

## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The International Relations division advances Alberta's strategic interests by managing the Government of Alberta's international relationships, analyzing global developments, and supporting Alberta's engagement with foreign governments, diplomatic representatives, international organizations, and key international stakeholders. Reporting to the Director, Europe and Africa, the Senior Intergovernmental Officer plays a central role in advancing Alberta's relationships with countries across Europe and Africa. These regions present significant opportunities for Alberta in areas such as energy security, hydrogen, carbon capture utilization and storage (CCUS), critical minerals, agri-food, defence and aerospace, digital innovation, education, research collaboration, and investment attraction. The position provides senior-level policy analysis, strategic advice, stakeholder engagement, and project coordination to support Alberta's international priorities. Responsibilities include monitoring and assessing political, economic, and geopolitical developments; identifying opportunities and risks for Alberta; developing briefing materials for senior officials and elected representatives; preparing country and market assessments; coordinating complex projects involving multiple ministries and external stakeholders; and supporting international engagement activities, including incoming diplomatic visits, foreign delegations, and outbound missions led

by the Premier and other Government of Alberta representatives. The Senior Intergovernmental Officer serves as a key relationship manager for a broad network of stakeholders, including federal and provincial partners, foreign governments, diplomatic missions, Alberta International Offices, industry representatives, post-secondary institutions, and international organizations. The position is responsible for coordinating competing priorities, maintaining multiple stakeholder relationships simultaneously, and ensuring the successful planning and execution of high-profile meetings, events, and international missions. The role requires exceptional organizational and project management skills, strong written and verbal communication abilities, sound judgment, political awareness, and the ability to synthesize complex information into concise advice for executive decision-makers in a fast-paced environment. Success in the position requires the ability to work independently, manage multiple files concurrently, and build productive relationships with stakeholders across government and internationally.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Provide senior-level research, analysis, and strategic advice to support Alberta's international priorities in Europe and Africa. Activities include conducting research and analysis on political, economic, trade, energy, security, and geopolitical developments across Europe and Africa; monitoring international news, emerging issues, and global trends and assessing potential implications for Alberta; preparing briefing notes, country papers, issues notes, correspondence, key messages, speaking points, and responses to action requests; identifying opportunities and risks related to Alberta's international priorities, including trade, investment, innovation, energy, education, research collaboration, and defence; synthesizing complex information from multiple sources into clear, concise, and actionable advice for senior officials and elected representatives; and ensuring materials are timely, accurate, and aligned with Government of Alberta priorities.

2. Coordinate complex projects and cross-government initiatives to advance Alberta's international objectives. Activities include leading coordination of international files involving multiple ministries, agencies, federal partners, Alberta International Offices, and external stakeholders; gathering, analyzing, and integrating input from partner ministries and stakeholders to support briefing materials, engagement strategies, and decision-making; developing and maintaining project plans, timelines, tracking tools, and follow-up processes to ensure deliverables are completed on schedule; coordinating information flow across ministries and stakeholders to support effective decision-making and implementation; anticipating issues, identifying risks, and recommending solutions to support successful project delivery; and managing records, correspondence, and information in accordance with government standards and divisional requirements.

3. Lead and coordinate the planning and delivery of international engagements, incoming delegations, and outbound missions. Activities include planning and coordinating visits involving foreign governments, diplomatic representatives, international organizations, and key stakeholders; preparing briefing materials, annotated agendas, visit memoranda, correspondence, and engagement packages; working with the Protocol Office, Alberta International Offices, federal partners, foreign governments, and external stakeholders to coordinate programming and logistics; supporting mission planning and delivery for the Premier, Ministers, deputy ministers, and senior officials; coordinating stakeholder engagement activities before, during, and following visits and missions; and tracking commitments, outcomes, and follow-up actions arising from international engagements.

4. Build and maintain strategic relationships to advance Alberta's interests internationally. Activities include developing and maintaining relationships with foreign governments, diplomatic missions, federal departments, Alberta ministries, industry associations, post-secondary institutions, and international organizations; serving as a primary point of contact for stakeholders within assigned markets and policy areas; facilitating information sharing and collaboration among ministries, governments, and external stakeholders; representing the Division at meetings, events, and stakeholder engagements; identifying opportunities for partnerships, investment attraction, trade promotion, research collaboration, and policy cooperation; and maintaining awareness of stakeholder priorities, sensitivities, and emerging issues to support effective engagement and advice.

5. Lead and contribute to strategic initiatives and continuous improvement within the Division. Activities include contributing to the development and implementation of international strategies, roadmaps, and priority initiatives; leading special projects and emerging files in support of divisional and government priorities; developing presentations, reports, briefing materials, and other products for senior leadership; identifying opportunities to improve processes, tools, knowledge management practices, and operational efficiency; providing guidance, knowledge transfer, and mentorship to colleagues as appropriate; and supporting divisional, branch, and ministry priorities as required.

## Problem Solving

Typical problems solved:

The Senior Intergovernmental Officer works in a fast-moving environment where international events, diplomatic priorities, and government direction can shift quickly. The position frequently manages short deadlines, requests that arrive with limited information, and competing priorities across multiple ministries. The incumbent must use sound judgment and strong political acumen to interpret political and economic developments in Europe and Africa, identify risks and opportunities for Alberta, and provide clear, practical advice to senior leaders. This role requires the ability to pull together information from many sources, reconcile different viewpoints, and propose solutions that are realistic and aligned with Alberta's interests. The incumbent must anticipate how global issues may affect Alberta's priorities and adjust work plans accordingly. Strong organization, analytical thinking, and the ability to navigate ambiguity are essential, as the work often involves coordinating input from several partners while ensuring accuracy and consistency.

Types of guidance available for problem solving:

The Manager provides overall direction, helps clarify priorities, and is available to offer support when issues arise. At the same time, the Senior Intergovernmental Officer is expected to take initiative in managing day-to-day work, identifying challenges early, and suggesting practical approaches to move work forward. Guidance is available through established branch practices, past precedents, and support from colleagues across the Division. The incumbent is encouraged to use sound judgment, apply political acumen, and seek advice when needed, while also feeling confident making decisions on how to organize work, interpret developments, and prepare recommendations that support senior leaders.

Direct or indirect impacts of decisions:

Decisions made by the Senior Intergovernmental Officer directly affect the quality and accuracy of advice provided to senior leaders, including the Premier's Office, Minister's Offices, and Deputy Minister's Offices. Well-researched analysis and organized, timely briefings support informed decision-making and strengthen Alberta's position in engagements with Europe and Africa. The incumbent's coordination of cross-ministry input also shapes how consistently Alberta presents its priorities to domestic and international partners. Indirectly, the work influences Alberta's relationships with foreign governments, the success of missions and incoming visits, and the province's ability to identify opportunities and respond to emerging issues. Clear judgment, political awareness, and attention to detail help ensure that decisions support Alberta's interests and maintain the credibility of the Division.

## Key Relationships

Major stakeholders and purpose of interactions:

Foreign governments, embassies, high commissions, and consulates from Europe and Africa:  
Regular communication to exchange information, coordinate visits and meetings, clarify priorities, and support Alberta's government-to-government relationships.

Government of Canada departments (e.g., Global Affairs Canada, Natural Resources Canada):  
Collaboration on policy issues, alignment on international priorities, and coordination for missions, delegations, and diplomatic engagements.

Alberta government ministries and agencies:

Ongoing coordination with crown corporations such as Invest Alberta Corporation, Alberta Innovates and ministries such as Energy and Minerals, Agriculture and Irrigation, Affordability and Utilities, Jobs, Economy, Trade and Immigration, Environment and Protected Areas, Advanced Education, Protocol Office, and others to gather information, develop consistent messaging, and support cross-ministry decision-

making.

Internal partners within the International Relations Division: Daily collaboration with colleagues, including Assistant Deputy Minister's Office, directors and managers, to plan incoming delegations, prepare leadership materials, track follow-up actions, and ensure a well-coordinated "Team Alberta" approach.

Economic, academic, and industry stakeholders:

Engagement to understand sector trends, explore partnership opportunities, and provide relevant insights for Alberta's international outreach.

Alberta residents:

Responding to inquiries related to Europe and Africa and providing accurate, timely information on issues within the Division's mandate.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>Seeks insight on implications of different options</li> <li>Analyzes long-term outcomes, focus on goals and values</li> <li>Identifies unintended consequences</li> </ul>	<p>Understands how international events, political dynamics, and cross-ministry priorities are connected. Anticipates the potential long-term impacts of developments in Europe and Africa on Alberta's interests. Considers how decisions and recommendations fit within broader government objectives and supports leadership with clear, strategic insights.</p>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>Asks questions to understand a problem</li> <li>Looks for new ways to improve results and activities</li> <li>Explores different work</li> </ul>	<p>Analyzes complex issues with curiosity and practicality. Brings together information from multiple sources, proposes realistic options, and adapts approaches when circumstances change. Uses political awareness</p>

		<p>methods and what made projects successful; shares learning</p> <ul style="list-style-type: none"> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>and judgment to recommend solutions that align with Alberta's goals and the Division's direction.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Adjusts to shifting priorities, emerging international issues, and tight timelines while maintaining accuracy and composure. Takes initiative, anticipates issues early, and adapts work plans when situations evolve. Seeks input when needed and remains focused on delivering high-quality work in a dynamic environment.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Creates an open, respectful working environment with colleagues and partners. Shares information generously, values different perspectives, and contributes to a strong team approach. Supports productive collaboration across ministries, federal partners, and foreign governments.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	<p>Builds and maintains strong relationships with internal and external partners, including foreign officials, federal departments, and Alberta ministries. Uses these relationships to gather insights, advance Alberta's priorities, and ensure well-coordinated international engagement.</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Position ID: 50003174 - Senior Intergovernmental Officer