

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

The Industry Competitiveness and Policy Unit contributes to the development of a competitive economic environment to support industry growth and diversification. This includes developing policies, strategies, and initiatives focused on supporting and growing Alberta's primary, enabling, and nascent industries in order to create jobs, attract investment, and diversify the economy.

As part of the Economic Competitiveness team, the role plays a leading role in economic and policy research and analysis of issues, trends, and developments that impact economic competitiveness in the province, with a strong focus on productivity, regulatory reform, airport competitiveness, and industries such as construction as well as logistics/transportation and warehousing. This position is senior relative to other analysts; therefore, the incumbent is expected to play a leadership role amongst other analysts and approach complex problems independently.

The Senior Policy Advisor will focus on the following Department priorities and mandate items:

-ensuring Alberta remains a highly competitive destination for job-attracting investment; and

-supporting other ministries to remove barriers to the growth and development of Alberta's airports, with special attention to regional airports, that can help Albertans connect themselves and their goods to major international airports and increase our province's economic competitiveness.

The Senior Policy Advisor will also provide support when necessary for the following Department mandate item:

-as lead, working with the Ministers of Treasury Board and Finance as well as Forestry and Parks, develop programs similar to the Agri-Processing Investment Tax Credit to incentivize investment in forestry and other manufacturing sectors.

To this end, the role will require a strong ability to scope and perform jurisdictional, market, economic and statistical research and analysis; provide strategic and policy advice related to the industrial economy; and more broadly to identify opportunities to stimulate economic growth, diversification and resiliency, by enhancing opportunities for Alberta's industries. This requires strong proficiency in both quantitative and qualitative research and analysis, critical thinking, and project management skills. The incumbent engages with relevant internal stakeholders inside Jobs, Economy and Trade and across partner Departments to develop policy responses on relevant issues.

Working independently and closely with team members including the Analysts, Manager and Director in the branch, the Senior Policy Advisor will play a leading role in the preparation of internal and external reports, briefings, and communications. This requires a high level of problem solving, systems thinking, decision-making, relationship development, writing and communication skills. The incumbent's technical, research, and communication skills are essential to help the Unit, Branch, and Department in achieving the business plan goals to create an environment that attracts investment and job creation opportunities.

Responsibilities

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

1. Develop and communicate high-quality research and analysis on competitiveness issues and opportunities related to productivity, logistics and other prioritized sectors, regulatory reform, and industry growth.

Activities:

- Provide 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.
- Develop 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.
- Analyze, evaluate, and synthesize qualitative and quantitative information from multiple authoritative sources including legislation and policy documents, statistical research reports and databases, and prepare relevant reports that demonstrate results, trends, patterns, and policy analysis.
- Accurately interpret data and findings for both their own work and team members.
- Identify, develop, and use both qualitative and quantitative methodologies for research and analysis that provide impactful policy insights for economic development.
- Manipulate data in various forms, such as graphs, tables, and charts.
- Develop concise and professional presentations for senior management.
- Consult and coordinate with Ministry staff, interdepartmental contacts, and external stakeholders where appropriate to develop policy options that support planning and development for improved economic competitiveness, supply chains and logistics, productivity, prioritized sectors and regulatory impacts.
- Identify significant economic policies and advancements at provincial, national, and international levels with potential to inform Alberta's economic development priorities.
- Research, critically review, and synthesize new and existing literature on economic competitiveness, productivity, supply chains and logistics, regulatory reform, and industry growth obtained from a variety of sources (i.e. academic journals, industry studies, administrative publication, government studies, books, newspapers, etc.).

2. Provide impartial, well-reasoned, well-supported, and impactful advice on competitiveness issues and opportunities in the industrial economy, to help ensure Alberta remains a highly competitive destination for job-creating investment.

Activities:

- Provide input and recommendations relating to issues, opportunities, and challenges associated with economic policies, programs and functions.
- Develop recommendations to support continual improvement of competitiveness, productivity, industry growth, and other areas of economic development.

- Maintain awareness of associated processes, tools and best practices that can be tailored to meet economic development requirements.
- Participate in program reviews, identifying relevant issues and exploring as well as assessing potential options in response.

3. Advance policy work to fulfill the mandate item to support other ministries to remove barriers to the growth and development of Alberta's airports to increase our province's economic competitiveness.

Activities:

- Provide project coordination.
- Consult with relevant internal stakeholders and engage with other program areas of government to obtain necessary information and advance projects.
- Draft briefing materials for decision-makers.

4. Create collaborative networks within the Department and across the Government.

Activities:

- Collaborate with Jobs, Economy and Trade staff to ensure coordination and integration of activities and promotes collaboration within the Ministry and with external stakeholders.
- Collaborate with industrial economy stakeholders on identifying economic issues and opportunities for industry to enhance capacity to undertake economic development across the province.
- Provide advice to stakeholders on strategically aligning with government priorities to facilitate the development of industry and increase competitiveness.
- Participate in cross-ministry committees, teams, and working groups, providing industry perspectives and expertise to ensure thoroughness and consistency in policy and program development.

5. Other related duties as assigned by management which support the purpose of the job without expanding the complexity of the main responsibilities.

Problem Solving

Typical problems solved:

The Senior Policy Advisor works with considerable independence often in areas with ambiguities and multiple determining factors. Considerable knowledge and judgment is required. Guidance is mainly provided by the manager, inputs from the relevant stakeholders, and direction from the Executive. The problems and issues are often complex and require a high level of creativity and independent research to support defining issues, identifying implications, and developing appropriate solutions and recommendations. Precedents do not always exist, requiring the Senior Policy Advisor to research, problem solve and use effective consultation skills and sound judgment to generate recommendations within tight timelines and an often fast paced environment to develop policy solutions for often loosely-defined industry and economic development concepts such as market access, productivity, economic diversification, supply chain resiliency, and industrial competitiveness.

The incumbent is expected to maintain a broad view of Alberta's industrial economic and related supply chains' interdependencies and stakeholder views when providing information, analysis, and planning advice. Organization and time management skills are critical to success in this position. This role also requires a strong understanding of both qualitative and quantitative methods in research and analysis, and the ability to identify best practices and theories to solve complex problems in economics.

Types of guidance available for problem solving:

Problem-solving will require strong relationships with subject matter experts, and an understanding of Alberta's industrial economy and supply chains, along with relevant policies and legislation. The Manager provides broad direction and guidance; however, the Senior Policy Advisor is expected to function with a strong degree of independence. Guidance is also available from existing GoA or ministry policies, processes and standards, and from consultation with other staff.

Direct or indirect impacts of decisions:

The work of this position has an impact on the successful development of the industrial economy and supply chains that underpin economic development and competitiveness in the province. This position plays an important role in identifying and supporting industry development and linking stakeholder initiatives and challenges to related government supports and programs. This position provides expert advice on policy matters to foster innovation, competitiveness and economic growth and to improve and promote industry development.

Key Relationships

Major stakeholders and purpose of interactions:

Senior Leadership and Executive periodically (as required) to provide direct input on policies, and innovation concepts.

Manager (weekly or more) to provide updates on policy and recommendations development; provide background information to support and inform senior leadership's participation in various initiatives; 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.

Fellow junior analysts in the unit (daily) to provide coaching and mentorship, as needed.

Subject matter experts across divisions and departments (as required) to collaborate on specific projects; provide technical guidance or advice; communicate regarding analyses, 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, 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)	Economics	Other	

If other, specify:

Disciplines such as economics, business, statistics, public policy, economic development

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

Extensive knowledge of strategy or policy development processes and practices.

Extensive knowledge of economic development processes and practices.

Economic and technical expertise and understanding of the structure and performance of the Alberta economy, its place in the Canadian, North American and global economies, and the economies of other provinces. Understanding of key issues that face Alberta's industries and their competitiveness.

Experience playing a leading role in multiple stages of the policy cycle, including issue identification, policy analysis and policy design. Experience completing economic studies, with a wide understanding of economic concepts and methods for economic analysis and modelling.

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 industry growth.

Extensive experience in using Statistics Canada data and database manipulation, and awareness of other economic

data sources.

Knowledge of provincial, municipal and federal legislation, policies, and public/non-profit programs/supports related to economic, industry and business development.

Strong written and verbal communications skills. Experience writing reports and/or executive briefing notes on complex issues.

Project management and time management skills.

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

Able to complete tasks independently.

Critical thinking and analysis.

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

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		
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 	When faced with challenging projects, the Senior Policy Advisor is expected to explore alternative approaches and develop innovative methods to analyze problems. This will require fast learning and collaboration with others to fully understand and approach multifaceted issues.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad 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 	Position communicates Branch interests and seeks inputs from other departments/divisions/branches and relevant stakeholders to ensure understanding of the required analysis. Continues to communicate with them until the completion of the project and/or as part of ongoing working relationship 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	Position often works in the grey and situations

		<p>associated risks:</p> <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 	<p>and obstacles encountered are often nebulous without a clear path to resolution. Direction can often change quickly, so need to adeptly adapt and repurpose.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • 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 	<p>The Senior Policy Advisor is expected to achieve goals by planning the approach, executing the plan, and collaborating with the relevant colleagues and stakeholders to achieve results.</p>

Benchmarks

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