

Reclassification

Ministry

Hospital and Surgical Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Intergovernmental Relations

Current Class

Requested 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:

This position provides leadership, advice and assistance internally and externally in the development of health related federal/provincial/territorial (FPT) policy and issues management, including the identification and analysis of strategic responses to FPT issues facing the Ministry and the government of Alberta. A key responsibility is to provide strategic support to the Conference of Ministers and Deputy Ministers of Health.

Responsibilities

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

The Manager, Intergovernmental Relations must:

- Establish and maintain positive and effective working relationships with key stakeholders and in particular, counterpart officials from other FPT jurisdictions for the purpose of gaining intelligence and positioning Alberta's interests at the Conferences of Ministers and Deputy Ministers of Health.
- Lead in the development of FPT initiatives by analyzing interprovincial and departmental policy documents, developing briefing materials, and providing policy advice and strategic direction to the Minister and Deputy Minister.
- Oversee and provide direction in the coordination and preparation of briefing materials for program areas for Ministers' and Deputy Ministers' meetings / teleconferences. The position will provide direction to program areas on the specific processes for forwarding common briefings, developing Alberta position briefings and meeting tight timelines for submissions.
- Provide leadership and direction in the process to review, approve and sign off Ministry and Alberta Health Services (AHS) intergovernmental agreements. This includes overseeing the internal review of all intergovernmental agreements from program, legal and intergovernmental perspectives, and collaborating with Executive Council to ensure compliance and consistency with Government of Alberta policy, legislation and process provisions regarding the execution of intergovernmental agreements.

Problem Solving

Typical problems solved:

- participation in task group work undertaken by the ministry to resolve complex political and strategic FPT health related issues to the delivery of health care
- ability to work long hours, under political pressures and within tight timelines to develop innovative and practicable solutions to complex health care delivery issues
- ability to successfully oversee and/or negotiate all intergovernmental agreements while performing the due diligence to ensure Alberta's interests are protected
- ability to foster and maintain collaborative stakeholder relationships when resolving contentious health care issues

Types of guidance available for problem solving:

Director, PALS; Executive Director, SPI; Health Law Team, when legal guidance is necessary; other managers on the PALS team.

Direct or indirect impacts of decisions:

- The position is responsible for intergovernmental relations strategic direction and policy development. Much of the work is driven by the Business Plan and the Assistant Deputy Minister's Performance Contract as these relate to FPT initiatives and relationships. Results impact other ministries, as well as agencies and stakeholders in the health sector.
- The strategic directions and business processes that are developed and implemented by this position have a significant impact on the overall accountability of the ministry, specifically related to FPT health issues.
- Intergovernmental work on the alignment of intergovernmental agreements entered into by HSHS has a significant impact with other agreements entered into by other Government of Alberta ministries.
- Formal and informal networks and keeping abreast of health policy developments in other jurisdictions, including the federal government, can have a significant impact on the determination of priorities and the allocation of resources within Alberta and impacts the strategic advice and policy direction provided to the

Key Relationships

Major stakeholders and purpose of interactions:

- SSP Division (including Dir, PALS and ED,SPI), Executive Council and officials from other areas in the department and health sector: provide input into divisional initiatives and seek information regarding divisional activities; coordinate / provide strategic input into ministry on intergovernmental FPT initiatives
- Assistant Deputy Minister Office: provide advice and/or respond to policy issues, as appropriate; provide updates/recieve direction on actions; respond to queries for advice / information.
- Deputy Minister's Office: respond to queries for advice/information, including updates on matters of importance to Deputy Minister and provide briefing; provide (verbal/written) documentation to the Deputy Minister / Executive Committee on intergovernmental, FPT issues.
- Minister's Office: provide information/advice/assistance as appropriate on intergovernmental, FPT issues and/or respond to related queries for advice/information.
- Provincial/Territorial government representatives: share/obtain information on matters of mutual interest to other FPT governments; collaborate on initiatives/briefing materials/draft papers on issues which cut across FPT jurisdictions; through formal and informal networks negotiate for a common direction and outcomes beneficial to Alberta where appropriate.
- Provincial and National organizations and stakeholder groups: liaise/share information/problem solve/ negotiate on issues of mutual interest and concern.

Required Education, Experience and Technical Competencies

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

If other, specify:

Political Science, Social Sciences, Humanities

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

- University graduation in a related field, such as Public Administration, Political Science, Public Policy, Humanities or Social Sciences.
- broad, in-depth understanding of FPT jurisdictional issues and the implications of these for the ministry and the Government of Alberta
 - in depth understanding of Government of Alberta policy and political priorities
 - knowledge of Government of Alberta legislative and decision-making processes
 - knoweldge of policy processes / legislative agendas / priorities of other governments and their likely impact on Alberta priorities and decisions
 - understanding the dynamics related to multilateral / bilateral negotiation processes
 - knowledge of the Constitution Acts (1867 and 1982), the *Canada Health Act*, the Canada Health Transfer, relevant Alberta legislation and their implications for the Alberta health care system
 - organizational and project management skills relating to work projects and the related staffing priorities
 - strategic and analytical skills which make possible the development of strategic direction and policy advice in relation to emerging and ongoing FPT health-related issues
 - project management skills which enable initiatives to be developed and implemented
 - strong planning skills and the ability to multi-task
 - ability to lead and work within teams and on independent tasks, as circumstances necessitate
 - negotiation skills in both multilateral and bilateral envionments, within the GOvernment of Alberta, with other governments and other health care stakeholders
 - leadership skills for those processes/initiatives which required hands on management and direction
 - strong written and verbal communication
 - ability to provide appropriate background and strategic briefings to senior government officials
 - awareness of Government of Alberta and ministry business planning processes, accountability and governance

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 	The incumbent is required to facilitate collaborative processes, projects and decision making processes involving a wide-range of stakeholder groups with diverse perspectives and priorities.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <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 	The incumbent must take into account political sensitivities, Government of Alberta direction and evolving priorities as a part of briefings, agreement negotiations and general problem solving
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<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 	Timelines, priorities, and direction change rapidly; the incumbent must be ready and able to shift focus frequently, at a moment's notice.
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 	The incumbent requires an significant level of pro-active initiative to pair with provision of sound advice and independent thinking / decision-making. Drive for results is crucial for

		<p>achievement of outcomes</p> <ul style="list-style-type: none"> • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>this role to be responsive to senior leadership and officials.</p>
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 	<p>Asks probing questions when working with other jurisdictions to understand their policy priorities and analyze their approaches to identify and/or recommend best practices, and how they may be in alignment with overall Government of Alberta priorities and ministry direction.</p>