Update

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

50085375

Position Name (200 character maximum)

Policy Advisor

Current 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, Strategy&Policy/Strategic Engagement

☑ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-10-23

Responsibilities Added:

- Designing strategic draft communications plans to articulate the branch's vision and initiatives to key stakeholders --including Regional Networks, PCNs, and PCA --to build understanding, alignment, and support.

- Build and sustain institutional knowledge to support long-term strategic policy development and continuity across initiatives.

- Conducting and guiding comprehensive environmental and literature scans to identify emerging trends, risks, and opportunities, and translating findings into high-impact policy products such as briefing notes, presentations, and strategic reports.

- Project managing the development and maintenance of a strategic information hub, including a

digital library of institutional knowledge and stakeholder intelligence, to inform long-term policy development and continuity.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The branch's responsibilities include:

- Leading the draft development and of overarching policy direction to shape Alberta's primary care system, with a focus on access, core services, team-based care, and system integration.

- Supporting the modernization of the primary care system by providing strategic analysis in alignment with government priorities and directions.

- Developing and over-arching policy direction to inform Alberta primary care system related to such things as access, core services, and team-based care.

- Providing high-level strategic analysis and policy advice to support the modernization of the primary care system, ensuring alignment with government priorities and health system transformation goals.

- Formulating and presenting policy options and recommendations to senior leaders and decision-makers, drawing on complex stakeholder input, evidence, and system-level considerations.

- Designing strategic communications plans to articulate the branch's vision and initiatives to key stakeholders --including Regional Networks, PCNs, and PCA --to build understanding, alignment, and support.

- Project managing the development and maintenance of a strategic information hub, including a digital library of institutional knowledge and stakeholder intelligence, to inform long-term policy development and continuity.

- Cultivating and managing strategic relationships with primary care stakeholders, internal partners, and cross-ministry collaborators to advance policy objectives and ensure coordinated implementation.

- Providing leadership in the transition of PCNs to Regional Networks, including the development of transition frameworks, tools, and briefing materials that support system readiness and stakeholder engagement.

- Build and sustain institutional knowledge to support long-term strategic policy development and continuity across initiatives.

- Conducting and guiding comprehensive environmental and literature scans to identify emerging trends, risks, and opportunities, and translating findings into high-impact policy products such as briefing notes, presentations, and strategic reports.

Responsibilities

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

1. The Strategy and Policy Branch maintains a leadership role in overseeing strategic projects, policy development, research and analysis, and system planning related to primary and community health care initiatives, projects, activities, and issues:

Activities:

· Takes a lead role, with minimal supervision, in carrying out major policy and planning projects. This includes the review, evaluation, interpretation and/or implementation of primary and community health policy and programs, population data, within the framework of the department's business plan objectives.

· Serve as acting manager when manager is away, and provide continuous mentorship, guidance and support to the team on projects, tasks and duties as assigned by manager and director.

· Establishes project Terms of Reference to accomplish expected outcomes as well as project goals and objective consistent with the Terms of Reference.

· Plans, designs, and schedules work to meet requirements of internal and external stakeholders, department management, and the Business Plan.

• Monitor progress against plans, realigning time frames where slippage has occurred.

· Identifies and evaluates complex and sensitive issues that impact the primary health care system, health care providers, other government departments, and interest groups.

· Provides alternatives for project recommendations.

· Prepares reports, recommendations, briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions

· Proactively collaborate and engage with key stakeholders to support the implementation of primary and community health strategies.

· Provide strategic advice to key stakeholders as appropriate.

2. Ministry of Health's interests and priorities are effectively represented in Government of Alberta cross ministry priorities and in interdepartmental initiatives:

Activities:

· Represents department's view on primary and community health policy.

· Provides input, analysis, and advice in support of cross ministry working groups/and/or committee objectives.

· Coordinates Ministry contact with cross ministry working groups and/or committees, including the timely exchanges of information; reports back to the ministry on matters of significance.

· Chair committees or meetings and/or make presentations, as required.

3. Ministry of Health senior officials' (Minister, Deputy Minister, Assistant Deputy Minister, and senior management) Interests and priorities are effectively managed and represented:

Activities:

· Supports day-to-day policy and planning issues, identify and manage current and emerging issues as well as developing high level strategic policy on primary and community health care initiatives in Alberta and

governance of the provincial primary health care system.

· Research assigned issues, creatively solves problems, and obtains relevant information for preparing reports/briefing notes/correspondence on Action Requests originating from MLAs, interest groups, health professional colleges and associations, municipalities, stakeholders, and the public. Prepares necessary internal documents/reports as well as information for external use.

4. Leads project work and may supervise project staff and/or consultants to ensure timely project completion, as required by each assigned project

Activities:

· Develops project contract and job description and identifies staff resource requirements and requirements for projects; established work teams (including consultants), assigns work, monitors, and maintains appropriate workloads and standards within agreed upon timelines.

· Coordinates and accounts for the completion of assigned projects.

   • Lead the design, implementation, and ongoing maintenance of a new SharePoint-based information and file management system. Oversee shared inboxes to ensure timely, accurate routing and efficient handling of incoming communications.

• Lead collaborative comprehensive environmental and literature scans to identify emerging trends, issues, and opportunities relevant to policy development. Synthesize findings into high-quality briefing notes and compelling presentation decks that support evidence-based strategic policy recommendations.

· Grant and/or contract management lead, including drafting materials, reviewing, and evaluating reports and records management.

· Coordinates and conducts background research including obtaining stakeholders input and integrates research into final reports.

Problem Solving

Typical problems solved:

Many of the challenges encountered by the work unit are complex, novel, and can have significant impact on the overall development and operation of health care provincially. The work is provincial in nature and requires awareness across multiple ministries and sectors including community organizations and independent providers. The spectrum of issues is diverse and issues may be unique requiring a sound understanding of the overall system and existing programs and services in the primary and community health sphere, various stakeholder position, as well as broad implication for the Government of Alberta generally.

The Senior Policy Analyst is required to synthesize available evidence about best practice, practical implementation issues, broader Government of Alberta policy and environmental context, financial and legal context, stakeholder engagement and other contextual issues in providing advice, recommendations and solutions to opportunities and challenges. In addition, the analyst is required to be flexible and adapt to rapidly changing policy and operational contexts within Alberta Health and across the Government of Alberta.

Types of guidance available for problem solving:

The Senior Policy Analyst will be guided by their manager and other colleagues, however the work is always changing, the initiatives and stakeholders are not stable and predetermined. There are often no predetermined processes or policies for the policy analyst to follow. They are expected to work with existing and previous work and also create new policies to guide other areas in their work.

Direct or indirect impacts of decisions:

Externally, this position has a direct impact on the development of an evidence-informed, fiscally

responsible, accountable health care system in Alberta.

Internally, this position impacts the ongoing development and implementation of policy, processes, standards and operational leadership related to the transformation of Alberta's Primary Health Care system.

Key Relationships

Major stakeholders and purpose of interactions:

Internal unit, branch and departmental staff as well as staff from other Ministries- collaboration to seek input and address priorities related to primary and community health. As well as conducting research and analysis of and community health policy issues, key documents, and in advancing the work/priorities.

External stakeholders - collaboration to seek input and address priorities relates to primary and community health.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Strong knowledge and understanding of the Department's business plan and objectives. Strong knowledge of current primary health care policy directions, trends and strategies.

Strong knowledge of how Primary Care Networks operate in Alberta.

Knowledge and experience in program and policy development, governance, and program evaluation techniques.

Considerable knowledge and experience in project management.

Strong analytical, research, organizational, interpersonal, written, and verbal communication skills.

Knowledge of current legislative framework surrounding the healthcare system as well as the ability to interpret existing legislation and experience with legislative process.

Ability to work effectively in a team setting and able to organize and lead project teams and committees to achieve work objectives.

Knowledge and ability to understand principles and utilize techniques for providing effective and efficient support services to division operations.

Aptitude for problem solving and decision-making, as well as mature judgment, tact, and diplomacy.

Ability to generate new ideas and creative solutions.

Ability to be a team player and also work independently.

Computer proficiency, e.g. word processing, spreadsheet, database, presentation, and statistical software packages

Strong analytical ability, data interpretation and problem solving. Including the application of both qualitative and quantitative data for policy development purposes.

Project planning including experience with stakeholder engagement, verbal and written communication,

development of program/project budgets and the development of evaluation plans.

Ability to research and analyze issues accurately to identify and solve problems. This includes understanding research concepts and processes such as systematic literature reviews.

Experience with grant management, contracting and procurement.

Work experience: Four or more years experience in policy development, and project management (stakeholder engagement experience preferred).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	The senior policy analyst is expected to be able to identify goals and value of other areas within the department as well as external stakeholders and understand how their work can support or align with the Modernizing Alberta's Primary Health Care System.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • 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 idea generation to solve problems while addressing risks	The senior policy analyst is expected to 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.
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes	The senior policy analyst must consistently approach new projects and pieces of work with creativity and use these opportunities to improve the current knowledge and strategies towards

			Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	achieving the overall ministry goals and objectives.
Develop Networks	○ ○ ◉ ○ ○		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	The policy analyst is responsible to work with stakeholders both internally and externally in order to inform and align work across different ministries and sectors within the healthcare system.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

024PS09 Seniors and Housing Policy Advisory
024PS63 Health 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.