deal with potential scenarios, including negative outcomes.
- Managing within ministry and cross-ministry expectations, in accordance with all available resources and policies.
- Managing numerous daily operational and administrative issues, coupled with the ability to create and conceptualize complex social frameworks for new initiatives.
- Meeting objectives and timelines for program and policy responses that resolve issues and operate within fundamental government policies and practices.
- Collaborating with cross-ministry and service delivery partners to develop system approaches, evaluations on initiatives, and elicit specific expertise related to issues, interpretations, and responses to complex family violence, sexual violence and abuse situations.
- Developing timely advice for senior management to anticipate and manage stakeholder reactions, issues that may be front and center in the media, and being the liaison between Communications and Public Engagement and program area when any media requests are determined.

Types of guidance available for problem solving:

This position has access to a strong, diverse division and branch team for input and consultation

Direct or indirect impacts of decisions:

- Success in achieving strategic objectives.
- Proposing courses of action in spite of challenges and potential barriers.
- Anticipating the short and long-term consequences of strategies and develop backup strategies and options to deal with potential negative outcomes.
- Managing the dichotomy of community and government expectations, in accordance with all available resources and policies.

Key Relationships

Major stakeholders and purpose of interactions:

Reducing family and sexual violence in Alberta requires large-scale social change and necessitates the commitment of many sectors. Through ongoing partnerships and extensive consultation with internal and external stakeholders, the Manager achieves results through the delivery of shared projects/initiatives

with community partners that impact a large segment of Alberta's population.

CFS Managers/Directors/ED/ADM: Support Minister and Executive as government coordination lead on family violence and sexual violence and abuse program design and implementation. Support Executive in achieving the Ministry's mission, vision and outcomes, with other Manager colleagues to implement regional and community-based family violence, sexual violence and abuse prevention and intervention initiatives. This position will work in tandem with two other managers in the PFVA branch on portfolios that intersect.

Communications and Public Engagement: Respond to media inquiries and proactively consider public awareness and education strategies and targets that meet the Ministry and Divisional goals and objectives, including change management and proactive stakeholder communications.

Establish and maintain external relationships with the following partners with mutual interests and mandates to develop and implement family violence and sexual violence and abuse preventions and interventions:

- Cross-ministry partners
- Community stakeholders and local boards and agencies
- Provincial Associations such as AASAS, ACWS, IMPACT
- Academics
- Police
- Officials of international, national and provincial governments

Required Education, Experience and Technical Competencies

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

If other, specify:

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

A university degree in social work, social sciences or related field is required. A graduate degree is considered an asset. The position requires experience in the interpretation of legislation and policy, as well as a demonstrated ability to develop relationships, lead projects and work collaboratively with others. A proven track record of accomplishing objectives and being action-oriented with significant experience in the analysis of complex political/social issues and partnership frameworks, along with proven ability to use quantitative and qualitative data sources and systems in problem solving, and ability to project implications, select appropriate strategies and develop successful implementation plans. The role requires experience leading and directing a team performing varied activities and objectives.

Knowledge required:

- Extensive knowledge of legislation, acts, regulations and government policies, including the *Protection Against Family Violence Act*; *Child, Youth and Family Enhancement Act*; *Government Accountability Act*; and *Government Organization Act*.
- Strong working knowledge of working with a diverse range of government and community stakeholders, quality assurance systems, and contextual issues impacting the delivery of services and programs in the prevention of family violence, sexual violence and bullying.
- Expert knowledge of complex system change, principles and intervention techniques in order to ensure that excellent policies and programs are available, as well as to monitor and evaluate implementation of these.

The position is a content expert within the ministry and division family violence, sexual violence and abuse prevention and intervention, including representing the ministry as required at local, provincial, national

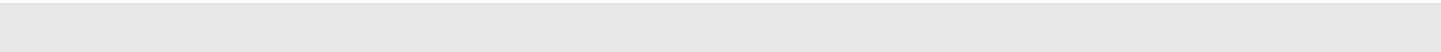
and international forums.



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	This job impacts a wide range of stakeholders, requires thinking about the changes in environment, and producing innovative and sustainable solutions that ensures work is focused on the priorities of Albertans.
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	This job faces increasingly complex issues that require combining different approaches and perspectives to solve, as well as a grounded understanding of the problem and a view to take risks and evolve.
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	This job requires a willingness and ability to change the way situations are approached to encourage and act upon new ideas and solutions quickly.
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	This job focuses on program design and implementation and requires an understanding of the goals, the creation of clear and thorough

		<ul style="list-style-type: none">• Removes barriers to collaboration and achievement of outcomes• Upholds principles and confronts problems directly• Considers complex factors and aligns solutions with broader organization mission	plans, discipline in managing projects, the inspiration of others and the ultimate achievement of the goals.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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<ul style="list-style-type: none">• Goes beyond to meet stakeholder needs• Ensures all needs are heard and understood	This job requires working in an interconnected web of stakeholders, experts and advocates, in who input will be gathered to find the best solutions for Albertans, as collaboration is essential in solving complex problems.



ADM Name	Date yyyy-mm-dd	ADM Signature
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