

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

for providing clinical expertise guidance, leadership and direction for ongoing process improvements, the development and implementation of performance measurements, quality control and immunization operational policy. The manager oversees the development of standard operating procedures and guidelines as they pertain to warehousing, distribution and storage and handling of vaccines and antivirals. This role is accountable for the day-to-day operations of provincial vaccine depot staff and a clinical policy lead.

Responsibilities

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

1. Works with the Immunization Team (and occasionally the Communicable Disease team) and other department staff to develop short and long-term strategic and operational plans for the Provincial Vaccine Depot (PVD) and its operations which integrate with the departments goals. Consults with the Director of Immunization, the Executive Director, CDC and the Office of the Chief Medical Officer of Health (OCMOH) (as required) to ensure that the overall responsibilities and development of operational policies and goals are carried out according to best practices, regulatory requirements and fall within accepted professional guidelines.
2. Oversees the contracting processes for biologicals and influenza antivirals, regularly monitoring contract performance, planning and adjusting procurement requirements to meet program needs.
3. Oversees the operations of the PVD that include staffing, on-call rotations, and day to day requests about distribution and allocation of biologicals within Alberta. This includes hiring staff and evaluating employee performance.
4. Oversees the development and execution of the provincial outreach policy
5. Ensures that PVD operations are efficient and reliable for the effective management and distribution of biologicals within Alberta and recommends improvements in process, policies and information management. Oversees inventory levels by determining inventory safety stock levels, reorder points and ordering frequency. Monitors product wastage by minimizing product expiries and ensuring cold chain is maintained throughout the distribution process from receipt from the manufacturer to distribution to all external stakeholders.
6. Responds to customer needs by continually assessing staff activities and responding to changing demands to ensure that resources are maximized to meet Primary Care Alberta Public Health and other internal /external stakeholder needs.
7. Ensures that information technology used in the operations of the PVD provides for the most efficient processes available and has program input as it is developed.
8. Supports the development of a strategic plan and IT solution as part of a ten year immunization technological solution.
9. Member of federal, provincial and territorial committees including the Vaccine Supply Working Group.
10. Oversees and supports staff to engage with Alberta College of Pharmacy(ACP), Alberta Pharmacy Association (RxA) and internal pharmacy branch.

Problem Solving

Typical problems solved:

- Gaining Consensus: articulating the benefits of addressing the complex interplay of multiple factors influencing health and identifying common ground or commonalities for stakeholders is challenging. For example, addressing procurement issues that involves Public Service Procurement Canada and Provincial Territorial partners, and ensuring Alberta has adequate supply to accommodate our publicly funded immunization programs.
- Removing barriers: understanding stakeholders' situations and working within the system to remove barriers and develop the most effective approaches when clear guidelines and historical precedence's do not exist is challenging.
- Creative solutions: Uses prior experience with; non-government, community-based organizations, consultative approaches, and well-honed communication skills provide the foundation to develop creative approaches to problems and challenges in particular for those challenges that have no historical approach documented. example includes-new vaccines and logistical implications associated with them.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

- Support the Director(s) and Executive Director as required to provide guidance.
- Impacts immunization policy development
- Work in partnership with other stakeholders on procurement and best practices whose results have an impact on a provincial and national level.
- Activities have significant impact on the day-to-day operations of stakeholders. For example, the procurement practices, standards and guidelines for Alberta's Immunization Program have a direct impact on the work of staff in the zones of PCA, pharmacy and physician providers.
- Manages 6 technicians and a Program Services 3 staff who function out of the Provincial Vaccine Depot. Manages one MH4 who leads the outreach policy files, internal pharmacy engagement.
- Accountable for; vaccine and influenza antiviral procurement and distribution in Alberta, and the development of the outreach immunization policy and all operational/logistical aspects of the Alberta Immunization programs.
- Supports the development of Communicable disease policy(vaccine preventable diseases) and Immunization Program operational policy

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Other Project and Program Managers, Nurse Consultants, Epidemiologists, Pharmaceutical and Health Benefits staff- Sharing experiences and information to foster a broader knowledge base and comprehensive approach in all immunization implementation areas

Provincial Vaccine Depot- Supervises the staff at the PVD and provides general oversight of all PVD functions.

Immunization, Public Health Information System and Communicable Disease Directors- Provide recommendations for appropriate strategies. Sharing experiences and information to foster a broader knowledge base and comprehensive approach across a range of project areas.

Executive Director- Provide recommendations for appropriate strategies. Develops briefings to support business goals.

Chief Medical Officer of Health and/or Deputy Chief Medical Officer of Health-Provide endorsement to suggested policies and strategies. Supports Manager, Immunization Policy with meetings/briefings.

Administrative Support Staff within the Branch-Provides and receives assistance with work functions pertaining to the immunization and vaccine preventable disease programs.

Staff within the Ministry-To facilitate the development of inventory management and registry and vaccine distribution to external pharmacy and physician providers.

External

PCA Public Health Staff and AHS vaccine Depot staff-Consultation about evidence based practices within the region, vaccine storage and handling practices, distribution capacity and inventory management practices.

Public Health Agency of Canada - regional and national staff-Pooling of expertise and financial resources. Production

of strategies, products and resources. Fostering productive relationships.

Committee Working Groups-Achieving tangible results to meet the goals of projects and programs.

Canadian Association for Pharmacy Distribution Management/Pharmacy Wholesale distributors-

Public (through Action Requests, Alberta Connects, AH Inform)- 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:

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

- To meet the demands of this challenging position, you must have a track record of being a self-starter, and have the ability to work independently and in a team environment to respond to the needs of a diverse client base.
- Exceptional organizational, interpersonal, communication (verbal and written), prioritization, attention to detail, problem solving, and negotiation skills are assets for success in this role
- Your strong analytical and technical skills will ensure your success in this role. Strong negotiation skills through verbal and written communication are essential as we place a major emphasis on client service, teamwork and collaboration.
- Your excellent people and relationship management skills will foster an atmosphere of respect and integrity. You will build on existing relationships to assist the branch in becoming a stronger strategic partner within the business community.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <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 	<ol style="list-style-type: none"> 1. Creative solutions to effective and efficient warehousing. 2. advanced knowledge of warehouse operations, inventory management, best practices for cold chain management. 3. clinical knowledge in Vaccine preventable diseases, epidemiology and immunization programming.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<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 	<ol style="list-style-type: none"> 1. General management experience. 2. Staff and employee relations management experience. 3. strong financial/ budget and forecasting knowledge and experience. 4. Ability to break down

		<p>confronts problems directly</p> <ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	<p>issues, identify gaps and articulate clearly the steps and solutions to achieve a goal.</p> <p>5. Ability to meet deadlines while considering the broader team/program goals.</p>
Build Collaborative Environments	○ ○ ○ ● ○	<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 	<ol style="list-style-type: none"> 1. Demonstrated skills in leading a high functioning team in an operational setting. 2. demonstrated skills in coaching in a dynamic environment with the ability to motivate staff. 3. Excellent verbal and written communication skills including the superior skills to facilitate, negotiate and persuade others.
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 	<ol style="list-style-type: none"> 1. Customer focused with the ability to multi task and work under pressure while maintaining service levels to customers and direct reports. 2. Ability to manage and direct complex logistical projects and programs. 3. demonstrates awareness of larger program goals, how they affect the team and able to explain the impact to the team on their workflows.
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 	<ol style="list-style-type: none"> 1. Establishes credibility and common purpose with a range of people. 2. Uses current network to identify opportunities for growth and efficiencies. 3. advocates for staff to build collaborative relationships 4. nurtures and supports networks while articulating common goal(s)