

## New

Ministry

Mental Health and Addiction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Director, Finance - MHA Entities

Requested Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code Cost Centre Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

### Organizational Structure

Division, Branch/Unit

Financial Services/Fin Planning and Analysis/MHA

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Fin. Services & Corp. Planning

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

This position reports to the Executive Director of Financial Services and Corporate Planning, and is responsible for overseeing and establishing corporate processes for the partner entities - currently Recovery Alberta (RA) which provides mental health and addiction services to Albertans and the Canadian Centre of Recovery Excellence (CoRE) responsible for conducting system-level evaluation and research to inform data for decision making process to support Albertans with mental health or addiction issues.

The position will be responsible for coordinating and overseeing CoRE's and RA's three-year fiscal plan, annual budget/business plan, quarterly fiscal updates, procurement, reporting and operations. RA is a provincial health agency and service delivery arm of the ministry, with operating budget over \$1.5 billion including correctional facilities, and community service partnerships.

This position is a senior professional finance expert providing direction for financial analysis and support to the reporting entities under MHA. This involves working closely with colleagues within the entities, the department and with other client ministries. The position is also responsible for overseeing ad hoc projects and linking the funding

requirements of RA's/CoRE's various programs and initiatives to the multi-year fiscal and business planning process of the Government of Alberta (GOA).

The Director, Finance - MHA Entities supervises professional staff in the analysis, coordination and development of Ministry financial/budget plans and other related financial management processes/guidelines including procurement, reporting and operations.

The Director plays a lead role in managing changes to budget policy and controls related to the entities on the Ministry's behalf. The Director will assist in preparing responses to Ministerial Action Requests and other briefing material as required.

## Responsibilities

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

1. Lead the development/implementation/financial analysis related to budget processes and procedures for CoRE and RA. This includes identifying financial implications for the ministry as a whole.

### Activities

- Direct budget analysis and develop briefings related to entities' major programs to ensure the ministry's financial management needs are met.
  - Implement budget policies and processes resulting from Treasury Board and Finance (TBF) direction, as they relate to budgeting, control, and monitoring of RA and CoRE's expense and investment.
  - Support entities' business case development for major initiatives to ensure that the ministry's financial interests are built into budget analysis and decision-making processes, and any risks associated with the initiatives are identified and measured.
  - Monitor preparation of entities (CoRE and RA's):
    - Annual expense/capital investment and revenue budgets and fiscal targets, including briefing material for the Minister and Deputy Minister for use at Cabinet, Treasury Board and Committee of Supply.
    - Quarterly forecasts of expense, capital investment and revenue for submission to TBF.
    - Major cost pressures and funding options - to support financial updates to the Executive Team and the Minister.
    - Oversee support to business planning activities related to the CoRE and RA's components of Government of Alberta's accountability requirements (Business Plan) and Ministerial briefings (Committee of Supply).
  - Provide support to the Department Capital team where required for activities related to RA and CoRE's capital planning/forecasting initiatives.
  - Support the development of government-wide priority projects.
2. Direct financial analysis and consulting services to support entities' decision-making activities

### Activities

- As required, lead preparing briefing material on major issues and make recommendations to resolve outstanding issues for executive management review and approval. Prepare briefing material as part of the budget process to ensure the ministry receives adequate resources to provide quality programs. Prepare ministerial briefing documents in advance of meetings of Cabinet, Treasury Board, Committee of Supply, etc., and prepare follow-up briefings/responses based on the outcome of those meetings (e.g., written responses to unanswered questions posed at Committee of Supply).
- Understand entities/internal clients' business requirements through formal/informal exchange of information. Participate in education and awareness-building branch activities, including communication of roles and

assessment of client satisfaction.

- Implement program/service improvements as necessary to address client needs and to streamline internal processes.
  - Respond to ad hoc financial information requests from senior management. This includes coordinating efforts with department colleagues and colleagues from RA and CoRE, to develop joint ministry responses.
  - Direct preparation of short/long term fiscal analysis to support entities' budget/business plan development and future decision-making, and to monitor quarterly forecast and monthly cash flow reporting during the current fiscal year.
  - As part of the ongoing budget review process, develop entities budget scenarios for the current fiscal year, to reflect changes as a result of deferrals, one-time funding and other mid-year budget adjustments.
3. Work collaboratively with other staff in the Corporate Finance Division, the Ministry, other ministries and entities to deliver quality financial services including procurement, reporting and operations.

#### **Activities**

- Work closely with CoRE/RA/program areas/other ministries (i.e. Treasury Board and Finance) to:
    - Plan, coordinate, and monitor entities' programs as part of the Ministry's programs within the Government of Alberta's Fiscal Plan and accountability requirements.
    - Identify key items/issues related to projects/programs that could have financial or budgetary impacts.
    - Develop any new internal processes to ensure consistency with Ministry information and processes for procurement, reporting and operations.
    - Participate in cross-government committees to ensure MHA's, CoRE and RA's requirements and perspectives are represented.
4. Maintain prudent business practices and strong internal controls, and design and implement policies and procedures to improve ministry accountability.

#### **Activities:**

- Ensure the efficiency, effectiveness and economy of processes for ministry financial planning, procurement, reporting and operations activities related to the entities, by continually assessing which activities are being performed, how and why these can be done, if they can be accomplished in other ways, and if they are adding value to the process.
  - Ensure RA and CoRE financial processes align with and support key ministry accountability documents.
5. Provide leadership and guidance to Finance staff in performance of duties

#### **Activities:**

- Manage human resources within the Finance - MHA Entities unit.
- Supervise and coordinate the work of professional staff.
- Coordinate entities-related projects involving staff from other finance work units in the department.
- Participate on Branch project teams as required to develop solutions to meet client business and information needs.

#### **Problem Solving**

Typical problems solved:

The Director works closely with Financial Services and Corporate Planning branch management and staff, Capital Planning and Capital Project branch, Corporate Planning and Reporting unit, Department Program Areas, staff, management and senior finance directors, officials from Treasury Board and Finance, outside consultants and other

ministries to analyze complex financial policy and information. The Director, Finance - MHA Entities, will oversee the development of budget, procurement, reporting and operations processes and procedures related to external reporting entities, that will have a significant impact on all areas of the Ministry. The Director is expected to independently handle all situations that fall within prescribed policies and procedures and scope out the requirements of assigned tasks.

Types of guidance available for problem solving:

Problems of an unusual nature or those issues of a politically-sensitive nature are discussed with the Executive Director, Financial Services and Corporate Planning, before action is taken.

Direct or indirect impacts of decisions:

Recommendations made by this position will be broad and far-reaching. RA and CoRE have a combined budget of over \$1.5 billion. Decisions or recommendations are made on how to handle various issues that arise with regards to budget, forecast, policy implementation, and on how to handle financial issues that arise with the entities.

## Key Relationships

Major stakeholders and purpose of interactions:

Stakeholders affected by the Director's work include program managers, senior managers and executive managers at RA and CoRE.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Other - Accounting

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

At least five years of of progressively responsible financial management experience, preferably in a public sector setting.

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<ul style="list-style-type: none"> <li>- Leads and manages a high functioning team of professionals.</li> <li>- The team collaborates with all areas of RA and CoRE Finance and colleagues across the Finance division to achieve results.</li> <li>- The work done in this area often has larger implications for the ministry and government as a whole; therefore, a broad understanding of the activities and their impact is required.</li> </ul>
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: <ul style="list-style-type: none"> <li>• Looks broadly to engage</li> </ul>	As the leader of the Finance - MHA Entities unit, the Director needs to maintain effective

		<p>stakeholders</p> <ul style="list-style-type: none"> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>networks in order to succeed.</p> <p>Information is often needed within a short time-frame. Therefore, a strong network is imperative to be able to provide accurate information when needed. This can range from consolidated budget information to detailed entities' program information.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>The work in Financial Planning and Analysis is often done under tight timelines. The outcome is not always clear. Therefore, the Director and the team as a whole needs to be agile and flexible.</p> <p>Changes to the outcomes need to be understood and explained to the team so that work can continue and goals can be met.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>The work done in the Financial Planning and Analysis branch</p> <ul style="list-style-type: none"> <li>- Finance - MHA Entities unit is vital for the Ministry to meet its objectives.</li> <li>- Whether it be working with RA or CoRE to develop the budget, or monitoring entities' spending throughout the year, the outcome must be consistent and help the Ministry achieve its desired outcomes.</li> <li>- A cycle of continuous improvement is imperative to success.</li> </ul>

## Benchmarks

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

M420-52 Director, Budgets and Forecasts (Formerly Alberta Human Services)

M420-53 Director, Financial and Administrative Operations (Alberta Advanced Education)

## 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.

