

## New

Ministry

Energy and Minerals

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Director, Strategic Projects

Requested Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SAMA, NGSE/Strategic Projects

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

ED, Nat Gas and Strategy

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Strategic and Market Access (SAMA) Branch responsible for leading work on strategic priorities such as market access, developing Alberta's energy strategic direction, implementing the government's natural gas vision, strategic foresight and economic analysis. The division supports the policy and legislative coordination process, as well as boards, agencies, and commissions. The division consists of four branches:

1. Natural Gas Strategy and Engagement
2. Market Access
3. Strategic Initiatives
4. Energy Information and Analysis

The Natural Gas Strategy and Engagement Branch (NGSE) leads the development and implementation of certain low-carbon strategies. This includes the implementation of the Government of Alberta's vision for natural gas, the Hydrogen Roadmap, LNG and natural gas infrastructure investment, hydrogen, and petrochemicals. It ensures appropriate integration and alignment of strategic policies involving natural gas and key low carbon development pathways related to hydrogen, LNG, petrochemicals, and the plastics circular economy across the Government of Alberta. The branch conducts engagement with key players to optimize the current and future Western Canadian infrastructure network for low carbon products and enhance the economic and carbon competitiveness affecting clean energy products.

The Market Access Branch (MA) provides external stakeholder advice and long-term, strategic stakeholder and engagement planning for the Minister, Deputy Minister, and the division's Assistant Deputy Minister. The branch conducts engagement with key stakeholders to collect intelligence on energy security and market access-related issues in other jurisdictions. The branch is also responsible for regional engagement for oil market access in Canada and provides strategic advice on Government of Alberta participation in U.S. pipeline regulatory processes, as well as regulatory affairs related to downstream pipeline and market access for Alberta's oil and gas, and advocating at Canada Energy Regulator hearings, proceedings, and on shipper committees.

The Strategic Initiatives Branch (SI) provides strategic leadership for the Ministry on cross-government initiatives and priorities. The branch provides market intelligence and insights that take into consideration emerging technology innovations, economic drivers, governance and decision-making processes, and sociotechnical trade-offs. SI is responsible for leading the strategic coordination of the department's policy, legislation, and agency governance files. This includes leading the policy and legislative agenda, coordinating the red tape reduction initiative for the department, and liaising with applicable stakeholders on agency governance matters. The branch is also responsible for strategy development, strategic research, and advisory services in areas of energy sustainability and innovation. This includes ongoing socioeconomic and emissions analysis for an integrated systems-level approach to responsible resource development. Additionally, the branch is responsible for the development and coordination of structured training for the department, aimed at equipping staff with a comprehensive understanding of the ministry's core business.

The Energy Information and Analysis Branch (EIA) provides economic analysis, market intelligence and consistency of information to support Alberta's energy policy and fiscal planning. The branch is also responsible for assessing the impact of policies and energy trends on resource development.

Reporting to the Executive Director, Natural Gas Strategy and Engagement, this position provides leadership to a team of energy professionals possessing knowledge of Alberta's energy system and the evolving global energy landscape. This unit provides strategic analysis and strategies, stakeholder engagement and co-ordination related to:

- advancing Alberta's energy export infrastructure in collaboration with partner ministries
- building strategic alliances with provincial and international stakeholders to share Alberta's leadership in clean energy development, to advance and promote market access for Alberta's products
- developing recommendations and plans to enhance emerging low carbon energy economic opportunities
- cross-ministry strategic energy projects

The Director interfaces directly with cross ministry partners, external stakeholders, other governments and investors to build out Alberta's energy products portfolio and ensure market access. The position ensures timely, effective and efficient delivery of core projects and providing oversight for briefings, issue analysis and reporting on strategic projects activities.

This Director is a trusted advisor SAMA's Executive Directors, assuming acting duties within the NGSE branch and potentially providing leadership on strategic priorities from other branches of the SAMA division. The director will also provide leadership on departmental, cross-ministry and intergovernmental committees as required. The Director's understanding of Alberta's implementation of key strategic energy initiatives, the province's competitiveness and its evolving energy system and geo-polical environment means this position will represent Alberta at Canadian and international energy events as required.

This position plays a critical role in ensuring Alberta's long-term energy future is secure. The work environment is complex and the position must consider a wide variety of energy and non-energy issues impacting the energy system.

This position supports the design, development, implementation and longer-term development of strategic energy policy and therein directly contributes to the long-term success of the Department and stewardship of Alberta's resources.

## Responsibilities

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

This position has the following responsibilities:

- Strategic Management: Planning, management, developing appropriate structure, principles, policies and procedures
- Representing the Department and the Province at cross-ministry, international and provincial meetings
- Advising the Minister and Department executive on energy issues
- Initiating and maintaining dialogue and partnership with stakeholder and industry groups.
- Contract management of external consultants/vendors as required, including overseeing the RFP process, terms and conditions of the contract, and evaluation of deliverables.

### **Provide leadership to develop multi-year strategy framework implementation related to evolving low-carbon energy landscape and global energy security.**

- Lead the development and implementation of robust, outcomes based project plans and approaches that are based in strategic, systemic thinking.
- Conduct e-scanning, proactive intelligence gathering and strategic foresight as a tools to build risk resiliency and adaptability into strategy.
- Facilitate relationships on behalf of the Department, with other government departments and stakeholders
- Collaborate, negotiate, resolve conflict with a diverse group of stakeholders, including industry, academia, and governments.

### **Provide leadership to assess energy infrastructure economic opportunities**

- With partner ministries, lead the Department's analysis of systemic challenges and creating solutions with stakeholders to support the movement of Alberta clean energy products.
- Build and maintain relationships and networks to understand barriers and build solution
- Assess Alberta's economic and carbon competitiveness
- Examine indigenous partnership opportunities

### **Leadership of team, supervising analysts and managing all business administration for the section.**

- Development of annual section operations plan - tracking and evaluation of results.
- Supervise, coach, and mentor professional staff, ensuring employees are motivated, engaged, and supported in all ways.
- Budget creation, tracking and management.

## Problem Solving

Typical problems solved:

A significant challenge of this position is to deliver timely, strategic and effective leadership and advice concerning Alberta's evolving and transforming energy landscape and implementation of actions to achieve that end. A cohesive, holistic and integrated approach is critical to continued energy development and the benefits it generates to Albertans.

Another significant challenge of this position is to develop innovative strategies related to a very uncertain and evolving energy landscape and to develop strategies for energy products that are still nascent or require new infrastructure, supply chains and creation of brand new domestic markets. Many of the problems will be nebulous, multifaceted and unstructured, without immediate solutions.

Trade offs/ competing interests need to be assessed - balancing consumer interests, carbon/ environmental competitiveness, economic competitiveness, competing pathways and potential impacts to existing sectors and industries.

There is an absence of established legislation, policy or regulation within Alberta.

Types of guidance available for problem solving:

- Assessing other jurisdictions (international, other Canadian provinces)
- Working closely with other ministries given their specialised expertise
- Conducting extensive engagement with industry, organisations and associations, governments
- Using consultants and academia to help formulate strategic options and assessments given the nascent nature of some of the energy products and the uncertain evolving energy landscape
- Forging relationships and working partnerships across industry, government and the Department. Stakeholder management to influence others and build consensus and to support ongoing energy policy development and implementation.
- Strategic and tactical forward-thinking and planning to anticipate the future of the province with a view to support a coordinated and integrated approach to energy policy development and implementation.

Direct or indirect impacts of decisions:

- Investment opportunities, economic diversification, job creation, maintaining and creating new economic opportunities for AB in the new energy landscape
- Representing the Department and Province at federal and provincial working groups to influence broader energy strategies at the federal level
- Recommendations and actions taken by the Director will influence Canadian and international companies to recognise Alberta as a leading clean energy producer and value add producer and invest billions of dollars in new projects.
- Alberta's overall competitiveness will also be affected by the actions and decisions of the Director, with respect to the removal of impediments and the development of supportive strategic policies. Other Divisions or Departments may be impacted through the involvement or leadership of the Director.
- New emerging products, exports, domestic markets, supply chains and economic corridors and new international markets could be established.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal:

DM, Chief of Staff, ADM Strategy and Market Access - briefing, gathering information and strategic advice.

Special Advisor to the Minister - briefing, gathering information and strategic advice.

Executive Director, Natural Gas Strategy and Engagement - briefing, gathering information, advice, joint strategy development and collaborative decision-making.

Directors, Senior Managers, Managers, analysts - provide leadership and direction, engage in collaborative problem solving set unit priorities and focus on staff development.

Other GOA Departments, Agencies and Teams - co-leadership of projects, co-ordination, communication of information flow, engaging in shared understanding and leadership/co- ordination of actions.

External:

This position requires extensive relationship building and strategic alliances with external stakeholders on a frequent basis.

External stakeholders include international investors, provincial and international governments, federal government, industry (across the energy value chain from producers, infrastructure providers, manufacturing/ value-add , end-users, technology and innovation developers), Canadian and international associations and organisations, academia, Indigenous representatives. Extensive engagement with stakeholders across the energy ecosystem is especially required when developing energy strategies

In addition, the director also represents Alberta at various Canadian and international events to showcase Alberta's leadership in the clean energy landscape and to promote its various energy strategies.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Related degree in engineering, business, public administration, or other related field

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

#### EDUCATION

- Bachelor level required in Economics, engineering or related equivalency. Masters in Economics or Business Administration preferred. Equivalencies are considered.

#### KNOWLEDGE AND EXPERIENCE

- Extensive knowledge of government processes and experience developing cabinet reports and communicating to executive leadership, Deputy Minister and Minister.
- Good understanding of current and evolving energy systems in Alberta and globally, knowledge of energy transition strategies and energy security needs in international jurisdictions.
- Alberta's policies and priorities related to energy, environment and innovation.
- Knowledge of economic market fundamentals, energy value chains and supply chains
- Has a broad knowledge of energy related activities, policies, and drivers and understands how these initiatives can impact resource development in Alberta.
- Knowledge of Alberta's TIER system and carbon markets would be an asset
- Good understanding of what drives investment in energy projects
- Has a broad knowledge of energy related activities, policies, and drivers and understands how these initiatives can impact resource development in Alberta.

#### SKILLS

- Proven ability to conduct or facilitate strategic or policy projects or ongoing activities dealing with complex, multi-disciplinary challenges at the industry-sector level and/or whole of government level.
- Proven ability to build diverse and strategic relationships with internal and external stakeholders, domestic and international governments, organisations and academia.
- Proven ability to develop and maintain collaborative working relationships within the Ministry, across Government and with stakeholders and partners.
- Demonstrated leadership in facilitating creative and durable solutions to complex issues involving multiple stakeholders and dimensions.
- Ability to bridge long-term strategic vision with near term action planning.
- Ability to lead or participate in group processes dealing with complex energy, environmental and resource development issues and opportunities.
- Strong communicator in written and oral presentations, and ability to listen and make sense of diverse perspectives and generate common ground.
- Balance of both analytic and synthesis skills.
- Ability to be a change agent at executive and staff levels.
- Ability to mentor staff and coach leaders including commitment to staff development, team building, continuous improvement, innovation and building capacity

Highly developed interpersonal skills in leadership, communication, team-building, relationship building

and visioning.

· Proven ability to operator within within a complex and continually changing business environment.

### 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 type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <p><b>Integrates broader context into planning:</b></p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul> | <p>Nearly all aspects of the director's role will require advanced systems thinking skills.</p> <p>For example, in advancing hydrogen exports (ammonia) by rail, for decarbonisation goals in Asian, consideration and impacts to existing ammonia producers who are producing the product as fertiliser for the agriculture sector. Impact on other sectors need to be considered. Increasing the demand for natural gas to produce hydrogen could increase natural gas prices which in turn could reduce royalties from oilsands.</p> |
| Creative Problem Solving | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <p><b>Creates the environment for innovative problem solving:</b></p> <ul style="list-style-type: none"> <li>• Generates new ways of thinking; ensures right questions are being asked about a problem</li> <li>• Eliminates barriers to creativity and innovation</li> <li>• Encourages a culture of innovation</li> </ul>  | <p>The Director consistently operates in a complex multi-stakeholder environment where the core issues and problems may not be known or well understood, with information and expertise taking time to develop. In addition, direction to address challenges may be nebulous and evolving.</p> <p>Solving the problems will require extensive engagement with experts from the energy ecosystem and across ministries. Academia, organisations and cross-jurisdictions will</p>   |

|                                  |           |  |   |
|----------------------------------|-----------|--|---|
|                                  |           |  | <p>be a lifeline.</p> <p>.Complexity of developing strategies in the new energy landscape means that the position needs to create a safe environment for the team to voice and try out new ideas or methods and needs to allow for "soak" time to create new ideas.</p>   |
| Agility                          | ○ ○ ○ ● ○ | <p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul> | <p>Significant amount of agility and resiliency is required in this role.</p> <p>While the files are complex, the issues as well as the political climate (provincial, national and global) in which we operate are constantly evolving which may require a significant surge of resources on extremely short notice.</p> <p>For example, feedback from elected officials and industry lobbying may cause strategies and actions to be altered significantly. The role may need to pivot and change direction on the development of a strategy. Anticipating uncertainty and planning for alternate directions will be required. New priorities may be directed which would require reallocation of resources with the team or within the division. The role needs to stay focused on goals and delivery despite pressure and stress.</p> |
| Build Collaborative Environments | ○ ○ ○ ● ○ | <p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> </ul>  | <p>Both internally and externally, the Director will need to build environments where open and respectful dialogue to deal with the complex development of strategies and recommendations.</p>  |

|                          |                  |  |   |
|--------------------------|------------------|--|---|
|                          |                  | <ul style="list-style-type: none"> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>  | <p>This includes engaging with diverse group of stakeholders with differing views. High level of engagement and collaboration with cross ministries will be required where often strategic projects cross multiple ministries. For example, assessing energy export infrastructure would involve TEC, JET and possibly IR where such a project would have an impact on these ministries and their stakeholders. Successful delivery of the project will need strong relationships and communication. Facilitation of Industry and or internal GOA workshops are often required for strategy development to ensure diverse perspectives are considered. The role may also require sharing of resources (eg cost sharing for contracts) with other ministries, governments or industry.</p> |
| <p>Drive for Results</p> | <p>○ ○ ○ ● ○</p> | <p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul> | <p>The complexity of the evolving energy landscape means that the Director will need to tap into a variety of available expertise within the department, across ministries and externally to deliver strategies on time. The Director will need to ensure that roles and responsibilities are clear and will require strong project management skills including setting and accomplishing goals and priorities and timelines. Cabinet reports and</p>   |



|                  |           |  |   |
|------------------|-----------|--|---|
|                  |           |  | briefing notes to senior officials will be required.  |
| Develop Networks | ○ ○ ○ ● ○ | <p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul> | <p>This role requires extensive building and maintaining of a broad network from project proponents, infrastructure operators, industry associations, agencies, governments (provinces, international, federal), international organisations, academia and internal GOA from across a wide range of ministries. These networks will allow the Director to get diverse perspectives and form a pool of knowledge that can help with innovative problem solving.</p> <p>The incumbent will also be representing Alberta at Canadian and international energy events to promote Alberta's energy leadership and attract investment in emerging clean energy opportunities.</p> <p>The incumbent will need to facilitate stakeholder workshops to ensure different perspectives are considered during the development of energy strategies and recommendations.</p> |

**Benchmarks**

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

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Director / Executive Director Signature

\_\_\_\_\_  
ADM Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
ADM Signature