

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Innt Comms, Engage, CM System Refocusing

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Vacant

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Health Innovation and Engagement, the Senior Policy Advisory plays a key role in providing strategic support to support the System Refocusing mandate. At the direction of management, the Senior Policy Advisor, with minimal supervision, has a supportive role in carrying out complex engagement, communications and program development projects. Projects can range from short-term assignments requiring keen and strategic analysis with quick turnarounds, to long-term projects with multiple components, and recommendations which include options, risks, and supporting evidence.

The Senior Policy Advisor is involved in supporting the implementation of the direction for Alberta's health care system to improve health outcomes for Albertans and empower health care workers to deliver quality care across the province. This include planning, evaluation, interpretation, and implementation of new initiatives, policy or programs, within the framework of the division's mandate and the department's business plan objectives. The position would also provide guidance to project working groups, consult with stakeholders on various items, and remain abreast of current policy and program related issues and trends.

Responsibilities

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

1) Participate in the development of analysis, research, and advice on the system refocusing initiative for the department:

– Consult with other divisions, branches, teams and departments to gather the appropriate internal information that will support the overall system refocusing project management.

2) Undertake ad hoc requests by senior officials to support special projects and initiatives

3) Provide strategic support to the managers and director on internal communications, engagement and change management activities:

- plan and prepare for meetings, including the development of agendas, meeting materials, presentations, draft emails, and other documents to support governance body objectives as required.
- schedule and attend meetings, and represent the unit, branch, or division as needed;
- collate and summarize information from meetings to inform key decision makers and executive management; and
- contribute to and complete action items delegated to AB Health.

4) Draft, review and update key messages and other communications products in relation to direction relevant to the department and government policy:

- draft messaging to inform the context of strategic planning and development of potential directions, and
- apply a systems perspective to raise awareness of significant trends and leading practices through the development of appropriate briefings, presentations, and informational material.

5) Contribute to the effective operation of the branch:

- cover for the manager and other staff within the branch as required;
- respond to requests from other staff within the department;
- establish and maintain positive and effective relationships with other program areas;
- support senior and executive management in dealing with issues (e.g. preparation of briefings, action requests, presentations, participation in meetings, research, etc.)
- participate in branch planning and reporting; and
- provide direction to junior staff to collect, analyze, and interpret data.

Problem Solving

Typical problems solved:

The position functions with independence and must use their knowledge and experience to complete assignments. Strong communication is required to maintain relationships internal to the division and external. The position follows goals or timelines established by a senior position or manager and raises awareness if they've uncovered emerging issues.

Types of guidance available for problem solving:

The Senior Policy Advisor can rely on other Advisors and their Manager to identify potential upcoming issues and work towards a solution. Situations faced by the Senior Policy Advisor is usually within a structured approach; however, the position must be flexible and attentive to situations that may be controversial at time and have strong acumen.

Direct or indirect impacts of decisions:

Decision making authority is limited to how the position prioritizes assigned tasks. The Senior Policy Advisor must use sound judgment to provide a definitive policy or program response. The position applies relevant government process and methodologies to complete work.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Manager - for strategic direction and immediate supervisory direction and project assignment
Branch staff (including other work unites) - provide support and maintains strong communication
Director/ED - as required, for strategic direction and information

External:

Other department staff - for input, information gathering, and project completion

Required Education, Experience and Technical Competencies

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

If other, specify:

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

– Project Management: proven experience in overseeing and managing complex projects, ensuring timely delivery of outcomes.
 – Project management experience working independently with minimal supervision and working within a team to carry out major policy or planning projects.
 – Relationship Building: demonstrated ability to establish and maintain positive working relationships with diverse stakeholders.
 – Communication Skills: strong written and verbal communication skills, with the ability to prepare and present reports, briefings, and presentations.

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: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Responsible to understand the overall plan for the refocusing initiative, promote information sharing across organizations and proactively manage risks and opportunities related to the project.
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: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	Builds and maintains relationships across the division and with other organizations to maintain broad awareness of the refocusing initiative and promote information sharing across the project.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of	Actively maintains awareness of ministry priorities, pressures and constraints in a dynamic project environment. Applies this awareness to effectively support management and senior management to implement changes.

		<p>others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Constantly reviews and maintain the branch's systems and process to ensure smooth and efficient work and information sharing as required across the division.</p>

Benchmarks

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

024PS10 - Policy Advisor
024PS63 - Policy Analyst

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.