Faculty/Portfolio:Faculty of Medicine & Dentistry

Unit: Dept. of Pediatrics

Position Title: Manager, AARP & Business Operations

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

The U of A Faculty Project Leader for a Provincial Academic Alternate Relationship Plan (AARP) is a key leadership position in a project to design and implement a common Provincial Faculty-wide AARP at the University of Alberta Faculty of Medicine & Dentistry (hereinafter 'UoA') and the University of Calgary Faculty of Medicine (hereinafter 'UoC').

The position will work closely with the UoC Faculty Project Leader and under the broad direction of the Provincial Project Leader. The Project and Provincial Project Leader is accountable to the Project Executive Co-Chairs, UoA Vice-Dean (Faculty Affairs) and UoC Associate Dean (Clinical Affairs).

The Faculty Project Leader position is responsible and accountable for:

Project Management

1. Communication and Collaboration
   * Communicating, collaborating, and working effectively with the Provincial Project Leader, UoA Faculty Executive, and UoC Faculty Project Leaser to achieve the project goals.
   * Building and maintaining effective working relationships with individual Department Heads and Managers including existing AARP management.
   * Ensuring consistent, clean, and accessible lines of project communication are maintained at all times within the UoA organization.
2. Leadership
   * Lead the UoA component of the provincial project.
   * Report to Provincial Project Leader and UoA Executive Leadership as required.

Knowledge:

* Being, or becoming, the resident expert at the UoA on all matters relating to AARP management including their design, development, implementation, and management.
* Having, or developing, a detailed understanding of academic and clinical health information including clinical utilization (inpatient, ambulatory, surgical) and academic services as relates to the teaching, research, and leadership.
* Understanding how an AARP and members can most effectively integrate and align within the Faculty of Medicine, the broader academic mission, and the local and provincial health delivery system.

**Project Deliverables**

*Phase 1*

* Provide input on Provincial AARP Agreements including the Agreement in Principle (AlP).
* Manage the UoA Departmental Advisory Committee and process.
* Manage project communications within the UoA and between the UoA and provincial project leadership.
* Inventory UoA current and proposed AARPs. This includes UoA AARP policy/practice regarding governance, compensation, service, accountability, workforce, finance, and accounting matters.
* Identify universal and specialty-specific practices.

*Phase 2*

* Assess operational and proposed UoA AARPs vis-a-vis the AlP Principles and Framework Agreement.
* Assess the impact of aligning UoA operational and proposed AARPs to a common province-wide methodology.
* Apply the findings from the preceding tasks to advise the Provincial Project Leader on the terms and conditions of an Agreement in Detail for a new Provincial FW AARP and the conversion methodology for current AARPs and specified proposed AARPs.

*Phase 3*

* Convert existing AARPs and members to the new Provincial AARP.
* Operationalize at the UoA all aspects of the Provincial Agreement in detail including governance model, compensation method, accountability reporting and evaluation, service delivery, workforce planning, and financial and accounting plan.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

Education and Experience Requirements:

* Possess a graduate degree in health care management or business administration.
* Possess an undergraduate degree in the health, management, or finance fields.
* A minimum of eight to ten years in a middle to senior management role in the health care field in an organization of significant size, complexity and diversity. Experience must include a minimum of five years in the academic medicine environment.
* The incumbent will have a demonstrated clear pattern of professional and personal development.

Prior Experience

In addition, the incumbent will possess a record of accomplishment in the following areas:

* Progressive leadership experience in the health sector, including practical experience in strategy and policy development, change leadership, and project management.
* Uses strategic thinking, taking into account long-term goals assessing options and implications
* Effective communicator with strong organizational skills, client focused orientation and commitment to providing long term quality services.
* Leadership skills, including demonstrated ability and comfort with decision making responsibilities, coaching and teaching, and the ability to inspire and build confidence in others.
* Demonstrated ability to manage change and create innovative solutions for complex and diverse issues.
* Ability to foster a climate of cooperation amongst, and build solid relationships with public agencies, committees and other partners.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.