



# Position Profile

## Regional Advisory Councils

Responsible Ministry: Health  
Open Date: April 16, 2024  
Closing Date: August 30, 2024

### Role Required

Public members will be appointed over two stages in spring 2024 and between fall and the end of 2024.

Members will be appointed to one of the councils in the region where they reside.

### Role Description

Appointment a Regional Advisory Council gives community members an opportunity to represent community perspectives and bring forward local priorities. Public members, appointed to the council will provide current knowledge, critical thinking, and analysis to advise the Government of Alberta on important health care priorities – including clinical service planning, capital planning, and workforce planning.

Public members are required to:

- Understand the needs of communities in their region and maintain awareness of local and regional health care issues and priorities.
- Be able to take an active role and engage with their community.
- Bring an open mind and consider a wide range of points of view.
- Prepare for, attend, and participate in council meetings by providing information, as requested by the chair.
- Provide input to the Ministry of Health on pertinent issues affecting the community.

### About the Agency

The Regional Advisory Councils will enable local engagement and provide input on how to improve the system. Objectives of the Regional Advisory Councils are to:

- Bring local and regional perspectives to directly advise government and the new primary care, acute care, continuing care, and mental health and addiction organizations on clinical service planning, capital planning and workforce planning.
- Provide advice on strategies and approach to engage local communities, as required.
- Collaborate with community partners and other stakeholders to identify local health system issues and explore potential solutions.
- Identify opportunities for the health system to better support local decision making.

The councils overall scope spans the entire health care system, with a dedicated focus on clinical services planning, capital planning and workforce planning. The councils will provide information and advice on local health system priorities for consideration. It is anticipated each council will have up to 16 members including a chair.

### Agency Classification

The councils will be established as public agencies with an advisory role. The Regional Advisory Councils are subject to the *Alberta Public Agencies Governance Act*.

## Skills and Experience

The councils will reflect the makeup of communities in a region. Council members will represent a wide range of backgrounds and diverse experiences. That includes Albertans receiving health care services, health care workers, community leaders, Indigenous representatives and municipal representatives.

Relevant skills and experience may include:

### Community

- Experience volunteering or working in Alberta communities.
- Demonstrate basic knowledge and understanding of Alberta's health care system.

### Communication

- Leadership/Teamwork Skills:

The applicant has the ability to inspire, motivate and offer direction and leadership to others. The candidate also demonstrates an understanding of the importance of teamwork to the success of the councils. This includes an ability to recognize and value the contributions of council members, and partners.

- Strategic Thinking/Planning Skills:

Demonstrates an ability to think strategically about the opportunities and challenges the health care system faces to develop tangible, workable strategies, options, and recommendations.

- Critical Thinking/Problem Solving Skills:

Can identify problems and solutions; provides detailed insight and constructive criticism into problems and complex situations; skilled at finding logical flaws in arguments and plans; strong analytical and systems thinking skills.

- Communications/ Relationship Building Skills:

Ability to communicate both clearly and effectively, as well as actively listen. This includes the capacity to convey complex thoughts and ideas that result in action. Has a collaborative approach to identifying issues and finding solutions that meet the needs of diverse stakeholders. Encourages diverse opinions to be shared and considered. Builds networks of relationships and uses network connections to understand other perspectives in an effort to represent the community.

### Governance Experience

- Understanding of governance and the roles of stakeholders, members, and management; understands strategic planning, implementation and review processes; acts in accordance with sound governance practices and the highest ethical standards.

### Management

- The applicant has professional or volunteer experience in the public, private, volunteer and/or non-profit sector that is relevant and valuable to providing insight on Alberta's health care system.

## Specialized Knowledge and Experience

Relevant specialized knowledge and experience may include:

### Commitment to Community

- The applicant has experience with, or is able to, demonstrate knowledge or expertise of the various organizations, communities and diverse stakeholders that makeup Alberta's health system. This includes

a demonstrated capacity to build networks and foster trusting relationships with communities and stakeholders.

#### Representative of Diverse Groups

- Fosters respect for the beliefs and traditions of others; discourages behaviors or practices that may be perceived as unfair, biased, or critical toward people with certain backgrounds; promotes practices that support cultural diversity; demonstrates knowledge and understanding of issues affecting diverse communities.

#### Health care Understanding

- Demonstrates knowledge or expertise of the health carer sector; understands particular trends in primary care, acute care, continuing care, or mental health and addictions challenges and opportunities, or unique dynamics within the healthcare sector.

### Remuneration, Time Commitment and Meeting Location

The term of office for a member shall be determined upon appointment. Members will be appointed for up to three (3) years.

The councils shall meet four (4) to six (6) times in a year or as otherwise required by the chair. Meetings may be conducted either in person or virtually, including teleconference. There may be other expectations outside of council meetings, such as taking part in community engagements, preparing for meetings and developing proposals.

Members are not paid for time spent on a council. Council members may only receive payment of or reimbursement for travelling, living or other expenses incurred while away from their ordinary places of residence and while in the course of their duties as members, in accordance with the Public Service Relocation and Employment Expenses Regulation and the Government of Alberta Travel, Meals and Hospitality Expense Policy.

### Additional Notes

Applicants must be 18 years of age or older.

The following person is **NOT** eligible to be appointed as public member:

- Individuals whose appointment would result in an actual or perceived conflict of interest that cannot be managed.

Candidates will be requested to submit a resume. Applicants are asked to indicate any previous or current appointments they may have to government, private, or not-for-profit sector agencies, boards or committees.

Only applicants who are most suitable for the council member role will be contacted for an interview. Following the interview applicants may be asked to provide the following additional documents:

- Contacts for at least two references
- Conflict of Interest Declaration
- Biography
- A criminal record check

If you are appointed to this position:

You must comply with the agency code of conduct as referenced in the [Conflicts of Interest Act](#) sections 23.922-23.924 throughout your appointment.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies. Some examples include:

- Geographical, diversity or residency requirements.

## **Contact Information**

Advisory Councils Secretariat

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