

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Manager, Transformation

Requested Class

Senior Manager (Zone 1)

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Finance and Capital Planning, Financial Planning

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta Health is refocusing the Health System and establishing four provincial health agencies (PHA). Alberta Health's financial planning branch will be required to establish the financial processes and planning of new entities into the Ministry of Health budget. The Financial Planning Branch delivers financial planning services and supports to the Ministry through three units including Health Entities Unit, Financial Planning- Department unit overseeing the finances of 16 Divisions and the Grants and Procurement unit managing the administration of more than \$20 billion in grants and contracts annually.

Reporting to the Executive Director, Financial Planning, the Senior Manager, Transformation will lead the development and implementation of approaches to achieve effective solutions that support the department's allocation, distribution, monitoring and reporting of Health's budget (Over \$26 billion) to health entities, the department and stakeholders, in part through effective use of information technology and government's financial systems.

To be effective the position must be able to use data, evidence and information to evaluate processes and financial systems to implement effective and efficient solutions.

The position will provide analysis to inform strategic direction and information services to internal and external clients on financial systems and processes.

Working in partnership with internal and external stakeholders, the Senior Manager identifies potential opportunities

and threats to the sustainability of health system funding in Alberta.

This includes preparing issues documents, briefing materials, and communications related to the allocation and reporting of funding and coordinating the development and production of accompanying documents and visual aids.

The Senior Manager develops and recommends policies, procedures and regulations concerning operating funding for entities and the department, working closely with senior management on the interpretation of funding for existing and new initiatives so that the fiscal impact to Government is clearly understood and communicated to senior officials.

The incumbent will manage improvements to increase efficiency and effectiveness of financial processes, systems and reporting of over \$26 billion annually.

Responsibilities

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

- A. Strategically lead the development of financial processes for the Ministry of Health's consolidated entities through financial System, business process management and financial information stewardship services.
 - i. Provides advice and analysis to ensure health entities financial processes are aligned and documented including risks and controls.
 - ii. Works with the department to analyze economic data and business information to implement effective and efficient business processes.
 - iii. Leveraging financial systems and technology, identify and analyzes areas for operational improvements and efficiencies.
 - iv. Analyze complex issues, synthesize findings and identify actions and solutions.
- B. Plan and manage the oversight and coordination of the financial and business change project for the Ministry of Health Budget.
 - i. Support governance, oversight, and coordination of all the business change programs/projects ensuring they are aligned, sequenced appropriately and delivered on time, within budget and achieve their business aims.
 - ii. Support the comprehensive review of financial processes of health entities.
 - iii. Work with the Corporate and Capital Planning and Financial Reporting Branches to coordinate financial activities for Health entities.
 - iv. Develop strategies for utilizing multiple processes for advancing the department's objectives in response to emerging issues and trends and dynamic external environment.
- C. Responsible for Cross Ministry and external stakeholder collaboration for Health Finance Priorities
 - i. Facilitate, collaborate and consensus build with others from within and outside the ministry. Provide stakeholders with consultative advice and assistance for financial matters when needed.
 - ii. Developing strategies that maintain internal support, commitment and buy-in while ensuring coherent and forward-looking approaches for the Ministry.
 - iii. Reconcile input and direction from a wide range of internal and external sources.
 - iv. Provide Finance and Capital Planning division leadership with analysis and findings.
- D. Support the Ministry of Health through the Financial Planning Branch to meet Ministry financial objectives.
 - i. Provide timely analysis to leadership for key decision making related to financial processes.
 - ii. Manages processes to collect and analyze data to mitigate potential and existing risks facing the Ministry.
 - iii. Research, compile, and develop information relating to major initiatives and projects.
 - iv. Provides input and support for the development of business cases for major initiatives to ensure that financial

interests of the Ministry are incorporated into analysis and decision-making.

Problem Solving

Typical problems solved:

Analyze process changes impacting provincial health agencies to determine impacts on associated financial systems and business processes, and plan and direct the implementation of appropriate changes to reflect policy introductions and revisions.

Ensuring business process and information requirements are continually assessed and evaluated, with new approaches to business processes and information management developed and implemented to facilitate improved business operations and business management for Health entities.

The Senior Manager must understand the complex relationships that exist between the Ministry, government, and external stakeholders to direct the diverse functions associated with the ongoing development of various revenue and financial systems used by internal and external clients and information technology planning and program management accountabilities.

This position functions within the parameters of established legislation, policies, guidelines, and targets developed by Treasury Board and Finance and Cabinet. In addition to legislation and regulations directly associated with position accountabilities, key pieces of legislation that set parameters and expectations for the work of this position include the *Financial Administration Act*, *Government Organization Act*, *Public Service Act*, *Government Accountability Act*, and *Freedom of Information and Protection of Privacy Act*.

Types of guidance available for problem solving:

The Executive Director is available to clarify goals, objectives, and priorities and provide consultation and guidance as required, as are senior representatives of the financial planning branch. Within these parameters, this position is delegated considerable authority to determine approaches to responsibilities and provide leadership to the branch including identifying and responding to emerging issues and managing operations.

This position requires excellent analytical, reasoning, evaluation, judgment, and problem solving skills. The ability to collaborate with a broad range of client and stakeholder representatives and influence decisions, approaches, and directions at senior levels is essential.

In-depth knowledge of relevant GoA acts, legislation, policies and procedures in all aspects of finance, coupled with the ability to apply this knowledge in such a manner as to program areas to meet their business plan goals while also meeting the accounting standards and requirements of the GoA.

The position also requires a balance between service and control as well as sensitivity to the impact of decisions on the Ministry and its clients.

Thorough knowledge of Ministry delivered services, policies, procedures and planning processes. This knowledge is essential to provide advice and solutions from a financial and strategic perspective and to assist line management in achieving their goals.

Knowledge and understanding of GAAP (Generally Accepted Accounting Principles).

This position requires knowledge of business-related software such as 1GX and MicroSoft Office products (in particular - Excel), in order to maximize the efficient and effective use of Ministry resources.

Direct or indirect impacts of decisions:

As a result of the constant change in the Health system, financial processes will require a modernized approach to effective reporting and efficient processing of financial information. This role will analyze changes in policies and legislation and ensure the Ministry's specific financial processing is streamlined and

in alignment with the Government of Alberta. Financial information from health entities for over \$26 billion is complex and requires continual monitoring to ensure controls are effective and accuracy is reflected. This position will review financial systems and implement processing improvements both which are critical to mitigating financial risk to government.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Team Members, Executive Directors, Senior Managers & Managers
 This position requires effective communication with the executive team, executive directors and Ministry Entity contacts in order to exchange information as it relates to the strategic direction of the Ministry. Including providing project-specific briefings and issues clarification.
 Ministry Directors and program area staff to manage and resolve issues; develop operational processes; provide consultation; collaborate on projects and initiatives.
 Cross Ministry Staff: Technology and Innovation, Service Alberta and Red Tape Reduction, Mental Health and Addiction, Seniors, Community and Social Services for cross ministry collaboration initiatives and shared services.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Economics	CPA/CA/CMA/CGA

If other, specify:

Charter Professional Accounting Designation is an asset.

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

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 	Must be able to develop strategies to modernize systems to ensure updated financial policies are reflected in more efficient processes. Analyze the broader financial impacts of changes in health's policies.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and 	Engages with program areas and education stakeholders on financial implications of new initiatives and implementation strategies.

		idea generation to solve problems while addressing risks	
Drive for Results	○ ○ ○ ○ ●	Aligns different groups to achieve goals and realize broader outcomes: <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	Utilizes feedback from stakeholders to develop and implement efficient and effective financial processing and reporting. Ensures changes are in compliance with government policies and legislation. Assesses the outcomes of the process improvements.

Benchmarks

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

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.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature