

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name

Program Advisor

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant (November 14, 2025)

Organizational Structure

Division, Branch/Unit

Econ. Dev/pmt & Business Supports, RNED, NDS

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-10-08

Responsibilities Added:

Responsibilities have been added below to focus on delivery of the Northern Alberta Development Bursary (NADB) Program and to reflect structural changes following the most recent department reorganization.

Responsibilities Removed:

Responsibilities relating to contributing northern perspective across multiple governmental forums.

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration (JETI) enhances Alberta's competitive advantage by attracting investment to grow and diversify the economy, attracting and developing a highly skilled workforce, and promoting safe, fair and healthy workplaces.

The Economic Development and Business Supports (EDBS) Division is focused on driving the Ministry's economic development agenda through policies, strategies, and programs that help to create jobs and diversify Alberta's economy. The Regional and Northern Economic Development (RNED) Branch is responsible for supporting regional economic development by providing tailored services across the province; conducting research analysis and policy advice to stimulate economic development across Alberta's regions; designing and delivering northern development programs such as the Northern Alberta Development Bursary (NADB) Program; and providing agency governance and secretariat support to the Northern Alberta Development Council (NADC) and the Parliamentary Secretary for Small Business and Northern Development.

Reporting to the Manager, Northern Development Supports, the Program Advisor contributes to the effective delivery of the NADB program and contributes to the exploration of other potential northern development programs within JETI. This establishes strong working relationships with other levels of government, departments, community leads and academia. Primary responsibilities include developing networks and acquiring stakeholder feedback in order to inform the development of NADB program enhancements. The position identifies relevant issues, gaps, and opportunities in northern economic areas and shares that feedback to contribute to policy and strategy development.

Responsibilities

Stakeholder Engagement:

- Establish, build, and maintain relationships with select stakeholders (e.g. companies, academia, and industry associations) to acquire knowledge and identify issues; explore potential partnership opportunities for the NADB program.
- Share information on funding and other support mechanisms to assist northern Albertans in finding opportunities to grow the region.
- Develop networks by attending and presenting NADB material at local conferences, seminars, or other relevant northern events.
- Provide consultation and support for issue identification and resolution with Ministry and Government stakeholders in relation to the attraction and retention of high-demand occupations in the north.
- Liaise with other divisions across the ministry and other levels of government to communicate market intelligence and northern needs in support of the development of programs to benefit the region.
- Work collaboratively with other unit staff to share information and ensure coordination and integration of policies and processes with the NADB program.

Program Delivery

- Develop systems to monitor the global environment for new developments, trends, and major investments that relate to northern economic development. Conduct provincial, national, and global environment scans to develop deep knowledge of factors of strategic importance to Alberta's economic and environmental priorities in the north.
- Identify relevant issues, gaps, and opportunities in northern economic areas and share feedback within the EDBS Division to contribute to policy and strategy development.
- Communicate intelligence and stakeholder needs to senior managers, other divisions, and/or branches in the ministry, other ministries or levels of government to support program development to benefit Alberta's north.
- Manage and track project delivery and ensure successful completion of intended outcomes.
- Support the development of applicable funding programs in the northern economic development area.
- Contribute to effective grant management through the review of initial applications, progress reports, and final reports. Ensure efficient allocation of monetary resources within a timely manner.

Information Requests / Action Requests / Briefings:

- Develop briefings, position papers, reports, background materials, and other correspondence to ensure division executive and ministry representatives have appropriate input for decision making.

Problem Solving

Typical problems solved:

This position is required to assist in identifying barriers and challenges to program delivery, helping to develop solutions to support continued economic growth of Alberta's north.

Mitigation: Work collaboratively with stakeholders to understand their needs and provide information on support programs, market intelligence, knowledge of activities of post secondary institutions, and partnership opportunities.

This position is required to distinguish between one-off issues and systemic challenges attraction and retention issues that require feeding into the Ministry's policy process.

Mitigation: Work alongside stakeholders to determine issue type. Collaborate within the Division and across JETI to determine if new policies, or amendments to existing policies are required; provide stakeholder feedback to support any change.

Types of guidance available for problem solving:

This position is expected to develop a high degree of knowledge regarding northern economic development. Guidance for complex issues and tasks will be provided by the Manager and Director as needed. This position will leverage and refer to various ministry business plans, program guidelines, and strategy documents (e.g., JETI Business Plan) to understand objectives and opportunities.

Direct or indirect impacts of decisions:

This position works with stakeholders to gather feedback to understand systemic problems, gaps, and issues in Alberta's north and uses this information to contribute to the development of program options.

Key Relationships

Major stakeholders and purpose of interactions:

Manager and Director: To receive guidance and support on complex issues or tasks. To provide project updates and recommendations as it relates to northern development.

- External organizations (e.g., post-secondary institutions, municipalities): To gather market intelligence and identify potential challenges and opportunities to program development. To identify ways of helping advance opportunities in Alberta's north.

- Other ministries (e.g., Advanced Education, Education and Childcare; Environment and Protected Areas; Energy): To conduct environmental scans and research to inform and contribute to program development.

- Other divisions within JETI to provide stakeholder feedback to inform policy and strategy development as it relates to northern development.

- Department staff: To share information and ensure coordination of processes, policies, and standards.

Required Education, Experience and Technical Competencies

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

If other, specify:

Directly related education or experience considered on the basis of: 1 yr of education for 1 of experience

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

University degree in a related area, or equivalent relevant experience.

- Experience or significant exposure to issues and challenges of Northern Alberta.

- Knowledge of government policies, strategies and programs, at both the federal and the provincial level.
- Awareness of competitive jurisdiction policies and practices impacting the retention and attraction of high-demand occupations to the north.
- Applied knowledge of the strategies to develop relationships and protocols considering both cultural and corporate norms.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	☐	☐	☒	☐	☐	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	This position is required to take a holistic and long term view when working with various stakeholders to provide support and compile feedback. Must translate challenges and opportunities to specific actions for GoA, including contributing to program development.
Creative Problem Solving	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	This position is required to display significant independence in identifying and solving issues faced by various stakeholders. Must use understanding of issues to contribute to problem solving of one off and systemic issues.
Develop Networks	☐	☐	☒	☐	☐	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives	This position is required to build and maintain a network of senior industry members, and municipal representatives. Must establish strong working relationships with community leads and

		• Maintains stakeholder relationships	industry associations.
Agility	☐ ☐ ☒ ☐ ☐	Identifies and manages required change and the associated risks: • 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	Must maintain professionalism in approaches when working with various clients on differing issues and challenges in program delivery.