

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, International, Research and Innovation, the Director, Post-secondary Research and Innovation Strategy is responsible for strategies, policies and tools that strengthen the role of post-secondary institutions in Alberta's research and innovation ecosystem to advance Alberta's economic growth, competitiveness and diversification. The Director has a critical role in providing strategic leadership for the Ministry, and advice and assistance to the ED on all matters related to post-secondary research and innovation and its relation to Government of

Alberta priorities, Minister's mandate and developing and implementing major policy initiatives focused on research and innovation, including relevant goals and objectives under the Alberta 2030: Building Skills for Jobs strategy.

The unit is responsible for close linkages with Technology and Innovation (TI); Jobs, Economy and Trade (JET) and other ministries, regarding strategy development for the province's research and innovation ecosystem as relates to the post-secondary system. A key accountability is to ensure that strategically significant opportunities are identified for implementation, and systemic risks are mitigated.

The Director establishes and maintains highly effective working relationships within the Ministry, across government, and with external stakeholders to achieve the Minister's mandate and Ministry business plan goals as pertains to post-secondary research and innovation. The Director often represents Advanced Education on cross-ministry and external committees and working groups. Receiving direction from the Executive Director, the Director plans and directs unit operations and resources to deliver outcomes and develop unit capacity, guiding and mentoring team members as they contribute to achieving the unit mandate. The Director is a key member of the International, Research and Innovation branch leadership team. The Director functions within the parameters of relevant legislation, regulations, policies and precedents.

This is a strategic position that leads and directs a team who works closely with all levels of employees in the ministry and across ministries. The Director must create, promote, establish and maintain positive working relationships with diverse internal and external stakeholders to develop and deliver the best solutions to meet the needs of the Executive Director, Assistant Deputy Minister, Deputy Minister and Minister, often with limited time. The level of profile and required autonomy is relatively high in terms of discretion and advice. The Director works seamlessly with other Directors within the branch, with Directors and Executive Directors within the Ministry, other Ministries and related organizations (e.g., Alberta Innovates) and high level representatives within post-secondary institutions and industry to deliver on the Ministry's priorities and is considered a trusted partner in this work.

Responsibilities

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

1. AE's post-secondary research and innovation policies, strategies and key initiatives are developed and coordinated to support Government of Alberta mandates and priorities, both within the ministry and with other government partners.

Activities:

Works closely with Executive Council (Intergovernmental Relations), TI, JET and other Ministries, industry and post-secondary representatives on the implementation of a strategy ("Team Alberta" approach) to increase federal and other research investment to Alberta post-secondary institutions in areas that support priority industry sectors.

Partners and works closely internally and externally to support post-secondary institutions and position them to better attract global talent (early career researchers and students) in support of Alberta's economic growth and key priorities. Develops strategies to facilitate the increase of post-secondary federal research revenue, post-secondary research commercialization, industry-post-secondary research collaborations, and alignment of post-secondary skills and talent development to industry research needs.

Leads the discussion on and develops strategies to support and advance Alberta's competitiveness in key priority sectors through post-secondary research and innovation, including precision health, alternative energy sources, agri-technologies and artificial intelligence.

Collaborates with other senior managers across the Ministry and government to promote awareness and provide a holistic approach to strategic advice and recommendations for the Minister, Deputy Minister, Assistant Deputy Minister and Executive Team.

2. The Ministry has a clear and coherent strategy to strengthen innovation and research commercialization in the post-secondary system.

Activities:

Leads and manages the strategic process, actions and tools necessary in developing, implementing, advancing and succeeding in a research and innovation strategy and the implementation of the Alberta 2030: Building Skills for Jobs strategy's Goal 3: Supporting Innovation and Commercialization.

Leads alignment of Advanced Education's post-secondary system research and innovation initiatives to ensure coordination with the province's broader research and innovation ecosystem, through close linkages with Technology

and Innovation, as well as Jobs, Economy and Trade and other ministries in the research and innovation realm.

Works closely with JET and other government partners (Alberta Innovates, Energy and Minerals, Agriculture and Forestry, etc.) to ensure AE's desired outcomes and directions are represented in policies and funding strategies where they impact the role of post-secondary research and innovation (e.g., Recommendations from the Research Commercialization Working Group, Alberta Technology and Innovation Strategy, review of Alberta's Innovation Ecosystem, review and re-alignment of Alberta Innovates' student and post-secondary programs).

Leads the development and implementation of industry-post-secondary recommendations on strategies to increase research collaboration and strengthen the role of post-secondary institutions in the innovation ecosystem in key areas of energy, smart agriculture, health, and emerging technologies.

3. Collaborative relationships and partnerships that strengthen the role of post-secondary research and innovation in Alberta's innovation ecosystem are developed with other ministries and jurisdictions, stakeholders and partner organizations to strategically support Advanced Education's mandate and the Government of Alberta's economic policies and desired outcomes.

Activities:

Works closely with industry, post-secondary representatives and other Ministries on an ongoing basis to develop tools and strategies to strengthen research commercialization in Alberta's post-secondary system (e.g., Research Working Group, Research Commercialization Working Group, etc)

Represents Advanced Education on cross-ministry, government, and external committees and teams as they pertain to research and innovation to inform and provide advice to decision-makers, respond to perspectives, identify potential emerging issues and determine broader impacts and opportunities.

Initiates and encourages innovation to inform strategy and policy for research commercialization and promotion of post-secondary innovation and talent development, in collaboration with other Ministries, governments, partner organizations and stakeholders.

Advises the ED, ADM and DM on opportunities to access and leverage investment from and engage in partnerships with the federal government and other stakeholders, in support of Advanced Education's strategic agenda on increasing and diversifying revenue for post-secondary research.

4. Post-secondary Research and Innovation Strategy unit operations are planned, directed, and evaluated to deliver outcomes in support of the Ministry's strategic, policy and legislative agendas and business plans, and unit staff are supported in their professional growth and development.

Activities:

Develops and implements operational plans in alignment with branch plans and ministry priorities.

Fosters a culture of holistic and strategic thinking about unit functions and how they impact current and future ministry priorities and operations.

Inspires a compelling vision for the unit's mandate and fosters an organizational culture of shared learning and improvement, aspiration, recognition, strong and open communication, commitment and respect.

Establishes and periodically evaluates the unit's objectives, staff accountabilities, and core assumptions to ensure it is optimally set up to meet or exceed expectations. Readily makes adjustments, reallocating resources, directing temporary resources and implementing new practices in anticipation of and response to change.

Coaches and mentors staff to continuously develop, see their role in achieving results, strengthening competencies and adaptive work habits, fostering agility and emotional resilience, and building the capacity for new and emerging challenges.

Holds self and others accountable for consistently achieving results and agreed-upon targets, even when not all elements of a situation are clear or within direct influence or control. Provides specific, constructive, timely and regular feedback to staff.

Empowers others to solve complex problems and find solutions through bringing the right people together, eliminating barriers that stifle creativity and innovation, and generating deep understanding and new ways of thinking about issues.

5.The Executive Director is supported in achieving the mandate and goals of the branch.

Activities:

Provides strategic advice, consultation, and recommendations on issues, opportunities and challenges related to the unit's mandate.

Works collaboratively with Ministry staff to ensure coordination and integration of functions and services, and promotes collaboration with partners and stakeholders.

Establishes and maintains relationships with Government representatives and stakeholders, including providing consultation and communication support for policy development and stakeholder engagement issues.

Represents the Unit, Branch, Division and/or Ministry on cross-government and/or stakeholder committees with diverse mandates and responsibilities to facilitate coordinated approaches to decision-making; communicates relevant perspectives and requirements; and remains aware of stakeholder and partner perspectives.

Identifies opportunities and develops strategies for innovative means to achieve continuous improvement in service delivery.

Develops or manages preparation of briefings, background documents, and correspondence for consideration by senior Government representatives and officials, ensuring all information is prepared in an accurate and timely manner and in compliance with relevant standards. Reviews and approves various reports and responses (e.g., Action Requests, Briefing Notes) prior to submission to the Executive Director.

Problem Solving

Typical problems solved:

The Director is expected to remain focused at the strategic level when leading and facilitating the development and implementation of research and innovation strategies and collaborating on major research and innovation directions, policies, programs and strategies to deliver on the Minister's mandate and Government of Alberta priorities. The position will be called upon to use superior professional judgment as well as advanced analytical and problem-solving skills to develop multiple processes, strategies and approaches to policy and planning that reflect the department and Government's outcomes.

There are often few established precedents available to guide efforts, with this position providing leadership for the post-secondary system by developing new approaches and solutions to address GoA research and innovation priorities and emerging issues. The Director provides leadership for the development and enhancement of the role of post-secondary institutions in the province's research and innovation ecosystem. This includes providing the Minister and other senior government officials with consultation, advice and support relating to strategies, policies, legislation and approaches that affect the Ministry's role in enhancing innovation and research commercialization in Alberta's post-secondary system. To accomplish this, a wide variety of skills are required including strong strategic problem-solving, negotiation, consultation, collaboration and consensus-building, and prioritization skills.

The position requires the ability to identify the fundamental questions related to various policy initiatives and how they relate to similar questions in related initiatives and to the broader strategic intent expressed by government. The position must have the ability to draw on and analyze information from a variety of sources and perspectives to formulate positions on behalf of the department. This position is then required to convey information and advice to a broad audience including senior and executive level management from across the department and Government.

Challenging situations faced by the position include:

- Developing and managing the strategic direction and role of the province's post-secondary system in supporting Alberta's competitiveness and other government's priorities, while balancing the involvement and interests of diverse groups including industry, post-secondary executives (e.g., Vice Presidents of Research) and other agencies (e.g., Alberta Innovates, etc).
- Coordinating strategic policy development and priorities across relevant areas of partner ministries such as Technology and Innovation; Jobs, Economy, and Trade; Energy and Minerals; Agriculture and Forestry; Health; and Alberta Innovates.

- Engaging with stakeholders on complex issues such as designing initiatives for the post-secondary system.
- Developing effective processes for setting priorities and identifying existing problems or potential issues and providing mitigation strategies before they manifest into barriers to success.
- Negotiating, building consensus and working with business areas from across government to resolve problems within established timelines.
- Proactively identifying/anticipating and resolving scheduling/timing problems.
- Using integrated thinking to identify and assess risks, impacts and problems, and develop a range of possible solutions to ensure project success.
- Working in a complex and time driven environment that requires constant adjustment to workloads and allocation or resources.

Challenges faced by the Director require insight into the innovation and research ecosystem, reasoning, judgment, and problem-solving skills. Significant interpretative and developmental thinking is required, along with the ability to understand complex relationships and influence decision-making processes involving stakeholders and senior decision-makers. Excellent professional judgment is required, given the sensitive nature of interaction with and requirements of multiple high-level stakeholders/partners, conflicting priorities and perspectives.

This position must also manage multiple, diverse and complicated files within limited timelines and capacity (eg., research security, research commercialization, federal research funding strategies and innovation system reviews).

Human resource management is essential, with this position leading managers and teams with diverse knowledge and skills. The Director collaborates with the branch senior management team to develop recruitment, retention and succession planning strategies as key tools to ensure the availability of appropriate knowledge and skills and the continual development of staff capacity, e.g., knowledge of research commercialization, operational aspects of the innovation ecosystem, knowledge of key industries such as emerging technologies. This position develops and implements workload management strategies to fulfill requirements within the constraints of limited resources, and identifies opportunities to continually improve business operations.

Types of guidance available for problem solving:

The Director functions within the context of established statutes, policies, directives, and guidelines. Key pieces of legislation and policy that set parameters and expectations for the work of the Director include the Financial Administration Act, Government Organization Act, Public Service Act, Freedom of Information and Protection of Privacy Act, various Ministry acts and regulations, as well as policies, guidelines, and procedures established by Cabinet, the Minister and Deputy Minister.

The Executive Director is available to clarify broad goals and priorities and provide consultation as necessary. Within these parameters, this position is delegated authority to determine approaches to accountabilities and provide leadership to the unit.

Direct or indirect impacts of decisions:

Long-term strategic direction and key priorities for the Post-secondary Research and Innovation Strategy unit are determined by Executive Team and other senior Ministry and government officials, with relevant legislation, regulations, policies and frameworks providing broad parameters within which to operate. As a key member of the International, Research and Innovation Branch leadership team, the Director is responsible for achieving relevant outcomes and defining strategic direction as relates to research and innovation in the Ministry and the province's post-secondary education system. The work carried out by this position is complex and affected significantly by political decisions and priorities established in Government strategic plans and Ministries' business plans.

As a member of the Branch management team, this position is jointly responsible for achieving branch goals and outcomes, and contributing to the achievement of relevant Ministry and Government goals. The Director is fully accountable for defining priorities and objectives, developing the framework, and shaping the guidelines for the unit, and directing operations and associated resources to achieve goals and results.

The post-secondary system is evolving and dynamic, with Ministry policies directly impacting a broad and diverse population. Ministry programs are subject to strong societal and economic influences, with strategic decisions affecting the supply of a trained workforce and the availability of resources for key social and economic programs. The Director is relied on to identify the impact of policies and proposals on the Ministry and post-secondary system, as well as provide the Executive Director, Assistant Deputy Minister, and senior Ministry representatives with strategic information having

the potential to directly affect Ministry policy and program development and service delivery. The actions taken and recommendations made by this position have considerable influence on critical decisions for post-secondary policy and program directions. Ultimately, these decisions have potential for significant impact on Ministry representatives, stakeholders, and partners in terms of policies and the allocation of resources and financial commitments.

The work carried out by the Director is complex and guided by government's political decisions, priorities established in government business plans and other Ministries' mandates (e.g., Alberta 2030, ATIS, Innovation Ecosystem Review, etc.), as well as societal expectations relating to the post-secondary education system, and the operational requirements of post-secondary education providers. The Director has primary accountability for the Post-secondary Research and Innovation Strategy operations, including determining plans, goals, objectives, and priorities. This position is delegated freedom to develop and set direction for the unit and lead associated strategies, plans, and operations that support the Minister's direction and business plan goals as it relates to research and innovation in the post-secondary system. This unit is critical to achieving the Ministry's desired outcomes, including the implementation of the Alberta 2030 strategy, with policy and strategies integral to the province's post-secondary education system and government's desired economic and social outcomes.

Key Relationships

Major stakeholders and purpose of interactions:

The Director requires superior interpersonal, negotiation and facilitation skills to establish and maintain effective relationships with a wide variety of Ministry and Government representatives, industry and post-secondary leaders, representatives of other governments, and other external stakeholders with interests in advanced education policies, issues, and programs.

The Director is expected to exhibit and model these skills when consulting and collaborating with and influencing stakeholders, partners, and decision-makers. Issues dealt with are often sensitive and/or controversial, with the Director called on to balance and reconcile differing and often competing interests while demonstrating responsiveness, flexibility, and adaptability. Cooperation, collaboration, and teamwork are emphasized when achieving results.

External

Representatives of post-secondary institutions and other adult learning providers; stakeholder organizations including industry leaders and employers, students, higher education experts, and agencies (e.g., Alberta Innovates, Creative Destruction Lab, Council of Canadian Innovators) to build and maintain collaborative working relationships; facilitate effective policy development; discuss and consult on complex policy issues; present policy information to committees; identify opportunities for collaboration; encourage innovation; negotiate solutions.

Representatives of other Ministries, including Executive Council, TI, JET, etc., to facilitate effective policy development and coordination, provide expert advice and consultation relating to policies, practices, and options; develop strategic plans and approaches; provide information and respond to sensitive and complex issues.

Internal

Senior Ministry officials (Executive Director, Assistant Deputy Ministers, Deputy Minister) to provide expert advice and consultation relating to policies, practices, and options; develop strategic plans and approaches; provide information and respond to sensitive and complex issues.

Senior representatives of Ministry divisions and program areas to provide strategic policy advice and coordination; collaborate on initiatives; develop effective working relationships.

Executive Director to lead development of plans and strategies; provide direction and advice; resolve complex issues; facilitate collaboration.

Other Directors to provide expertise; resolve complex issues; maintain consistent approach to business activities; determine priorities and coordinate resources; exchange information; collaborate.

Required Education, Experience and Technical Competencies

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

If other, specify:

Experience in a post-secondary institution setting is an asset. Understanding of research/innov ecosystems

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

Ability to work effectively in a complex, interconnected, multi-stakeholder environment.

Strong understanding of:

- linkages between policy, planning, regulatory decision-making, monitoring, evaluation, policy evaluation;
- the political environment within which the Ministry operates;
- government business plan goals, policy directions, and structure.

- Alberta's research and innovation ecosystem.

Knowledge of Alberta's innovation ecosystem and well-developed understanding of Government economic priorities and strategies.

- Knowledge of public administration practices.
- Well-developed expertise in policy development and department and government decision-making processes.
- Familiarity with applicable policy, legislation and regulations, both provincial and federal, and other relevant GOA legislation.
- Understanding of governance and ABC mandates and purpose, as well as related legislation and guidelines.
- Ability to achieve results through the work of other units, ministries or organizations over which the incumbent has no formal authority.

Organizational and Analytical Skills

- Strong organizational, time and project management skills to effectively balance multiple priorities and demands.
- Strategic thinking, the ability to anticipate potential issues and how they could impact the department, government and stakeholders.
- Creativity and innovative thinking to develop new solutions without prior models/structures to build on.
- Ability to analyze complex issues, consider, and synthesize information from multiple sources and perspectives, and develop options.
- Ability to analyze system issues and components and identify performance improvements.

Interpersonal and Leadership and Management Skills

- Excellent leadership and management ability. Extensive experience in leading and coordinating projects, consultation processes and working in teams.
- Ability to effectively represent the department's and/or government's position.
- Well-developed interpersonal and negotiation skills.
- Commitment to the development of staff and willingness to delegate complex tasks to staff and support them to enable the development of capacity in the team.
- Leadership, management and supervisory skills to lead teams as they analyze complex issues, identify options, make recommendations, set priorities and operationalize plans.
- Ability to plan and implement change management initiatives within the team and across multiple stakeholders; reposition efforts and messaging for different leadership and audiences; adapt to evolving policy outcomes and continuous improvement.
- Knowledge of planning and budgeting.

Communication Skills

- Excellent written and oral communication skills - the ability to present significant amounts of complex information in a clear and concise format.
- Ability to effectively communicate and translate the bigger picture - roles, goals, policy, departmental, and government direction to staff and client areas.
- Strong ability to effectively communicate with specialists and non-specialists, high-level industry representatives and partners from other jurisdictions (national/international).
- Excellent mediation, negotiation, facilitation and collaboration and discretionary skills.
- Ability to develop partnerships, motivate, build consensus and establish a common vision.
- Experience in multi-stakeholder engagement and consultation processes, and the ability to work with stakeholder groups to respond collectively to existing and emerging issues.

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"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Develops strategies and policy analyses and options that are informed by a holistic, integrated approach to the province's higher education system. Strategic directions are systemic, with short-, medium- and long-term outcomes and performance measures and targets established and evaluated. Strategies relating to post-secondary research and commercialization are considered from a systems perspective of the broader research and innovation ecosystem.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Ensures that the best possible policy and strategic advice and options are provided to decision-makers. Ensures robust policy development (depth of analysis) and policy coordination (breadth of alignment) to support the achievement of government priorities, Minister's mandate and the Ministry's business plan goals.

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>Develops and maintains effective working relationships with colleagues internal and external to government and the post-secondary system. Relationships are characterized by trust and respect, and nurtured to support the attainment of Ministry priorities, strategies and business plan goals. Leads cross-functional teams and inspires with vision for transformation.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>Champions change leadership and supports staff in being agile and flexible to achieve priorities. Readily adapts own leadership to the dynamic political, policy and fiscal environment and leads teams to thrive in opportunities for transformation. Challenges assumptions and drives a culture of agility and innovation.</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