New

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Advisor

Requested Class

Program Services 4

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 Ministry of Technology and Innovation (TI) serves as the government's driver of technology informed strategy and policy, creating programs and tools that will help diversify and grow Alberta's economy. The department's structure is organized around technology focus in domains of cybersecurity, digital delivery, and innovation policy and strategy development and implementation; investing in and building relationships with researchers, businesses, industries, and communities; and agency governance to ensure alignment and accountability with Alberta's overall economic priorities. The department also directs its agencies, Alberta Innovates and the Alberta Enterprise Corporation (AEC), agencies of the Alberta government and the key delivery vehicles for achieving the government's research and innovation priorities and targets, to optimize technology and innovation to grow and diversify the economy. To learn more about us, please visit: https://www.alberta.ca/technology-and-innovation

Within the department, the Innovation, Privacy, and Stewardship (IPS) division is accountable for the Alberta Technology and Innovation Strategy; innovation programs and governance; protection of personal information; enterprise information management and technology policy, training and awareness; business relationship management with partner departments; project management; and business reporting. Within the IPS division, the Innovation Partnership and Governance Branch has accountability to support Alberta's researchers, businesses, and entrepreneurs as they drive economic and social growth, develop

partnerships, attract investments, and create jobs through strategic initiatives, programs, and investments. The Branch has responsibility for leading and managing innovation strategies and initiatives and programs to enhance research and innovation across the province's key sectors and improve competitiveness. These programs are informed by government priorities such as the Alberta Technology and Innovation Strategy (ATIS) and intended to strengthen Alberta's innovation and commercialization ecosystem, attract leading talent and expertise, accelerate commercialization of homegrown technologies, and attract impactful innovation investments.

The Branch's Innovation Strategy and Governance Unit is responsible for setting the strategic direction, policy framework, and governance oversight for Alberta's technology and innovation ecosystem. The unit leads the development and implementation of whole-of-government innovation strategies like ATIS that align public investments, programs, and institutions with provincial economic priorities, global market opportunities, and emerging technologies. It also advances strategic priorities including enhancing company commercialization and scaling and improving access to growth capital. In delivering the Governance mandate, the unit works in partnership with the Public Agency Secretariat (PAS) as legislated through their respective legislation (Alberta Research and Innovation Act, Alberta Enterprise Corporation Act), the Alberta Public Agencies Governance Act (APAGA) and through best practices set out in the Public Agencies Governance Framework (Framework).

Position Summary

Reporting to the Manager, Innovation Strategy, the Senior Advisor leads the planning and execution of the full policy development cycle, with focus on innovation, commercialization, and ecosystem enhancement. This position plays a central role in advancing the ATIS by developing evidence-based policy advice that addresses system level challenges across the technology and innovation ecosystem, including enhancing company commercialization and scaling and increasing access to growth capital.

The Senior Advisor champions a tech-forward approach to policy work, utilizing modern digital tools to accelerate research and analysis, including jurisdictional scanning, best practice assessment, and risk evaluation. While prior experience with AI is not required, we are seeking candidates who are curious about new technologies, eager to learn AI-enhanced testing tools, and enthusiastic about automation, efficiency, and continuous improvement. By adopting efficient, data-driven workflows, this role identifies emerging economic and market opportunities that directly informs the ministry's strategic direction and the design of policies and programs that strengthen Alberta's innovation performance. The Senior Advisor modernizes the development of policy options, decision documents, and reporting, ensuring the team remains agile and responsive during policy implementation.

Responsibilities

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

1. Policy and framework development

- Leads the development, analysis, and dissemination of high-quality policy advice related to innovation, technology development, and commercialization to support evidence-based decision-making by senior management, executive leadership, and Ministry representatives.
- Designs and advances policy options that align with government priorities by consulting and coordinating with Ministry divisions, other provincial ministries, federal counterparts, post-secondary institutions, agencies, and external ecosystem stakeholders, as appropriate.
- Synthesizes complex information into clear, actionable insights and recommendations, identifying risks, trade-offs, and implementation considerations associated with policy and program choices.
- Prepares and coordinates Cabinet submissions, Treasury Board materials, briefing notes, decision notes, and ministerial correspondence related to innovation, commercialization, ensuring accuracy, strategic alignment, and adherence to government standards.
- Provides strategic intelligence to Ministry leadership on emerging trends, technologies, market dynamics, and policy developments that may impact Alberta's technology and innovation ecosystem, including implications for competitiveness, investment attraction, and IP commercialization.

2. Environmental scanning and research are performed to support innovation and commercialization policy development

- Identifies significant innovation and commercialization policies and advancements at provincial, national, and international levels with potential to inform Alberta's economic development priorities.

- Analyzes innovation and commercialization policy issues and developments to identify trends with the potential to impact Ministry policies, summarizing findings for consideration of Ministry decision-makers.

- Conducts comprehensive research and analysis on innovation and commercialization issues, drawing on diverse qualitative and quantitative sources including legislation, Treasury Board and Cabinet directives, jurisdictional scans, statistical and economic data, academic research, and sector intelligence.

- Researches policies, technology trends, and technology commercialization best practices and ensures relevant Ministry

representatives are informed of the research findings.

- Perform technology sector research (like quantum, artificial intelligence etc) to support Ministry representatives in the development of sector strategies and frameworks.

3. Alberta's innovation and commercialization priorities are identified to help grow the technology and innovation sector.

- Collaborates with the Ministry staff to ensure coordination and integration of activities and promotes collaboration within the Ministry and with external stakeholders.
- Collaborates with technology and innovation stakeholders on identifying economic issues and opportunities for the sector to enhance capacity to undertake economic development across the province.
- Participates in cross-ministry committees, teams, and working groups, providing technology and innovation sector perspectives and expertise to ensure thoroughness and consistency in policy and program development.

4**. Senior Leadership is supported in achieving the mandate and goals of the sector.**

- Provides the necessary analysis for information requests, action requests and briefings, and respond to requests for information and analysis originating from within government or from the public.

- Develops briefings and other documents for Executive Team, Minister, Deputy Minister or Cabinet Committees as an essential support for strategic decision making on strategies, policies and programs, as well as in response to news reports and release of major research studies.

- Analyzes and synthesizes qualitative and quantitative information from multiple authoritative sources, and prepares relevant reports that demonstrate results, trends, patterns, and policy analysis.

- Provides input and recommendations relating to issues, opportunities, and challenges associated with technology and innovation policies and programs.

- Develops recommendations to support continual improvement of the technology and innovation sector and maintains awareness of associated processes, tools and best practices that can be tailored to meet sector development requirements.

Problem Solving

Typical problems solved:

The Senior Advisor routinely addresses complex innovation and commercialization policy issues characterized by ambiguity, competing interests, and multiple determining factors. The role requires advanced analytical and strategic thinking to research, assess, evaluate, infer, and exercise judgment in the absence of clear precedents. The Senior Advisor synthesizes information from diverse and often incomplete sources to hypothesize options, assess risks and impacts, and arrive at defensible, evidence-based recommendations. Work is carried out with considerable independence, with guidance primarily provided through broad direction from the Manager, Director, and Executive Director, as well as input from internal and external stakeholders. The position demands sound judgment, effective consultation, and problem-solving skills to deliver timely advice and products in a fast-paced environment with shifting priorities and tight deadlines.

Types of guidance available for problem solving:

The Senior Advisor receives broad strategic direction from the Manager and Director, including priorities, desired outcomes, and alignment with Ministry and government-wide objectives. Day-to-day work is carried out with a high degree of independence, requiring the incumbent to determine appropriate approaches, methodologies, and timelines. Guidance is available through existing Government of Alberta and Ministry legislation, policies, frameworks, processes, and standards, as well as Cabinet and Treasury Board directives. Additional guidance is obtained through consultation with colleagues, interdepartmental partners, and subject-matter experts, as appropriate. Given the evolving nature of innovation and commercialization policy, formal precedents may be limited, requiring the Senior Advisor to exercise professional judgment in interpreting guidance and adapting it to novel and complex issues.

Direct or indirect impacts of decisions:

The position's decisions and recommendations directly impact the development, implementation, and effectiveness of innovation and commercialization policies, strategies, and frameworks of the Government of Alberta. The Senior Advisor's work influences the design and alignment of programs, agency mandates, and policy instruments that support technology development, access to growth capital, intellectual property creation, commercialization, and company scaling. Indirectly, the position impacts the performance and competitiveness of Alberta's technology and innovation sector by shaping the policy environment in which innovators, entrepreneurs, post-secondary institutions, and industry partners operate. Through the provision of expert, evidence-based advice, the role contributes to informed executive and ministerial decision-making, effective use of public resources, and

the achievement of long-term economic diversification, productivity growth, and innovation outcomes for the province.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director and Assistant Deputy Minister periodically (as required) to provide direct input on policies, and innovation concepts.

Director (weekly) to provide policy presentations and recommendations; provide background information to support and inform the Director's participation in various initiatives.

Manager (daily) to provide updates and raise awareness of emerging issues; receive direction; participate in team planning and reporting.

Fellow unit and branch staff (daily) to collaborate and inform branch initiatives; share information.

Subject matter experts across divisions and departments (as required) to collaborate on specific projects; provide technical guidance or advice; communicate regarding analysis, research results, and broad innovation related matters.

Cross ministry initiatives / teams (as required) to participate in projects; lead/coordinate specific consultations; and present ministry inputs.

Other ministries and/or other branches across the division (as required) to maintain strong working relationships to share information; collaborate on initiatives; represent and influence others.

Stakeholders (as required) to engage research, industry, academia, and business stakeholders to inform policy and/or strategy projects.

Required Education, Experience and Technical Competencies

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

If other, specify:

Disciplines such as innovation commercialization, entrepreneurship, business, public policy/adminstration

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

Core Knowledge and Experience

- Completion of relevant post-secondary degree in innovation commercialization, entrepreneurship, business, public policy, public administration or related, supplemented by minimum four years of related experience is required. Equivalencies may be considered.

- Extensive knowledge and experience in strategy or policy development, processes, and practices.

- Knowledge of public and non profit sector programs applicable to innovation and commercialization as we well as how they apply to, and benefit the province.

- Knowledge of provincial and federal legislations, policies, and programs/supports related to innovation and commercialization.

- In-depth understanding of the small and medium-sized enterprises (SME) lifecycle, either at the SME level or within the SME support ecosystem.

- Well-developed research, analytical, and problem solving skills to interpret key economic and industry information (quantitative and qualitative), and to develop appropriate responses and processes to maximize economic and sector growth.

- A high degree of comfort in technical topics as well as business concepts and issues.

- Project management skills.

Technical and Analytical Skills

- Sufficient proficiency in data analysis and insights generation, including the ability to utilize or learn AI and Natural Language Processing (NLP) tools for rapid synthesis of complex policy documents, grant applications, and research reports.

- Ability to identify and process large quantities of information, often coming from multiple sources, usually in a rapidly changing environment, and comprehend its implications.

- Advanced skills with Microsoft Office programs.

Key Competencies and Communication

- Excellent prioritization, time management and organizational skills.

- Ability to function well in a team-based environment that demands a high level of interpersonal skills.

- Well-developed analytical and independent decision-making abilities.

- Able to complete tasks independently.

- Ability to quickly align with shifting priorities, work assignments, and timelines.

- Excellent interpersonal and communication skills.

- Strong presenting, writing, editing and researching skills, with proven experience leveraging generative AI tools to enhance the clarity, speed, and audience-specific tailoring of policy documents, briefings, and communications.

- Ability to cultivate strong stakeholder relations, both internal and external, and effectively collaborate on information with department and partner ministries.

- Ability to analyze information, summarize and synthesize feedback and make recommendations based on findings, leveraging AI for rapid synthesis of large qualitative and quantitative data sets.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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	The Senior Advisor is expected to have a broader perspective, not only in looking at innovation and commercialization, and linkages in the sector of focus, but also of the long-term developments impacting the sector.
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad	Position seeks inputs from other branches/divisions and the relevant stakeholders to ensure understanding of the

					thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	required analysis and continuing to communicate with them until the completion of the project.	
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	Position often works in the grey zone where situations and obstacles encountered are often nebulous without a clear path to resolution. Direction can often change quickly, so need to adeptly adapt and repurpose.
Drive for Results	○	○	○	◉	○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	The Senior Advisor is expected to achieve goals by planning the approach, executing the plan, and collaborating with the relevant colleagues and stakeholders to achieve results within specific time-frames
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	By fostering constructive dialogue, encouraging diverse viewpoints, and facilitating informed debate, the role supports idea generation, risk identification, and balanced decision-making, resulting in well-

		problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	considered policy recommendations that address both immediate issues and longer-term system impacts.

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	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature