



## Position Profile

# Managing Director

**Reports To:** Acute Care Alberta

**Location** The incumbent may reside anywhere within the province of Alberta. Regular travel to Edmonton will be required to fulfill the responsibilities of this role.

## ABOUT GIVE LIFE ALBERTA

### Interested in Leading Transformational Change in Alberta

The Government of Alberta is refocusing Alberta's health care system to improve outcomes for Albertans and empower health care workers to deliver quality care across the province. A refocused health care system will provide Albertans with the necessary care when and where they need it, enhance government's ability to provide system-wide oversight, set system priorities and ensure accountability for those priorities on behalf of Albertans. The system is being unified under four dedicated provincial health agencies: Recovery Alberta, Primary Care Alberta, Acute Care Alberta and Assisted Living Alberta. As part of this, organ and tissue donation and transplantation services are transferring out of Alberta Health Services to a new provincial health corporation, Give Life Alberta under the purview of Acute Care Alberta.

The Ministry of Hospital and Surgical Health Services (HSHS) and Acute Care Alberta will set and monitor Give Life Alberta's (GLA) priorities, operational standards and targets. Give Life Alberta will operate as a Provincial Health Corporation under Acute Care Alberta, accountable for oversight and monitoring of all donation and transplantation activities province wide. It will leverage system interdependencies to deliver seamless, high-quality and patient-centred care to enhance overall care experience for more coordinated services. It is part of the refocused restructuring and streamlines governance and accountability for healthcare and ensures a better integration of upstream, preventative health services that, when effectively managed, will improve Albertans' health and reduce the strain on the overall health care system. This provincial health corporation will implement best practices in its organizational structure, its organizational capacity, and in staff safety, and in the well-being and morale of the team.

The mandate of The Give Life Alberta Provincial Health Corporation is to integrate organ/tissue donation and transplantation into a single entity to improve and integrate both programs. Give Life Alberta will set provincial priorities, develop and execute strategies, goals and objectives, oversee strategic functions such as stakeholder relationship management, donor advocacy and accountability and lead research, education and advocacy efforts.

Give Life Alberta will also set organ and tissue donation clinical and operational standards, transplant standards and volume capacity parameters. Additionally Give Life Alberta will oversee performance for organ/tissue donation and transplantation, including monitoring for key performance indicators and managing quality improvement.

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## ABOUT THE MANAGING DIRECTOR POSITION

The Managing Director (the Chief Executive Officer of the PHC as defined by the *Alberta Public Agencies Governance Act*) provides strategic leadership of the organ and tissue donation and transplantation system across the province. The Managing Director leads, influences, supports and directs the implementation of a highly effective Province-wide system that optimizes every donation and transplantation opportunity. The Managing Director will develop the vision and strategic direction for the authority within the context of the refocusing initiative, with a focus on building capacity within the PHC. They will be responsible for ensuring the transplantation and donation-related functions support patients across the patient journey, align with the strategic plan and address any ethical concerns associated with combining both functions under one entity. The Managing Director will work with the Ministry of Hospital and Surgical Health Services and Acute Care Alberta to conduct strategic planning and to identify opportunities for an expanded role for GLA in the health system, including additional budget and resource requirements to deliver on this vision. The Managing Director is appointed by the Minister of Hospital and Surgical Health Services and is accountable for delivering on the Minister's priorities. Operationally, the Managing Director is accountable to the CEO of Acute Care Alberta, which commissions, and oversees acute care services in Alberta.

The Managing Director will ensure there are standards, policies and practices established for all functions including those focused on the potential donor, donor family and recipients, enabling functions in the healthcare setting to support efficacy of frontline delivery and system support functions focused on co-ordination and systematic improvement. The Managing Director will ensure the development and maintenance of a high-performance culture and environment characterized by quality service, accountability and citizen centricity.

The Managing Director will establish excellent partner and stakeholder relationships including other health authorities, government departments, stakeholders and agencies related to organ and tissue donation and transplant at the national and provincial levels, academic institutions, donors and donor families and Albertans in general.

If you are invigorated by complex challenges and transformational system improvement, have a passion for the value of organ and tissue donation and transplantation and would like to apply creative and innovative thinking to donation and transplant services and their delivery, this is the position for you.

## KEY LEADERSHIP ACCOUNTABILITIES

### Accountability 1: Strategic, Operational and Business Planning

- In collaboration with the Ministry of Hospital and Surgical Health Services (HSHS), Acute Care Alberta and the Corporation executive team, develop a practical strategic plan clearly defining the short- and longer-term vision and mandate for organ and tissue donation and transplant services across Alberta as well as strategic directions and operational priorities aligned with the goals and objectives of the Government of Alberta
- The strategic plan should clearly articulate desired outcomes and the funding required for the consideration of Cabinet, from a policy perspective, and Treasury Board, from a fiscal perspective,
- Establish structures, processes and practices to ensure a current understanding of the needs and desires of Albertans as well as trends and leading practices in all aspects of organ and tissue donation and transplant services
- Develop a comprehensive business plan for the Corporation describing the service delivery model for donation and transplant services, the goals, objectives and standards for the service, what the vision is in clear, practical and meaningful terms and the financial model and projections to ensure long-term sustainability

- Establish a consistent, effective process and practices to develop and implement aligned operational and functional plans for each branch within the Corporation
- Participate in the refocus initiatives to ensure organ and tissue donation and transplant services planning and delivery is effectively integrated and aligned.
- Working closely with the executive team, develop and approve organization-wide policies and procedures and ensure integration with standards of best practice
- Provide leadership for the establishment of key performance indicators to continually evaluate the quality and effectiveness of these programs
- Ensure the identification and documentation of significant risks to these services and the development of mitigation strategies to address these risks

### **Accountability 2: Financial, Human Resource and Performance Leadership**

- Establish operational goals for each branch/unit, including budgetary, quality, employee engagement, and service excellence goals
- Lead the development and management of departmental budgets and financial controls
- Make presentations to government officials and other government bodies regarding policies, programs or budget
- Monitor the services' activities to determine if responsibilities and programs are carried out in accordance with recognized standards, best practices and in line with supporting regulations and legislation and for the benefit of all Albertans
- Lead the development of reports on priority issues related to donation and transplant services
- Report on the operational performance of service delivery using indicators, metrics, and targets aligned with system and organizational key performance indicators and measuring the effectiveness of the services and achievement of quality and service targets
- Establish, implement and ensure compliance with all provincial and organizational policies, standards of practice guidelines, protocols, collective agreements, accreditation, and applicable professional requirements
- Establish effective and efficient financial management practices that ensure an accurate, current understanding of drivers of expense, budgets, revenues, and expenditures and focus on long-term financial sustainability, based on strong forecasting practices
- Support, coordinate, direct and directly supervise executive team members
- Recommend financial and human resource allocation for all program and services and facilitate efficient, effective, and fiscally sustainable deployment of resources
- Develop an organizational structure based on your vision and strategic direction as well as best practice organizational design principles and lead the implementation of restructuring initiatives
- Gather, interpret, and disseminate information on organization-wide policies, new programs, and other pertinent information to managers and staff
- Lead the execution of a progressive workforce/talent strategy based on well-defined position requirements and desired competencies, that ensures high-quality staff are recruited and selected, succession is continuously addressed, resources are deployed to meet all operational requirements, performance is enabled and managed and workplace safety is maintained

### **Accountability 3: Stakeholder, Partner and Public Relations.**

- Establish and maintain collaborative, ongoing relationships with executives and senior leaders/partners internal and external to Give Life Alberta

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- Strengthen Give Life Alberta's relationships with stakeholders including health authorities and departments, compliance and accreditation bodies, vendors, diverse communities of interest, and the public
- Build linkages between educational institutions and other stakeholders to strengthen human resources and capacity within Alberta
- Serve on federal/provincial/ territorial committees
- Establish successful partnerships with educational and research partners, integrating research into strategic directions for the organization and respective portfolio areas and ensuring educational and research goals are met
- Respond to media requests as required
- Represent Give Life Alberta in the community

## EDUCATION AND EXPERIENCE REQUIREMENTS

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The Managing Director requires strong leadership skills and the ability to develop and maintain a high-performance environment. Acute Care Alberta relies on her/his knowledge, experience and competencies to lead in a multidisciplinary, dynamic environment with multiple and often conflicting demands.

The successful candidate will bring a master's level degree in leadership, business or public administration complemented by a minimum of 10 years leadership experience. A medical degree (physician, pharmacy etc.) would be considered an asset.

The ideal candidate will demonstrate they have:

- Experience developing and executing strategic plans, engaging with government bodies, navigating political dynamics, and leading diverse, multidisciplinary teams.
- Experience working directly to manage large budgets, ensuring financial accountability, and driving operational efficiencies in a service delivery organization. Experience implementing cost-control measures, optimizing resource allocation, and overseeing performance against key financial indicators.
- Experience overseeing clinical governance, quality improvement programs, and patient safety initiatives, as well as familiarity working within an accreditation process, data-driven performance monitoring, and working with clinical leaders to improve care outcomes.
- Experience successfully leading complex organizational change initiatives, such as restructuring, service integration, or modernization efforts.
- Experience managing stakeholder engagement, change management strategies, and cultural transformation in a large system.
- Experience developing and managing partnerships with private healthcare providers, contractors, or service delivery organizations, including experience in contract management, vendor negotiations, and public-private partnership models.
- Experience working with private sector contributions with public system goals and values.

The Managing Director must be located in Alberta and available to meet with stakeholders and staff across the province. Regular meetings and travel between Calgary and Edmonton are expected.

Compensation for the Managing Director will be based on the qualifications and experience of the successful candidate.

If you are a superior communicator, an innovative systems thinker, a fantastic relationship builder and manager and could earn and retain the respect of the health community in Alberta, this position is the right one for you.

## COMPETENCY REQUIREMENTS

<b>INTEGRITY, RESILIENCE and HUMILITY</b>	<ul style="list-style-type: none"> <li>• Keeps the greater good of Albertans in mind at all times and advances the health interests of the public in all policies, processes and practices</li> <li>• Assumes responsibility, accountability and follows through when making commitments</li> <li>• Demonstrates sincerity, honesty, respect, empathy and adherence to the high ethical standards and principles of Acute Care Alberta</li> <li>• Maintains composure and perspective in difficult or volatile situations</li> <li>• Able to maintain confidential information and use discretion in all interactions</li> <li>• Demonstrates respect for other's experience and perspectives</li> </ul>
<b>VISIONARY TRANSFORMATIVE LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Has broad knowledge and perspectives</li> <li>• Shapes the strategic direction of the Provincial Health Authority, establishes a shared vision and values as well as common goals and creates the environment where the system can achieve them</li> <li>• Adopts a long-term view of strengths, weaknesses, opportunities and risks in a changing operational environment</li> <li>• Develops and executes strategic plans that align organizational goals with broader health system priorities.</li> <li>• Oversees environmental scanning, needs assessment, and stakeholder consultation to inform strategic direction</li> <li>• Translates high-level strategies into actionable initiatives, ensuring accountability and performance measurement</li> <li>• Works with senior leaders to monitor progress, adapt to changing contexts, and manage risk</li> <li>• Identifies systemic issues that challenge progress and develops plans to address challenges and opportunities</li> <li>• Clearly articulates a practical vision for the future, a credible case for change / enhancement and quickly influences and inspires others to work as part of a team toward that vision</li> <li>• Ensures advanced change management skills are applied that foster resiliency in the authority and supports them through policy, strategic and political transformations</li> <li>• Leads system-wide changes that align with provincial health priorities.</li> <li>• Focuses on redesigning processes, structures, and governance to improve outcomes.</li> <li>• Balances strategic vision with operational realities to implement sustainable change</li> <li>• Fosters proactivity as well as responsiveness to current issues and converts conceptual ideas into pragmatic operational solutions that can be embraced within the organization</li> <li>• Guides teams and organizations through transitions, ensuring they remain engaged and aligned.</li> <li>• Addresses resistance to change by building trust, clear communication, and shared ownership.</li> <li>• Aligns organizational structures and processes with new ways of working</li> </ul>

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<b>SUPERIOR ORAL, WRITTEN AND PRESENTATION SKILLS</b>	<ul style="list-style-type: none"> <li>Defines the principles and framework of effective organizational communication</li> <li>Actively listens to messages being communicated by stakeholders</li> <li>Articulates complex ideas in a clear, understandable way</li> <li>Explains the strategies, public health service delivery model and expected outcomes so all stakeholders can understand</li> <li>Creates and conducts powerful and impactful presentations to small and large groups</li> <li>Develops well-constructed documents and reports</li> <li>Provides sound, credible and thorough information to the Minister and Deputy Minister and ensures they are appropriately informed of issues</li> <li>Effectively facilitates meetings and discussions to assist participants in reaching shared decisions and fostering positive relationships</li> </ul>
<b>RELATIONSHIP AND EQUITY PARTNERSHIP DEVELOPMENT AND MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Builds and maintains trust with a wide range of stakeholders, including government, partners, and communities.</li> <li>Prioritizes collaboration and open communication to align goals and resolve conflicts.</li> <li>Navigates complex stakeholder environments with professionalism and integrity.</li> <li>Builds and nurtures partnerships with communities, particularly those historically underserved or marginalized.</li> <li>Ensures health services are culturally safe, accessible, and tailored to diverse needs.</li> <li>Prioritizes collaborative approaches to identify and address health disparities.</li> </ul>
<b>EXCELLENT JUDGMENT</b>	<ul style="list-style-type: none"> <li>Efficiently and effectively perceives and assesses situations</li> <li>Understands when decisions require input and when they do not</li> <li>Extremely comfortable making and taking responsibility for tough decisions</li> <li>Asks the right questions to get the information needed</li> <li>Able to identify and apply relevant scientific evidence</li> <li>Draws sound conclusions and recommends changes in policies and practices as required</li> <li>Generates options with an analysis of pros and cons as well as identified impacts</li> <li>Identifies the impacts and risks associated with decisions and takes appropriate risks</li> <li>Influences decisions that challenge the status quo and provoke growth and positive development in the system</li> <li>Defines decision-making model(s) / principles / criteria for others</li> <li>Utilizes objective, factual and valid information from a variety of sources to make informed decisions, understand the potential impacts, and keep all relevant parties informed</li> <li>Effectively represents the organization's interests to government, partners, and the public.</li> <li>Uses data and compelling narratives to shape decisions and secure support.</li> <li>Balances organizational goals with the broader needs of the health system.</li> </ul>
<b>POLITICAL ACUMEN</b>	<ul style="list-style-type: none"> <li>Analyzes situations, understands environmental and political impacts and devises strategies and tactics to help obtain organizational goals and objectives</li> <li>Understands how government policy, legislation, and regulations affect donation and transplant activities</li> <li>Translates policy into actionable strategies that align with organizational goals.</li> <li>Engages in policy development to advocate for the needs of the system.</li> </ul>

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	<ul style="list-style-type: none"> <li>Understands complex political situations and determines effective strategies to maximize opportunity and minimize risk</li> <li>Understands and respects the role of all parties and how they might work together</li> <li>Gains and effectively uses knowledge of formal and informal political, social and organizational structures and relationships to achieve positive change</li> </ul>
<b>INNOVATION AND RESULTS ORIENTATION</b>	<ul style="list-style-type: none"> <li>Incorporates the needs of all stakeholders and patients when setting standards, strategies and organizational direction</li> <li>Sets goals and priorities that maximize the use of resources available to consistently deliver results based on strategic direction and stakeholder expectations</li> <li>Driven to meet a high standard of performance</li> <li>Monitors progress towards a goal, anticipates problems and make adjustments when necessary</li> <li>Encourages creative thinking and the adoption of new ideas and technologies.</li> <li>Focuses on solving complex problems in new ways that add value to patients and the system.</li> <li>Integrates evidence-based innovation into daily operations.</li> </ul>
<b>FINANCIAL ACUMEN AND CONTRACT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Understands the financial model of the system and the elements that impact the model and financial performance</li> <li>Implements strong budgeting, financial reporting, forecasting and monitoring processes</li> <li>Implements a risk-based approach to financial management and ensures appropriate policies are in place</li> <li>Oversees the development, negotiation, and monitoring of contracts with external partners and vendors.</li> <li>Ensures accountability, performance, and compliance with service agreements</li> <li>Identifies and responds to challenges related to contracting or performance</li> </ul>

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## ABOUT ALBERTA

Located in western Canada, the province of Alberta is bordered by the Canadian Rocky Mountains to the west and vast prairies and badlands to the east. To the north lies the Northwest Territories. The state of Montana is the nearest southern neighbour in the United States.

Alberta has an estimated population of 4,960,097 people, the majority concentrated in Calgary; Alberta's largest city and the third largest in Canada and Edmonton; the capital city of Alberta. It is the fourth largest province in Canada, covering an area of 661,848 sq km (255,541 sq mi). Although it is known as a prairie province, the landscapes vary from towering mountains, glacial lakes and vast boreal forests to rolling foothills, fertile prairies and desert badlands. Alberta has 245 rivers and more than 600 lakes. With 1,900 hours of sunshine in the north and 2,300 hours of sunshine in the south annually, Alberta is Canada's sunniest province. Alberta is famous for its:

- Sunshine
- Mountains
- Open spaces
- Fresh air



Families in Alberta typically enjoy a higher family income than other parts of Canada. In the 2016 Canadian Income Survey, Alberta families earned a median income of \$92,800 after tax. This is well above the Canadian average of \$78,400. Alberta offers many cost-of-living advantages, such as:

- Higher incomes
- Lower cost of living
- No provincial health-care premiums
- No provincial sales tax (PST)
- Tax rebates and credits

The people of Alberta come from many cultures and backgrounds. English is the primary language spoken throughout Alberta, but many other languages are spoken; including French, German, Ukrainian and Dutch. There are also at least



11 Indigenous languages spoken throughout the province. Albertans work together to build a strong economy and safe communities where everyone is welcome. Alberta has:

- High standards of living
- Cultural events all over the province
- Excellent healthcare and school systems
- A diverse economy and innovative business spirit, making it an ideal place to work and live

Alberta's excellent health care system gives people access to:

- Hospitals
- Clinics
- A variety of social support services
- Qualified physicians and health care workers

Alberta also has a standard education system, with many options based on language or religion. Schooling is free from kindergarten to Grade 12. It is required from ages 6 to 16. Catholic and Francophone options are available. With 26 universities and colleges, Alberta has many post-secondary options. The Alberta government subsidizes tuition fees, and the cost varies across the province.



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