

New

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, ESI

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

Utilities, GTM, ESI

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:

Reporting to the Director, Electricity Sustainability and Innovation, the Manager provides leadership, advice and recommendations in support of the effective management of Alberta's electricity generation, development and expansion of low emission electricity and supports the delivery of other strategic outcomes. The Manager directly supervises a team of senior policy analysts and engineers to deliver on programs and respond to complex issues. The Manager is the Department lead for the Renewable Electricity Program, which includes overseeing financial transactions potentially exceeding \$100 million annually. The Manager provides sound advice and direction to major programs and projects, working in collaboration with internal and external stakeholders in the effective and holistic delivery of the Government of Alberta electricity system strategic objectives and related outcomes. The Manager supports Alberta Public Service values of respect, accountability, integrity and excellence.

Responsibilities

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

The Manager, Electricity Sustainability and Innovation provides operational leadership, sound advice and strategic direction over the following key accountabilities:

1. Lead the implementation, operations, and monitoring of the Renewable Electricity Program.

- Primary point of contact with the Alberta Electric System Operator for all matters related to the ongoing

delivery of the Renewable Electricity Program. The program involves financial transactions potentially exceeding \$100 million annually and is contractually obligated to continue until at least the year 2042.

- Work directly with Executive Management and senior Finance staff to ensure that monthly financial statements and invoices are correct, approved by the appropriate delegated authority, and funds are provided to the Alberta Electric System Operator on time to avoid extensive interest costs.
- Responsible for identifying areas where reporting and financial processes are inefficient or ineffective and developing and implementing solutions.
- Lead the development of policy recommendations as required to ensure the policies and operating protocols evolve to address issues.
- Lead team in developing accurate and timely financial forecasts for Finance budgeting processes.
- Primary department contact for commercial updates on wind generation projects proceeding under the program.
- Directly address issues related to projects under the Renewable Electricity Program, providing advice on issues that directly impact the viability of large industrial generation projects.

2. Provide leadership, advice and recommendations over matters related to low emission electricity development in Alberta.

- Develop policy recommendations and implementing measures that will directly enhance the design, structure and functioning of Alberta's electricity policy framework. Includes the design and development of new policy addressing development, investment, and supports the delivery of other strategic outcomes.
- Provide tactical and sound policy advice to shape the vision, long-term objectives and priorities for electricity sector and its implementation through law.
- Prepare and provide advice and counsel to the Director/Executive Management regarding policy and implementing legislation to govern the development of electricity generation.
- Prepare and provide advice/counsel regarding policy and implementing law to support government objectives on environmental matters, including federal initiatives, and its impact on Alberta's electricity industry.
- Work with stakeholders to find solutions for removing barriers to alternative and low emission forms of energy.
- Direct team as the lead resources for electricity emissions, renewable and low carbon generation development, and support efforts towards nuclear reactor development.

3. Engage internal and external stakeholders in order to respond to emerging issues and provide policy clarity and support.

- Lead stakeholder management to forge relationships and collaboration with industry parties and implementing agencies with a view to building mutual understanding and cooperation and therein, contribute to division achievement of its strategic goals and objectives.
- Build strategic partnerships and working relationships across the department and with other government departments and agencies to develop and implement electric restructuring policy and regulatory initiatives.
- Regular consultation with a broad group of stakeholders to review and formulate policy and law related to the electric industry, and to identify emerging issues calling for public policy address.
- Prepare and make presentations to public groups concerning electricity sector infrastructure issues.
- Management of communication initiatives on electricity issues.
- Represent the Department as requested on committees addressing electricity sector issues.
- Provide sound advice and interpretation regarding electricity policy including the preparation of written reports and technical papers.
- Lead team in directly engaging with public in issues related to low emission electricity development.

4. Lead Environment and Technology Team.

- Responsible for leading and directly supervising a professional team comprised of Program Services 5, Program Services 4, and Program Services 2 staff.
- Responsible for all administrative and human resource aspects of supervising the team including performance agreements, conflict resolution, managing individual and team workflows, and project management.

- Provides leadership and guidance to staff in providing analysis and rapid responses to complex and politically sensitive issues.
- Responsible for ensuring staff accurately update all project and program tracking documents required by Executive Management.
- Monitor the workload and capacity of all team members to ensure resources are optimized and tasks are completed on time with a high level of quality.
- Assign action requests and projects to the team in a fair manner ensuring that responses are complete and accurate and on time for Director and Executive Director review.
- Guide team in adjusting workloads as new priorities and opportunities emerge.
- Leverage the expertise of the team to assist other teams in the branch, Department, and the Alberta Government in projects such as energy storage and government procurement of renewable electricity.

5. Provide leadership, guidance and mentorship to professional team to deliver electricity policy objectives and commitments.

- Lead, coach, mentor and inspire staff in support of reaching their full potential.
- Develop team by providing effective performance management, recognizing and celebrating successes, and providing constructive and timely feedback.
- Promote key learning and developmental opportunities and engage in career conversations to enhance the career lifecycle.
- Promote innovation and better practices, foster collaboration and encourage taking risks to generate quick wins and support longer term outcomes.
- Foster a respectful workplace where staff feel inspired and motivated.
- Encourage and model healthy work-life balance.
- Manage projects and associated project budgets ensuring contracts in place prior to commencement of work, and that deliverables are received prior to payment.
- Support the Director by assuming acting Director role as required and by working with the Director to develop efficient processes for the team and branch.

6. Support Department in delivery of key government initiatives and committees.

- Support the Department in the development and delivery of programs not directly related to electricity.
- Examples include:
 - Creation of the Department Occupational Health and Safety team and all associated hazard assessments and communication materials.
 - Representing the Department on the Contract Review Committee.
 - Direct and indirectly supporting other electricity and Government of Alberta teams and projects during times of resource shortage.

Problem Solving

Typical problems solved:

A significant challenge of this position is to support the Director/Management team with timely, strategic and effective advice concerning the long-term vision for electric service in Alberta and implementation of actions to achieve that end. A cohesive, holistic and coordinated approach best satisfies this challenge. Electricity is a facilitator of economic prosperity in Alberta. The reliable and efficient supply of electricity to Albertans is considered to be a public good. Not getting policy and implementation 'right' could lead to degradation of service and higher prices - in the end not serving the public interest.

This position requires key strategic thinking, problem solving, leadership and relationship building skills to support high-profile public policy development and implementation. In particular, competing interests are a major challenge to achieving desired results. To earn support from market participants and consumers, development and implementation of government electricity policy must find a 'balance' between the interests of all players, while ensure the public interest is met. To this end, four (4) critical skill sets are required for effective problem-solving:

- 1) Strategic and tactical forward-thinking and planning to anticipate the future of the province with a view to supporting a coordinated and holistic approach to policy development and implementation in Alberta's electricity market framework.

- 2) Political acumen, as well as broad policy expertise, to shape, develop and plan implementation to ensure the provincial electricity system serves the public interest. Organizational knowledge along with technical competence and experience ensure 'delivery' of business plan commitments on time and on budget.
- 3) Well-developed consultation and negotiation skills to balance competing interests. This position interfaces with stakeholders on a regular basis to identify emerging issues and manage policy issue consultation and preparation of legal implementation, such as statute and regulation.
- 4) Forging relationships and working partnerships across the industry. As the restructuring initiative moves into its second decade, stakeholder management remains a high priority to build consensus and to support ongoing policy refinements and implementation.

The position is responsible for the development of public policy associated with Alberta's multi-billion electricity market. This role is highly complex and requires a thorough and detailed understanding of the structure and technical aspects of the electricity industry, the development of restructuring in Alberta since inception, and the structure, operation and performance of industry markets. There is no generally accepted "template" for market design so much of the policy work is necessarily innovative. Solutions vary and are not always based on precedent. As the successful management of electricity restructuring has a direct bearing on the competitiveness of Alberta industry, as well as all consumers in the Province, this is a very sensitive and high profile role.

This position must consult and work with a broad base of stakeholders from a variety of backgrounds. This position requires not only a well-developed understanding of electricity restructuring and policy development, but also the ability to address complex interdisciplinary problems having substantive economic, environmental and social implications. This position is continually involved with other ministries in the development of their policy frameworks and legislation including work with Alberta Agriculture and Irrigation, Alberta Forestry and Parks, and Alberta Environment and Protected Areas.

Electricity is the primary input into Alberta's economy. It plays an essential role in the living standards and prosperity of Albertans. Generation sources are becoming more diverse as renewable energy grows, testing the grid in ways and creating pressures and challenges never experienced before. Alberta's system is the least interconnected system in Canada. This creates challenges for safety, reliability and affordability. Alberta's continued growth will require generation to be built in a timely manner to provide Albertans with reliable and competitively priced energy while minimizing our environmental footprint.

Types of guidance available for problem solving:

The Manager is expected to provide recommended solutions to problems to the Director and department executive.

Direct or indirect impacts of decisions:

The Manager supports the design, implementation and broad integration of public policy directly affecting Alberta's electric generation and the development of low emissions generation infrastructure and, therein, directly contributes to the overall success of the Division, which, in turn, supports the achievement of key government objectives and core Department business.

Over 3 million Albertans rely on their electrical power to maintain their quality of life. Investment decisions for distribution systems, essential for the reliable supply of electricity to the consumers of Alberta, as well as other business investments in Alberta, are greatly influenced by this public policy.

Key Relationships

Major stakeholders and purpose of interactions:

Position has contact with all levels of government, and across jurisdictions, industry leaders in all sectors impacted by climate change and emissions issues, public interest groups, unions, universities, colleges, research institutes, aboriginal associations, Ministers, MLA's and the public.

Required Education, Experience and Technical Competencies

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

If other, specify:

Other related areas of focus will be considered.

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

This position requires highly developed understanding of policy and management as well as fundamental knowledge of business including finance, economics, legal and technical knowledge of electric power systems. In addition, highly developed interpersonal skills including team supervision, communication, and building relationships are essential. The use of creativity, ingenuity, and highly developed organizational skills is required to solve problems and manage processes.

Knowledge:

- A related University Degree in a related field is required. Equivalencies considered.
- Well-developed understanding of Alberta's economy and the economic impacts associated with electricity. External business factors, both nationally and internationally exert substantial influence on this industry. Must be able to recognize and understand the drivers to these external factors and provide mitigating strategies to impacted stakeholders. Must understand the economies of other jurisdictions and the how electricity policy is integrated with these external economies.
- A strong understanding of Government legislative processes.
- A strong understanding of Government fiscal processes.
- A strong understanding of Alberta's electricity market and transmission policy.
- A strong understanding of Alberta's regulatory framework.
- A strong understanding of electricity media and the ability to resolve electricity related conflicts.
- A strong understanding of how electricity is a facilitator of prosperity and the requirement for sustainable development of generation to foster a high quality of life for Albertans.
- In-depth knowledge and understanding of business planning and accountability processes, and performance management systems.
- Extensive economic and broad business, legal and financial knowledge.

Skills and Abilities:

- Well-developed decision-making, analytical, organizational and problem-solving skills to manage processes and to address complex, interdisciplinary problems having economic, political, social and environmental implications in order to develop creative and innovative solutions to problems.
- Highly developed interpersonal skills to effectively and strategically collaborate with a wide variety of stakeholders and balance the needs and interests of diverse interest groups, to manage consultation and achieve objectives with competing interests.
- Strong written communication skills to prepare written documents, correspondence for Department Executives including the Minister, Deputy Minister and Assistant Deputy Minister.
- Excellent verbal communication skills to clearly articulate issues and solutions to senior and executive leadership.
- Highly developed leadership skills that result in high levels of staff engagement in an environment of rapidly changing priorities.
- Strategic critical thinking, analytical and policy development skills, including an understanding of the drafting of legislation.
- Strong project management and organizational abilities, including the ability to manage a number of complex issues while still delivering results.
- Ability to encourage new approaches and questions existing ones to ensure the most efficient and effective outcomes are achieved.

Experience:

- Several years increasingly responsible related work in policy analysis and development, leadership and resource management, and effective communication.
- Several years of demonstrated formal supervision and leadership of teams up to 10 people.

- Demonstrated experience in the electricity industry from a policy/framework development and implementation perspective.
- Extensive experience with the development and ongoing operation of government programs and funding support models.
- Experience in procurement of renewable electricity and the associated renewable attributes.
- Considerable senior management level experience supported by demonstrated relevant leadership and teambuilding skills.
- A record of success as a leader of complex issues and as a strategic thinker, an ability to move a group forward and position it for new and evolving challenges.
- Extensive experience in effectively managing significant fiscal and human resources.

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 	Position is frequently presented with problems where there is no obvious solution.
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 	Position is required to consider multiple areas in daily work. These include, but are not limited to, electricity sustainability, reliability, environmental impacts, land use, and climate impacts.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs 	This position requires regular effective communication with multiple departments, agencies and non-government stakeholders.

		<ul style="list-style-type: none"> • Ensures all needs are heard and understood 	
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>This position leads a team that frequently is required to quickly produce results and policy products in very with limited direction and guidance.</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