

Update

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Innovation Agency Governance

Current Class

Manager (Zone 2)

Job Focus

Operations/Program

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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Champions AI and mentors staff to use AI as a practical tool for modern public service work, noticing opportunities to apply it, and creating an environment where the team feels encouraged to experiment and adopt.

Stays current on emerging AI capabilities and identifies practical opportunities to apply them to governance, strategy, and team workflows.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Technology and Innovation holds a strategic mandate within the Government of Alberta to advance economic growth through technology, innovation policy, strategy, and programs. The Ministry drives the modernization of government operations, enables efficient and secure delivery of digital services to Albertans, protects personal privacy through a design-first approach, and cultivates Alberta's technology and innovation sector as a destination of choice for entrepreneurs, researchers, innovators, and investors.

Within the Innovation, Privacy and Stewardship Division of the department, the Innovation Partnerships and Governance Branch has accountability to support Alberta's innovators, researchers, businesses, and entrepreneurs as they drive economic growth, develop partnerships, attract investments, and create jobs through strategic initiatives, programs, and investments. The Branch has responsibility for leading and managing innovation strategies such as the Alberta Technology and Innovation Strategy (ATIS), associated frameworks, providing governance oversight to Alberta Innovates and Alberta Enterprise Corporation, and executing programs and initiatives to enhanced research, innovation, and technology development across the province's key sectors. All functions of the Branch are designed and executed with artificial intelligence (AI) enablement as a foundational capability, leveraging AI tools to strengthen analysis, accelerate strategic development, and optimize program design and delivery for the benefit of all clients and stakeholders.

This Manager role sits within the Innovation Strategy and Governance Unit within the Branch and reports to the Director, Innovation Governance and Evaluation. The position leads agency governance and accountability for Alberta's two primary innovation agencies, ensuring both are well-governed, legislatively compliant, and delivering on their mandates. The Manager also plays a central role in developing and advancing innovation strategies that shape Alberta's broader innovation ecosystem, working across government to inform decision-making and drive results under the Alberta Technology and Innovation Strategy.

Alberta Innovates is a publicly funded research and innovation corporation that finances researchers, industry, and entrepreneurs; delivers strategic research and innovation initiatives on behalf of the Ministry; and provides technical counsel to early-stage businesses. Through its subsidiaries InnoTech Alberta and C-FER Technologies, Alberta Innovates advances key government strategies including the Alberta Technology and Innovation Strategy.

Alberta Enterprise Corporation (AEC) is a provincial agency mandated to ensure venture capital is available to support knowledge-based industries in Alberta. Since 2008, AEC has committed over \$415 million across 39 venture capital funds, supporting the growth of Alberta's technology and innovation companies.

What You'll Do

Lead Agency Governance & Accountability

- Lead reviews and analyses of agency business plans and annual reports, developing recommendations that ensure alignment with legislative and policy requirements under the Alberta Research and Innovation Act, the Alberta Enterprise Corporation Act, and the Alberta Public Agencies Governance Act
- Serve as one of the primary government contacts for senior agency representatives on matters of corporate governance, accountability, and the implementation of government direction
- Oversee the development of compliance documentation related to agreement deliverables, and make determinations on adherence to funding conditions and reporting obligations
- Lead the development of funding agreements, including operating grants and transfer agreements, working across division and agency leadership, Legal Services, and Finance to establish sound financial

and accountability frameworks

Shape Innovation Strategy

- Collaborate with the Manager of Innovation Strategy, on the implementation of innovation-related strategies, such as the Alberta Technology and Innovation Strategy; and on monitoring and assessing the progress of these innovation strategies in advancing Alberta's provincial innovation ecosystem
- Work in close partnership with the Public Agency Secretariat to meet governance requirements and apply best practices set out in the Public Agencies Governance Framework
- Support branch-wide coordination of corporate activities, ensuring coherence across the unit's governance, strategy, and accountability functions

Develop Your Team

- Supervise and grow Program Services staff, setting clear expectations and creating conditions where people do their best work
- Drive the adoption of AI tools across the team, using them to streamline workflows and deliver better service to stakeholders
- Lead by example: actively use AI in your own work and help teammates build the same fluency, turning new tools into everyday practice
- Keep a finger on the pulse of emerging AI capabilities, spot opportunities before they're obvious, and bring practical ideas for applying them

Responsibilities

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

1. Lead agency governance and accountability to ensure Alberta Innovates and Alberta Enterprise Corporation are well-governed and meeting their legislative and policy obligations.

- Lead reviews and analyses of agency business plans and annual reports, developing recommendations that ensure alignment with the Alberta Research and Innovation Act, the Alberta Enterprise Corporation Act, the Alberta Public Agencies Governance Act, and the Public Agencies Governance Framework
- Serve as one of the primary government contacts for senior agency representatives on matters of corporate governance, accountability, and the implementation of government direction
- Oversee the development of compliance documentation related to agreement deliverables, and make determinations on adherence to funding conditions and reporting obligations
- Lead the development of agency funding agreements, including operating grants and transfer agreements, working across division and agency leadership, Legal Services, and Finance to establish sound financial and accountability frameworks
- Work in partnership with the Public Agency Secretariat to meet governance requirements and apply best practices across the agency oversight portfolio

2. Co-lead the development and implementation of innovation strategies that guide Alberta's innovation ecosystem and inform government decision-making.

- Co-lead and oversee the development and implementation of innovation-related strategies, including the Alberta Technology and Innovation Strategy, ensuring they are grounded in evidence and aligned with provincial priorities
- Co-lead government decision-making processes related to innovation strategy, including the development of Cabinet materials and other senior government submissions
- Collaborate across the unit on cross-cutting policy, strategy, and governance priorities to ensure a

coherent and integrated approach to innovation system leadership

3. Support unit and branch leadership in accomplishing the goals of the branch and division.

- Provide timely, evidence-based advice and recommendations to the Director and Executive Director on agency governance, accountability, and innovation strategy matters
- Participate in strategic initiatives, planning, forecasting, and reporting across the branch and division
- Support branch-wide coordination of corporate activities, ensuring coherence across the unit's governance, strategy, and accountability functions

4. Provide effective leadership and mentorship to staff reporting to the Manager.

- Manage the work of the team to ensure projects are delivered efficiently and to a high standard
- Provide staff with clear direction, expectations, and regular feedback
- Support staff learning and development, creating conditions where people grow and do their best work
- Drive the adoption of AI tools within the team, building collective fluency and embedding AI-assisted processes into day-to-day work

Problem Solving

Typical problems solved:

This role operates at the intersection of legislative compliance, agency oversight, and innovation policy -- where the challenges are rarely straightforward. Typical problems solved include:

- Reviewing agency business plans and annual reports that don't clearly demonstrate alignment with legislation or ministry priorities, and working with agency representatives to get them there
- Facilitating funding agreement negotiations when competing priorities between agency, Legal, Finance, and division leadership need to be reconciled into a workable outcome
- Translating new government direction into clear governance and accountability expectations for Alberta Innovates and AEC
- Synthesizing complex, inconsistent, or incomplete data from innovation strategies into clear findings and recommendations that senior leadership can act on
- Developing Cabinet materials and senior government submissions on tight timelines, requiring sound judgment and the ability to distill complexity into decision-ready advice

Types of guidance available for problem solving:

The manager is guided by experience, established best practices, policy, input from internal and external stakeholders, research, analysis of data, and direction from the leadership team.

Direct or indirect impacts of decisions:

The Manager's decisions directly influence the quality of agency governance, the strength of accountability frameworks, and the credibility of innovation strategy advice provided to senior leadership. Getting these right ensures agencies are well-positioned to deliver on their mandates and that government has the information it needs to make sound decisions for Alberta's innovation system.

Key Relationships

Major stakeholders and purpose of interactions:

External stakeholders:

- Senior management in Alberta's innovation agencies - provide guidance and recommendations regarding agency goals, performance metrics and outcomes.

Internal stakeholders: Other managers, directors, Executive Directors within the Ministry and with other Ministries where there are joint initiatives, strategies or programs - providing leadership on appropriate goals, measures, outcomes, data collection strategies, reporting, etc.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Other related degree (e.g. Business Administration, Economics, Political Science, Science, Humanities)

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

Required:

- Completion of a relevant post-secondary degree and 5 years of experience managing and reporting on outcomes and impact,
- Experience in the development and implementation of performance measurement plans, frameworks and logic models. Equivalences will be considered.
- Experience managing data and using it to develop narratives and reporting on outcomes and value.
- Strategic thinking to interpret and accurately convey information related to the purpose, roles, outcomes and impact of Alberta's innovation agencies.
- Knowledge of social research design and methodology, qualitative and quantitative data collection and analysis techniques, statistics, and database development and management.
- Project management experience and the ability to manage complex and politically sensitive projects.
- Leadership and relationship management skills to collaborate effectively with the work team, internal and external stakeholders and partners to convey and implement government priorities.
- Strong organizational and interpersonal skills and the ability to lead multi disciplinary project teams.
- Knowledge of relevant agency legislation, Ministry policies, programs, and Business Plans.
- Familiarity with the Ministry's performance metrics and outcome frameworks.
- Strong written and verbal skills.
- Excellent prioritization, time management and organizational skills.
- Well-developed analytical and independent decision-making abilities.
- Advanced tact, judgment, negotiation and troubleshooting skills.

Assets:

- Leading formative and summative evaluations.

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 | | |
| Drive for Results | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction | <p>With multiple and sometimes competing pressures to deliver in a timely manner, the Manager needs to be driven to achieve desired results and meet tight deadlines, using his or her own initiative, all within the context of the strategic direction of the ministry.</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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices | <p>Ensuring program and agency success requires navigating complex issues where solutions aren't always clear. The Manager must think creatively to develop recommendations that incorporate sometimes conflicting feedback, and produce briefing notes and other materials to inform leadership.</p> |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships | <p>With multiple internal stakeholders as well as external stakeholders (agencies), the Manager is required to develop and foster strong networks that can be leverage to advance the priorities of the ministry.</p> |
| Build Collaborative Environments | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate | <p>In order for ministry agencies, programs, strategies and initiatives to demonstrate success and value, the Manager is required to develop and build collaborative</p> |

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|-------------------------|--|---|---|
| | | barriers to progress <ul style="list-style-type: none"> • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment | environments with other team members, across the branch, division, ministry, government and with other key stakeholders such as agencies. This is critical to achieve the desired cooperation and shared vision, and requires strong interpersonal skills and tact. |
| Develop Self and Others | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development | As a leader of a team section, the Manager must create an environment that is conducive to professional development of their team, while working to advance their own professional development. |
| Agility | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | With rapidly shifting priorities, the Manager must be able to quickly change the direction taken by their team to meet the demands of the current environment. |

Benchmarks