

New

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

50085399

Position Name (200 character maximum)

Senior Policy and Evaluation 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

PCRH Division, IA Branch/ PME unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, tbd

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Senior Policy and Evaluation Advisor is a subject matter expert responsible for guiding the design, implementation, and continuous refinement of performance measurement and evaluation strategies that support high profile initiatives, including Modernizing Alberta's Primary Health Care System (MAPS) and System Refocusing initiatives.

As a specialist in this field, the Advisor applies advanced knowledge of evaluation theory, performance frameworks, and outcome measurement to assess system performance and inform strategic decision-making. Operating within the Primary Care System Oversight Branch of the Primary & Preventative Health Care (PPHC) Division, this role ensures that data-driven insights are embedded into policy and program development to support accountability, transparency, and continuous improvement across Alberta's primary health care system. The Advisor is relied upon for their expertise in selecting meaningful indicators, designing robust methodologies, and translating complex data into actionable recommendations. The incumbent collaborates with a wide range of stakeholders --including internal ministry teams, other government departments, Primary Care Alberta (PCA), and key external partners --to align performance activities with provincial priorities. They are often called upon to support the ministry in

interdepartmental and cross-sectoral working groups, contributing their specialized expertise to shape provincial and national measurement approaches. With considerable influence across multiple levels of the health system, the Advisor is expected to work independently and demonstrate strong political acumen, systems thinking, and a commitment to fostering a culture of evidence-informed practice.

Responsibilities

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

1. Lead and coordinate the development and implementation of evaluation frameworks to evaluate and report on the performance of the Modernizing Alberta's Primary Health Care System (MAPS) initiative, the primary health care system in Alberta, as well as specific initiatives as required.

- Provide expert leadership in the design and development of comprehensive evaluation and performance measurement frameworks for primary care initiatives, ensuring alignment with the MAPS initiative, departmental priorities, and broader system goals. This includes leading the creation of evaluation plans, logic models, performance indicators, data collection strategies, and reporting structures in collaboration with internal and external stakeholders to enable rigorous assessment of outcomes, system impact, and continuous quality improvement.
- Lead, with relevant (internal and external) stakeholders, the definition of expectations and performance targets that will illustrate progress toward MAPS program objectives and primary care strategies through standardized reporting. This involves strong stakeholder management and facilitation skills to build and maintain project momentum, build consensus, and foster positive relationships. The incumbent must regularly communicate, with confidence, technically complex concepts to a range of stakeholders, including those with limited or no evaluation or data expertise.
- Lead, develop and/or coordinate projects, including the preparation of reports, briefing notes, logic models and other documentation to provide decision support related to evaluation and measurement for Alberta's primary health care system.
- Develop linkages and mechanisms to share information across the unit, branch, and ministry so that the information produced is used to inform the evolution of primary health care programs and strategies.

2. Develop and implement reporting for evaluation and monitoring of the MAPS initiative and the primary health care system in Alberta.

- Lead the PME unit's role in creation of framework(s) for reporting, including what reports will be prepared, how, timelines, and standards to meet ministry reporting priorities.
- Liaise across the Division, with internal and external stakeholders, and working groups to coordinate reporting activities and develop communication plans.
- Collaborate with internal and external stakeholders [e.g., other branches, Primary Care Alberta (PCA), Alberta Medical Association (AMA), Health Quality Alberta (HQA)] to resolve complex data and system integration issues.

3. Maintain a leadership role in issues related to performance measurement, monitoring, and evaluation:

- Provide the Executive Director/Director/Manager with strategic advice and recommendations for emerging issues, opportunities, and challenges associated with performance measurement, monitoring, and evaluation, and reporting and alignment across the division and ministry.
- Maintain awareness of leading practice in primary health care performance measurement, evaluation, and develop options for innovation.

4. Communication and Issues Support:

- Lead the completion of responses to Action Requests, briefings, information requests and reports related to performance monitoring and evaluation.
- Participate in branch planning and reporting by working with internal and external partners to synthesize opportunities and results to improve primary health care in Alberta.

- Develop briefing materials and correspondence to ensure Division and Ministry representatives have appropriate input for decision-making.
- Establish and maintain relationships with Ministry and Government representatives and stakeholders, including providing consultation and support for issues identification and resolution.
- Represent the Branch, Division, and Ministry perspectives and objectives on working groups and committees made up of ministry, cross-ministry, or external stakeholders.

5. Lead project work, provide consultation, and supervise project staff and/or consultants to ensure timely project completion, on complex, multi-stakeholder projects

- Provide advice to the Manager and Director on the recommended evaluation and performance measurement approach for projects assigned to the Unit.
- Act with broad independence to plan and lead major projects for which the PME Unit is responsible. This includes project planning, implementation, monitoring and reporting to leadership on progress, and coordination and collaboration across the division and with key stakeholders (e.g., PCA, AMA, HQA).
- Develop project contract descriptions and identify staff resource requirements and requirements for projects, manage external contractors, assign work, monitor and maintain appropriate workloads and standards within agreed upon timelines.
- Monitor project processes, outputs, deliverables and budget using a variety of project management tools. Make adjustments as necessary.
- Coordinate and conduct background research for projects, including obtaining stakeholder input and integration of research into final reports or policy documents.
- Act as a subject matter expert to provide consultative advice and support within the unit and across the Branch and Division.

Problem Solving

Typical problems solved:

The Senior Policy and Evaluation Advisor is responsible for addressing complex and often novel challenges related to assessing the effectiveness, efficiency, and impact of primary health care transformation under the Modernizing Alberta's Primary initiative. This requires synthesizing diverse sources of evidence --including evaluation findings, performance data, and stakeholder feedback --to inform strategic decision-making and policy development. Problems frequently involve designing or refining evaluation frameworks and performance measurement systems that are both methodologically sound and practically implementable within a dynamic and evolving policy landscape.

The Advisor must consider numerous contextual factors, including cross-ministry priorities, health system pressures, data limitations, financial and legal frameworks, and the perspectives of varied stakeholders across primary health care, Indigenous health partners, and community organizations. Given the provincial scope of MAPS, the issues encountered often have far-reaching implications across Alberta's health system. Solutions require a deep understanding of evaluation theory and performance measurement best practices, as well as the ability to interpret complex system dynamics and adapt tools and methods to meet policy needs. The incumbent must demonstrate agility, flexibility, creativity, and strategic thinking to ensure that measurement and evaluation activities remain relevant, feasible, and impactful amid shifting priorities and emerging challenges.

Types of guidance available for problem solving:

The Senior Policy and Evaluation Advisor works within the context of established legislation, policies, directives and guidelines, with the manager and director available to clarify goals, objectives, priorities and provide guidance as required. Within this scope, the Policy and Evaluation Advisor is expected to act independently to problem solve, utilizing their judgment and creative problem solving skills to address and resolve issues.

Direct or indirect impacts of decisions:

The impacts of the decisions are felt by all stakeholders in the system, as well as Albertans. The unit leads

development of evaluation frameworks, which once implemented, will inform a wide range of decisions impacting primary health care in Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Internal (within the department):

The Unit Manager and Director provide updates and guidance on projects, department strategy, stakeholder positions, priorities and on effective ways to lead teams. Unit staff collaborate to fulfill the unit's responsibilities. As a senior team member, the Advisor provides additional guidance to supplement that of the Manager and Director, as required. The incumbent also collaborates with other staff across the division and department as required to fulfill their role.

Other staff in the Division and across the department may provide input, advice and assistance to the Senior Policy and Evaluation Advisor in fulfilling their responsibilities, as needed.

External (outside the department):

The Senior Policy and Evaluation Advisor also works with external stakeholders to advance the priorities of the Division and projects of the PME Unit. These include Primary Care Alberta, Alberta Medical Association, contractors, grant proponents, professional colleges and unions, peers across the province and in other jurisdictions, Primary Care Networks (PCNs), the Institute of Health Economics, Health Quality Alberta and working groups/committees.

Required Education, Experience and Technical Competencies

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

If other, specify:

Equivalencies would be considered. An evaluation background (work or education) is a requirement.

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

- Knowledge and understanding of the department's business plan and objectives.
- Strong knowledge of the Alberta health system, current primary health care policy direction, trends and strategies.
- Excellent knowledge of Excel and knowledge of SAS and other statistical program knowledge are desirable.
- Strong research, analytical, organization, interpersonal, written and verbal communication skills.
- Aptitude for problem solving, strong analytical ability, data interpretation skills, including the use of qualitative and quantitative data for policy development and decision-making purposes.
- Project management experience, including stakeholder engagement and participation on/support of working groups and committees.
- Experience in quality improvement and developing and implementing evaluation frameworks.

Evaluation, Performance Monitoring and Health System Data

- Knowledge of the theory of and expertise in evaluation and the development of performance measures.
- Knowledge of and experience with setting, tracking and reporting on system-wide performance measures.
- In depth knowledge of roles and objectives of the stakeholder organizations and committees in Primary Health Care, including organizations that support measurement and/or evaluation.
- Knowledge of development of evidence-based tools, and measurements for performance and quality improvements.
- Awareness of theory and practice of quantitative and qualitative system analysis techniques and how these can be utilized in evaluation and performance management.

- Knowledge of the variety of data sets available in the primary health care sector.
- Strong analytic and logical reasoning skills.
- Content expert qualifications and credentialed evaluator designation will be an asset.
- Certification in evaluation or quality improvement is an asset.

Primary Care

- In depth knowledge of Alberta's primary health care and broader health care systems, trends and strategies.
- Understanding of government goals and objectives, mandates and priorities of related departments as they relate to primary health care.
- Knowledge of relevant legislation and Ministry policies, programs, and Business Plan.
- Knowledge of the Ministry's health care system performance measures and expectations for primary health care.
- Awareness of international trends and approaches of other countries related to primary health care.

Organizational Knowledge and Experience

- Knowledge of government and ministry human and financial management processes, contract management, policy planning and research policies, processes and standards.

General/Other

- University degree in a field related to the position assignment (such public administration, public health, evaluation or related field), or combination of related education and experience.
- Strong organizational and interpersonal skills.
- Extensive (several years) project management experience, demonstrating the ability to manage complex and politically sensitive projects.
- Ability to foster team work and consulting/consensus-building techniques, including in a working group/ committee setting.
- Strong written and oral communication skills.

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 	Primary health is connected with the rest of the health system as well as the other sectors including education and social services. Therefore, a strong systems perspective is an asset. The incumbent must consider multiple programs, initiatives and other factors in the development of evaluation frameworks.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an	The Advisor is responsible to work with stakeholders

		<p>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 	<p>both internally and externally in order to inform and align work across the division (e.g., different initiatives that comprise MAPS), different areas of the department and across sectors within the healthcare system. The strong, positive relationships the incumbent fosters are key to success in this role.</p>
Creative Problem Solving	○ ○ ○ ● ○	<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 	<p>The Advisor is expected to, with substantial independence, access resources and information from other areas and other jurisdictions, synthesize it, and use it to analyze issues, generate options and ensure alignment and integration with the overall goals and objectives for primary and community healthcare in Alberta.</p>
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 	<p>The Advisor must consistently approach new projects and pieces of work with creativity and use these opportunities to improve the current knowledge and strategies towards achieving the overall ministry goals and objectives. The incumbent is also working in a change environment with multiple priorities in play.</p>
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 	<p>Assessment of priorities and proactive planning are required as there are multiple departmental and project demands that will need to be met.</p>

		stakeholder needs • Ensures all needs are heard and understood	
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Benchmarks

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

025PS53: Senior Policy Advisor, Health

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.

[Vacant](#)

[N/A](#)

DM Name

Date yyyy-mm-dd

DM Signature