



Where ideas work

**Assistant Deputy Minister
Health Workforce Planning, Nursing and Allied Health
Ministry of Health
Vancouver or Victoria, BC**

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost-effective and timely health care services are available for all British Columbians. The ministry is responsible for provincial legislation and regulations related to health care, including the *Medicare Protection Act* and the *Health Professions Act*. The ministry also directly manages a number of provincial programs and services, including the *Medical Services Act*, which covers most physician services; PharmaCare, which provides prescription drug insurance; and the BC Vital Statistics Agency, which registers and reports on vital events such as a birth, death or marriage.

Reporting to the Associate Deputy Minister, the Assistant Deputy Minister (ADM) is the primary point of contact between government, health authorities, and professional associations and unions for the purposes of Health Workforce Planning and Implementation, Nursing, Allied Health and the Emergency Medical Assistant Licensing Board. The ADM provides the key linkage between the ministry and health authorities for health human resource planning for physicians, nurses and allied healthcare professionals, and leads priority programs, initiatives and activities related to nursing, allied health and paramedics/first responders.

The ADM, Health Workforce Planning, Nursing and Allied Health (HWPNA) is required to develop and maintain effective working relationships with Health Authority CEOs and VPs, the Health Employers Association of BC, and a significant number of stakeholder organizations (including but not limited to professional associations and unions) in order to effectively carry out the assigned accountabilities.

The ideal candidate for this role is a creative and innovative senior leader with experience in and knowledge of a health-related field. An excellent communicator known for their integrity, this candidate is confident when working in a sensitive and complex political environment with diverse groups. Their extensive experience working with senior leadership and their ability to mentor a thriving team of

professionals is notable, along with their reputation as a progressive and trusted leader.

A complete role description and listing of qualifications is below. The appointee will be required to consent to a criminal record check.

The BC Public Service is committed to creating a [diverse workplace](#) to reflect the population we serve and to better meet the needs of our citizens. Consider joining our executive team and being part of an innovative, inclusive, and rewarding organization.

To apply please email a clear and concise cover letter and resume (.pdf) to Executive Recruitment at: Executive.Recruitment@gov.bc.ca by May 19, 2023. Please note application documents must be in .pdf format. Email Executive Recruitment if assistance is needed. Thank you to all who express interest.

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Salary Range \$156,900 - \$200,200

Ministry Overview

The Ministry of Health has overall responsibility for ensuring that quality, appropriate, cost-effective and timely health care services are available for all British Columbians. The Ministry is responsible for provincial legislation and regulations related to health care, including the Medicare Protection Act and the Health Professions Act. The Ministry also directly manages a number of provincial programs and services, including the Medical Services Act, which covers most physician services; PharmaCare, which provides prescription drug insurance; and the BC Vital Statistics Agency, which registers and reports on vital events such as a birth, death or marriage.

The province's health authorities are the organizations primarily responsible for health service delivery. Five regional health authorities deliver a full continuum of health services to meet the needs of the population within their respective geographic regions. A sixth health authority, the Provincial Health Services Authority, is responsible for managing the quality, coordination and accessibility of specialized services and province-wide health programs. The BC Clinical and Support Services Society provides the governance structure for both clinical (laboratory) and non-clinical (shared business) services in the health system. The Ministry also works in partnership with the First Nations Health Authority (FNHA) to improve the health status of First Nations in British Columbia.

Program

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and allied healthcare professionals, and leads priority programs, initiatives and activities related to nursing, allied health and paramedics/first responders.

Position Overview

The ADM, Health Workforce Planning, Nursing and Allied Health (HWPNA) is required to develop and maintain effective working relationships with Health Authority CEOs and VPs, the Health Employers Association of BC, and a significant number of stakeholder organizations (including but not limited to professional associations and unions) in order to effectively carry out the assigned accountabilities.

The ADM is a member of the Ministry executive, participates in the corporate management of the Ministry, and advises the Minister, Deputy Minister and Associate Deputy Minister on operational, strategic and politically sensitive issues.

The ADM is accountable to Deputy Minister through the Associate Deputy Minister for the delivery of services and programs in accordance with legislation and standards.

Accountabilities / Responsibilities

Workforce Planning and Strategic Initiatives

- Leads the implementation of the Ministry's provincial health workforce plan with the health authorities and other health system partners and stakeholders.
- Provides leadership and oversight to the Provincial Health Human Resource Coordination Centre as well as Health Match BC.
- Primary point of interface internally within the Ministry as well as externally with health authorities and other health system partners for the purposes of effectively communicating with the sector and ensuring coordination, engagement, and collaboration with respect to BC's Health Human Resource Plan.

Nursing Policy Secretariat:

- Responsible for leading the development, implementation and evaluation of innovative strategic policy direction and initiatives to optimize the scope and role of nurses (including licensed practical nurses, registered nurses, nurse practitioners, and registered psychiatric nurses), health care assistants, and midwives in BC.

- Enables effective interdisciplinary team-based care.
- Supports the education, recruitment and practice of nursing, health care assistants, and midwives.

Allied Health Policy Secretariat:

- Responsible for leading the development, implementation and evaluation of innovative strategic policy direction and initiatives to optimize the role, scope and function of the allied health workforce.
- Supports the Ministry and broader health care sector with the education, recruitment, retention and practice of allied health providers as well as enable effective interdisciplinary team-based care.
- Develops and implements the provincial allied health strategic plan.

Emergency Medical Assistants Licensing Branch (EMALB):

- Responsible for provision of administrative support to the Emergency Medical Assistance Licensing Board by reviewing training programs, administering examinations, issuing and renewing licenses, and ensuring continued competence requirements are met, for all emergency medical assistants (EMAs) in B.C., including first responders.
- The Board, under the authority of the Emergency Health Services Act, sets license terms and conditions, investigates complaints, and conducts hearings where necessary.
- EMALB staff implement the policy direction of the Board, while ensuring operations align with Ministry priorities.

Assistant Deputy Minister's Office

- Responsible for the Division's Annual Business Plan development and implementation.
- Delivers the Division's Results Management Office that tracks and reports on key priorities and is linked and integrated with the Ministry's Strategic Management and People's Office.
- Ensures the day to day running of the Division regarding correspondence, issues management, budgeting, and freedom of information.

Qualifications

The BC Public Service is committed to a workplace that is representative of the diversity of the people of British Columbia and facilitates services to public we serve. Preference may be given to applications from visible minorities including women, Black, and other people of colour (BIPOC), those with diverse sexual orientation or gender identity (LGBTQ2S+) and/or others having abilities and experiences with diversity.

Preference will be given to candidates who have experience in and knowledge of the health field.

- A related University degree, graduate degree preferred, and has extensive senior leadership experience in a large complex performance-focused organization.
- Experience communicating effectively with numerous diverse groups and stakeholders; and, to ensure the successful resolution and efficient implementation of initiatives.
- Experience in strategic decision making, leading and managing multiple functions, stakeholders and interests and a proven record of achieving results.
- Experience in developing people through coaching, managing performance and mentoring.
- Extensive experience working with ministers and/or senior leadership when dealing with complex and/or contentious issues.
- Ability to resolve issues in a complex political environment.
- Ability to develop and encourage innovative change;
- Demonstrate excellent verbal and written communications skills to represent the Ministry in dealings with clients and the general public.
- Ability to build credibility; be a creative and innovative leader and is viewed and respected as a progressive, trusted leader of absolute integrity.

The appointee will be required to consent to a criminal record check.

Competencies

To achieve government's **Vision**, the ADM must position and structure their organization to maximize its effectiveness. ADMs practice **Strategic Thinking** in

translating the vision to goals and strategies and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, ADMs ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

ADMs model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self-improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

In **Leading People**, ADMs must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

BC Public Service Leadership Expectations

- Be a model and advocate of the BC Public Service Values and Standards of Conduct in professionally serving government to the highest ethical standard.
- Be an active enabler of innovation and engagement as keys to maintaining and enhancing public trust and confidence.
- Demonstrate foresight and understanding of our modern, digital context to better service citizens.
- Be proactive, resilient and nimble, taking thoughtful, calculated risks.
- Be biased to action and removing unnecessary complexity to deliver the best possible service and outcomes for citizens.
- Act to improve the corporate capacity, capability, and commitment of the public service.

The professional values of the BC Public Service
Courage, Teamwork, Curiosity, Service, Passion, Accountability
Always with integrity