

Working Title Manager, Intergovernmental Policy	Name
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Position Number 50025747	Reports to Position No., Class & Level	Division, Branch/Unit Health Standards, Quality and Performance / Research & Innovation / Intergovernmental Relations	Ministry Health
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Present Class M2	Requested Class M2	Levels to Deputy Minister (Not including incumbent level) 3
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Dept ID 125	Program Code 2094	Project Code (if applicable)
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<p>POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See PP Slides 27-31).</p> <p>This position provides leadership, advice and assistance internally and externally in the development of health related federal/provincial/territorial (F/P/T) policy and issues management, including the identification and analysis of strategic responses to F/P/T issues facing the Ministry and the Government of Alberta. A key responsibility of the Branch is to provide strategic support to the Conference of Ministers and Deputy Ministers of Health.</p> <p>The Manager, Intergovernmental Policy must:</p> <ul style="list-style-type: none"> ▪ Establish and maintain positive and effective working relationships with key stakeholders and in particular, counterpart officials from other F/P/T 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 F/P/T 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 from 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 GOA policy, legislation and process provisions regarding the execution of intergovernmental agreements.
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<p>SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP Slides 19-26).</p> <ul style="list-style-type: none"> ▪ Liaises with other senior officials from other F/P/T governments on F/P/T health-related matters; ▪ Collaborates with other Alberta Ministries to ensure that Alberta has a coordinated GOA approach to F/P/T health matters; ▪ Provides direction in the implementation of trade agreements, and facilitates trade and international relations awareness within the Ministry; ▪ Provides leadership in intergovernmental Ministry responsibilities (e.g., chair a P/T Working Group); ▪ Manages in the review and approval of all intergovernmental agreements entered into by Alberta Health; and ▪ Oversees the development and submission of Alberta Health submissions to international reports and reporting bodies.

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 32-36](#)).

- Broad, in-depth understanding of F/P/T jurisdictional issues and the implications of these for the Ministry and for the GOA.
- In depth understanding of GOA policy and political priorities.
- Knowledge of GOA legislative and decision-making processes.
- Knowledge 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.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 37-39](#)).

- 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 F/P/T health-related issues.
- Project management skills which enable initiatives to be developed and implemented.
- Strong planning skills and an 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 environments, within the Government of Alberta, with other governments and other health care stakeholders.
- Leadership skills for those processes/initiatives which require hands on management and direction.
- Strong written and verbal communications skills.
- Ability to provide appropriate background and strategic briefings to senior government officials.
- Awareness of GOA and Alberta Health business planning processes, accountability and governance.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 40-42](#)).

- Participation in task group work undertaken by the Ministry to resolve complex political and strategic F/P/T 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.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 43-45](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
Health Standards, Quality and Performance Division, Executive Council and officials from other Divisions in Alberta Health	Daily	<ul style="list-style-type: none"> ▪ Provide input into Divisional initiatives and seek information regarding Divisional activities. ▪ Coordinate/provide strategic input into Ministry on intergovernmental, F/P/T initiatives.
Office of the Assistant Deputy Minister	Daily	<ul style="list-style-type: none"> ▪ Provide advice and/or respond to policy issues, as appropriate. ▪ Provide updates/receive direction on actions. ▪ Respond to queries for advice/information.
Office of the Deputy Minister	As required	<ul style="list-style-type: none"> ▪ Respond to queries for advice/information, including updates on matters of importance to

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Clients	Frequency	Nature and Purpose of Contact
		Deputy Minister, and provide briefing. <ul style="list-style-type: none"> Provide (verbal/written) documentation to the Deputy Minister/Executive Committee on intergovernmental, F/P/T issues.
Office of the Minister	As required	<ul style="list-style-type: none"> Provide information/advice/assistance as appropriate on intergovernmental, F/P/T issues and/or respond to related queries for advice/information.
External		
Provincial/Territorial government representatives	Daily	<ul style="list-style-type: none"> Share/Obtain information on matters of mutual interest to other F/P/T governments. Collaborate on initiatives/briefing materials/draft papers on issues which cut across F/P/T 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	As required	<ul style="list-style-type: none"> Liaise/share information/problem solve/negotiate on issues of mutual interest and concern.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP Slides 46-48).
<ul style="list-style-type: none"> 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 F/P/T 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 F/P/T Health issues. Intergovernmental work on the alignment of intergovernmental agreements entered into by Alberta Health has a significant impact with other agreements entered into by other GOA 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 Deputy Minister and Minister.

CHANGES SINCE LAST REVIEW: What significant changes have occurred in your job, from the last review (See PP Slides 49-50).

COMPARABLE POSITIONS: List comparable GoA benchmarks (See PP Slide 51).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See PP Slide 52).

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See PP [Slide 53](#)).

Manager

_____	_____	_____
Name	Signature	Date

Supervisor

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.